

Risk Assessment Name:	
Describe task you are undertaking:	<i>Assessing risks that may occur for event that is proposed to be held at Griffith University.</i>
Date of Risk Assessment:	
Who is the Risk Owner?	
Who are the members of the Assessment Team?	
Have you referenced any documents?	Yes / No
Do you have any attachments that are relevant to this risk assessment?	Yes / No

1. <b><u>Identify hazard</u></b>	The hazard is the source of harm, e.g. luggage. Use the Hazard Identification table at the end of this document to assist you.
2. <b><u>Describe your risk</u></b>	The risk is what could happen as a result of the hazard, e.g. back strain from lifting luggage.
3. <b><u>Assess risk</u></b>	Existing controls what do you currently have in place to lessen the level of risk.  Use the <a href="#">risk matrix</a> to assess the level of risk, considering these existing controls.
4. <b><u>Risk Control measure</u></b>	What further control measures will you put in p,



Eliminate the risk, or if this not reasonably practicable, control the risk to the fullest extent possible by using the following hierarchy of controls:

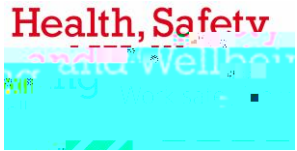
1. Elimination remove the hazard. Change the activity or stop using it,
2. Substitution replace the activity, material or equipment with a less hazard one, e.g. substitute a manual task for an automated task.
3. Isolation isolate the hazard from the person at risk, e.g. separate pedestrian access from vehicular access.
4. Engineering Use guarding on equipment in workshops.
5. Administrative Controls Training, Standard Operating Procedures and completing a Risk Assessment.
6. Personal Protective Equipment (PPE) Use appropriate and proper fitting equipment, e.g. safety goggles, gloves and lab coats. PPE is to be used in conjunction with other control measures.

When completing a risk assessment the following must be considered in the priority of order of Number 1 - 4:

1. Severity of hazard or risk;
2. Knowledge of hazard or risk and ways of removing it;
3. Availability and suitability of ways to remove or mitigate risk;
4. Cost of removing or mitigating hazard or risk.



**Consequences/**



IDENTIFY			ASSESS		CONTROL			
Activity Description (Task based risk assessment)	Risk Factor/ Hazard	Describe your risk	What are your existing controls?	What is the current risk rating?	To further reduce risk what proposed controls have you considered?	Who is responsible for these controls?	Due date	What is the residual risk rating?

Approved by (Name): \_\_\_\_\_ Signature (email address)