

RISK ASSESSMENT FORM

Reference No:

Section:

Department:

REASON for ASSESSMENT:

- Initial Assessment
- Change of Location
- Change of Process/Procedures
- Change of Work Equipment
- Periodic

COMPLETED BY:

(Assessor)
 Name:
 Signature:
 Designation:
(Manager)
 Name:
 Signature:
 Designation:

Date of Assessment

Date Next Assessment Due

Description of Task or Work Activity to be Assessed	Description of Hazard	Type of people exposed	Risk Rating Before Existing Controls			Existing Control Measures	Risk Rating After Existing Controls			Further Action Recommended	By Whom/ Date
			P	C	R		P	C	R		
Volunteers feel objects inside a feely box (including a wig, fake latex skin, water and gunge).	Allergic reaction to the gunge.	V,P	2	2	4	Ask volunteers if they have any allergies before they put their hands into the gunge.	1	2	2		
	Volunteers may be allergic to latex in balloons or fake skin.	V,P	2	2	4	Ask volunteers whether they have any allergies before they touch the latex.	1	2	2		
Volunteers throw Velcro covered straws at a model germ.	Volunteers may get poked in the eye with a straw.	V,P	2	2	4	Control volunteers and ensure they throw towards the germ.	1	2	2		
	Volunteers may get overexcited and trip up.	V,P	2	2	4	Control volunteers and ensure they stand still whilst throwing the straws.	1	2	2		
A balloon is burst on a pin attached to a germ model allowing the contents of polystyrene balls to fly everywhere.	Presenter or volunteers could prick themselves on a pin.	V,E,P	2	2	4	Ensure volunteers do not come too close to the germ model. Be careful when moving around the demo area.	1	2	2		
	Someone might be hit by a polystyrene ball.	V,E,P	2	1	2	The polystyrene balls are very light. Ensure no-one is too close when you burst the balloon	1	1	1		

Probability
 3 = Frequent
 2 = Occasional
 1 = Rare

Consequence
 3 = Severe
 2 = Moderate
 1 = Minor

Risk Rating
 6 - 9 High =
 3 - 5.9 Medium =
 1 - 2.9 Low =

Action Priorities
 P1 = Urgent - Immediate Action
 P2 = As Soon as Possible
 P3 = Whenever Practicable

Type of People Exposed
 E = Employees
 C = Contractors
 V = Visitors
 P = Public

OVERALL RISK RATING
 Overall Risk Rating =
 Total Risk Rating (AECM) ÷
 Total Number of Hazards

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