Risk Assessment for Hire of Graceleigh Hall

For more details on the risk management process refer to, *Managing Health and Safety Risks*.
Note: For risk assessments with curriculum activities refer to: *Managing Risks in School Curriculum Activities*.

Activity Description: **Hire of Graceleigh Hall**	
Conducted by:	Date:

Step 1: Identify the Hazards

Biological (e.g. hygiene, disease, infection)		
☐ Blood / Bodily fluid	☐ Virus / Disease	☐ Food handling
Other/Details:		
Chemicals Note: Refer to the label and Safety Data Sheet (SDS) for the classification and management of all chemicals.		
☐ Non-hazardous chemical(s)	☐ 'Hazardous' chemical (Refer to a completed hazardous chemical risk assessment)	
Name of chemical(s) / Details:		
Critical Incident – resulting in:		
☐ Lockdown	☐ Evacuation	☐ Disruption
Other/Details:		
Energy Systems – incident / issues involving:		
☐ Electricity (incl. Mains and Solar)	☐ LPG Gas	☐ Gas / Pressurised containers
Other/Details:		
Environment		
☐ Sun exposure	☐ Water (creek, river, beach, dam)	☐ Sound / Noise
☐ Animals / Insects	☐ Storms / Weather	☐ Temperature (heat, cold)
Other/Details:		
Facilities / Built Environment		
☐ Buildings and fixtures	☐ Driveway / Paths	☐ Workshops / Work rooms
☐ Playground equipment	☐ Furniture	☐ Swimming pool
Other/Details:		
Machinery, Plant and Equipment		
☐ Machinery (fixed plant)	☐ Machinery (portable)	☐ Hand tools
☐ Vehicles / trailers		
Other/Details:		
Manual Tasks / Ergonomics		
☐ Manual tasks (repetitive, heavy)	☐ Working at heights	☐ Restricted space
Other/Details:		
People		
☐ Students	☐ Staff	☐ Parents / Others
☐ Physical	☐ Psychological / Stress	
Other/Details:		
Other Hazards / Details		

Step 2: Assess the Level of Risk

Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level.

Likelihood	**Consequence**				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	**Description of Consequence**
1. Insignificant	No treatment required
2. Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)
3. Moderate	Injury requiring medical treatment or lost time
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation
5. Critical	Loss of life, permanent disability or multiple serious injuries

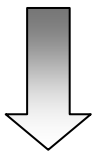
Likelihood	**Description of Likelihood**
1. Rare	Will only occur in exceptional circumstances
2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
3. Possible	May occur within the foreseeable future, or within the project lifecycle
4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle
5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level		**Description of Risk Level**	**Actions**
☐	Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
☐	Medium	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
☐	High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
☐	Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Step 3: Control the Risk

In the table below:

1. List below the hazards/risks you identified in Step One.
2. Rate their risk level (refer to information contained in Step Two to assist with this).
3. Detail the control measures you will implement to eliminate or minimise the risk.
   Note: Control measures should be implemented in accordance with the preferred **hierarchy of control**. If lower level controls (such as Administration or PPE) are to be implemented without higher level controls, it is important that the reasons are explained.

Hierarchy of Control	
Most effective (High level)  Least effective (Low level)	**Elimination**: remove the hazard completely from the workplace or activity
	Substitution: replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	Redesign: making a machine or work process safer (e.g. raise a bench to reduce bending)
	Isolation: separate people from the hazard (e.g. safety barrier)
	Administration: putting rules, signage or training in place to make a workplace safer (e.g. induction training, highlighting trip hazards)
	Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. gloves, hats)

Hazards/Risks and Control Measures

1. Description of Hazards / Risks	2. Risk Level	4. Control Measures (Note: if only Administration or PPE controls are used, please explain why.)

Other details:

Submission	
This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined in Step Three. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety.	
Contact person:	Date:
Indicate those others involved in the preparation of this risk assessment.	

Step 4: Monitor and Review Controls

Complete during and/or after the activity.	Yes	No
1. Are the planned control measures sufficient and effective in minimising the level of risk?	☐	☐
2. Have there been any changes to the planned control measures?	☐	☐
3. Are further control measures required in future?	☐	☐
Details:		

Review completed by:	Designation:
Signature:	Date: