# Risk Assessment Tool Template

This Risk Assessment must comply with relevant regulatory and compliance requirements as outlined in:

*Education and Care Services National Regulations - Part 7, Division 4 and National Quality Standards - 2.3.2*

<table>
<thead>
<tr>
<th>Identify the Activity</th>
<th>Location</th>
<th>Who may be at risk?</th>
</tr>
</thead>
</table>

## Identify hazards, risks and rate the risks
1. Divide the activity into tasks
2. Identify the hazards and associated risks for each task
3. List risk controls already in place
4. Determine a risk rating using the Risk Rating Matrix below

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Hazards</th>
<th>Risks</th>
<th>Risk Rating</th>
<th>Existing Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Likelihood</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who conducted the Risk Assessment?</th>
<th>Who approved the Risk Assessment?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed by:</td>
<td>Approved by:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

*NB. Do not proceed with activity unless the results of the Risk Assessment determine the level of risk is minimal, and/or there are adequate control measures in place.*
## Risk Rating Matrix

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Severe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Very High</td>
<td>Very High</td>
</tr>
<tr>
<td>Likely</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Very High</td>
</tr>
<tr>
<td>Possible</td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td>High</td>
<td>Very High</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>High</td>
</tr>
<tr>
<td>Rare</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
</tbody>
</table>

### Likelihood
- **Almost certain**: Is expected to occur in most circumstances
- **Likely**: Will probably occur in most circumstances
- **Possible**: Could occur at some time
- **Unlikely**: Not likely to occur in normal circumstances
- **Rare**: May occur only in exceptional circumstances

### Impact
- **Insignificant**: Injuries not requiring first aid
- **Minor**: First aid required
- **Moderate**: Medical treatment required
- **Major**: Hospital admission required
- **Severe**: Death or permanent disability to one or more persons

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Children's Services Central is the Professional Support Co-ordinator in NSW and is an initiative funded by the Australian Government under the Inclusion and Professional Support Program. Children's Services Central is managed by a consortium of key organisations that resource and support the sectors of children's services in NSW. Feedback and enquiries should be initially directed to Children's Services Central. Further information can be sought by contacting the Department of Education, Employment and Workplace Relations.
SAMPLE - Risk Assessment Tool Template

This Risk Assessment must comply with relevant regulatory and compliance requirements as outlined in:

Children’s Services Regulation 2004 - Clause 77A and National Quality Standards - 2.3.2

<table>
<thead>
<tr>
<th>Identify the Activity</th>
<th>Location</th>
<th>Who may be at risk?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walking to the local Library</td>
<td>111 Sample Street, Samletown</td>
<td>Children, educators and assisting adults.</td>
</tr>
</tbody>
</table>

**Identify hazards, risks and rate the risks**

1. Divide the activity into tasks
2. Identify the hazards and associated risks for each task
3. List risk controls already in place
4. Determine a risk rating using the Risk Rating Matrix below

**Tasks**

- Gather children in service foyer
- Walk children to the pedestrian crossing
- Cross road
- Walk 2 block to the Library
- Return to the service via same route

**Hazards**

1. Power points in foyer
2. Front door opening into foyer
3. Crossing roads
4. Busy street/footpath

**Risks**

1. Electrical shock from power point
2. Children being hurt by opening door
3. Child or adult hit by car

**Risk Rating**

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Impact</th>
<th>Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Rare</td>
<td>(1) Major</td>
<td>(1) Medium</td>
</tr>
<tr>
<td>(2) Rare</td>
<td>(2) Minor/Moderate</td>
<td>(2) Low/Med</td>
</tr>
<tr>
<td>(3) Unlikely</td>
<td>(3) Moderate/Major</td>
<td>(3) Medium</td>
</tr>
</tbody>
</table>

**Existing Control Measures**

1. Safety plugs in each power point – supervision of children
2. Assemble children away from door area- supervise children
3. Correct child: staff ratios for excursions- active supervision whilst crossing roads- use pedestrian crossing

**Who conducted the Risk Assessment?**

Completed by: Joyce Jones  
Signature:  
Date: 1/1/2011

**Who approved the Risk Assessment?**

Approved by: Nadine Smith  
Signature:  
Date: 1/1/2011

NB. Do not proceed with activity unless the results of the Risk Assessment determine the level of risk is minimal, and/or there are adequate control measures in place.