



Hazard Identification, Risk Assessment and Risk Control Procedure

Diocese OHS Risk Assessment Template - Appendix 2

Parish / Workplace / Location	[Insert]	Date of Risk assessment	[Insert]
Task / Activity / Area	[Insert]	Assessment completed by	[Insert name and role]
Consultation undertaken with	[Insert names / roles]	Review date	[Insert]
Reason for assessment	[New task / change in work / incident / inspection finding / reported concern / periodic review]		
Hazard description	[What is the hazard? Where is it?]		
Who may be affected	[Employees / volunteers / clergy / contractors / parishioners / visitors / children / adults at risk / others]		
What could happen?	[Describe the possible harm or incident]		
Current controls	[What controls are already in place?]		
Potential consequence	[Insignificant / Minor / Moderate / Major / Catastrophic]	Likelihood	[Very rare / Not likely / Possible / Likely / Almost certain]
Initial risk rating	[Minor / Moderate / Significant / Extreme]	Is current risk acceptable?	[Record whether further reasonably practicable controls are available; do not rely on the numerical rating alone]
Additional controls required	[List immediate and longer-term controls using the hierarchy of control where practicable]		
Action by whom	[Insert]	Action by when	[Insert]
Residual risk rating after controls	[Minor / Moderate / Significant / Extreme]	Date completed	[Insert]
Escalation / referrals required	[Leadership / Diocesan OHS Advisor / Health and Safety Consultative Zone Committee/ WorkSafe / Safeguarding / Emergency services / insurer / other]		



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Approval	[Insert approving role and date]
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Risk rating guide

Use the risk matrix to support prioritisation and escalation. The rating does not determine legal acceptability. The assessor must consider whether the risk can be eliminated and whether any further reasonably practicable higher-order controls are available. Review the assessment if the task, activity, people affected, workplace, controls or circumstances change, or if an incident, near miss, report or concern occurs.