Risk Assessment Process

Graduately Developing Futures (GDF) takes the protection of its clients, learners, staff, managers and contractors seriously. It sees assessing the risk of harm as an important step in protecting those involved with the company as well as complying with the law.

All learning interventions, programmes, events and activities that GDF undertakes will be risk assessed by the manager with responsibility for the intervention, programme, event or activity.

For managers and those completing the risk assessment, it is important to remember that a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc; the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Current completed risk assessments should be reviewed to ensure no additional recordings are needed; a new risk assessment must be complete for any new GDF intervention, programme, event or activity which GDF operates prior to its commencement.

If you are completing a risk assessment, follow this simple process:

- Step 1 Look for hazards
- Step 2 Decide who might be harmed and how
- Step 3 Analysing the risk
- Step 4 Record the findings and put measures in place to control the risks
- Step 5 Implementing and prioritising action
- Step 6 Communicate the findings to relevant managers/staff/volunteers

The Accompanying form should be used with the insertion of additional lines where required.



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	COMPLETED BY:		SIGNATURE:	DATE:					
RISK ASSESSMENT RECORD (Made By:)									
Establishment:						Assessm No.	nent		
Activity Assessed:						Date of Activity:			
Activity Location:									
Risk Rating:									
LIKELIHOOD x S		ERVRITY = IS THE			RISK WORTH TACKING				
1 Unlikely 2 Quiet likely 3 Very likely 4 It will happen		1 No injury /minor incident2 Injury requiring medical assistance3 Major injury of fatality			 1 - Yes 2 - Yes with caution 3 - Yes possibly with caution 4 - Yes possibly with extreme caution 5 - Yes only with extreme caution 6 - NO only with addition control measures 				
WHO MAY BE Teachers [] Volunteers [] Participants [] Contractors [] Public [] HARMED						lic []			
SIGNIFICANT RISKS AND RISK RATING CONTROL MEASURES									
ADDITIONAL CONTROL MEASURES REQUIRED					OATE MPLEMENTE	D	BY W	ном	



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INFORMATION, INSTRUCTION AND TRAINING									
EQUIPMENT REQUIRED (include personal protective eqipment)									
Copy of completed Risk Assessment given to:									



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