Workplace risk assessment

Use one form for each hazard or concern. Talk it through with someone who does the task. Write short answers. Use the guide on page 2 to choose the risk score.

Date _____ Completed by _____ Reference _____

Activity or location for example kart checks hydroslide dispatch or workshop

_____

1 What could hurt someone

Describe the hazard what could happen and who could be hurt

_____

_____

Has this hazard been reported before? ☐ Yes ☐ No ☐ Not sure

Has it been reported recently or again? ☐ Yes ☐ No ☐ Not sure

If yes give dates who was told and what was done or the report reference

_____

2 What keeps people safe now

List what is already in place for example barriers checks supervision or training

_____

_____

Current risk using page 2: likelihood ____ × severity ____ = score ____

Risk level: ☐ Low ☐ Medium ☐ High

3 What needs to change

Can we remove the hazard? ☐ Yes ☐ No If no how can we make it safer?

Consider safer equipment barriers or guards first then instructions training and suitable PPE.

Action or process change	Who will do it	By when

Expected risk after changes: likelihood ____ × severity ____ = score ____

Risk level: ☐ Low ☐ Medium ☐ High ☐ Hazard removed

4 Manager decision and follow up

☐ Continue with current safety measures ☐ Change process before use

☐ Stop affected work until made safe

Manager name and signature _____ Date _____

Review date _____ Person checking actions _____

After changes: ☐ Actions completed ☐ Staff told or trained ☐ Checked and working

Checked by _____ Date _____ Risk level now _____

If actions are incomplete or not working contact the manager and record the next action:

_____

Simple risk scoring guide

Use this guide for the hazard on page 1. Score the risk with today's safety measures first. Then score what you expect after the changes. Check again once changes are in place.

1 Choose likelihood and severity

Score	Likelihood how likely is this harm	Severity how bad could the harm be
1	Unlikely Could happen but is not expected	Minor Small injury needing first aid only
2	Possible Could happen during the task	Moderate Injury or illness needing medical treatment or time off
3	Likely Expected to happen or happens repeatedly	Severe Serious injury or illness permanent disability or death

Think about how often people do the task, previous reports, near misses and whether safety measures work. A low accident rate alone does not make a hazard low risk. Choose a realistic harm and rate its likelihood; if unsure ask your manager.

2 Find the risk score

Multiply likelihood × severity, or find where the row and column meet below.

Likelihood ↓ Severity →	1 Minor	2 Moderate	3 Severe
3 Likely	3 Medium	6 High	9 High
2 Possible	2 Low	4 Medium	6 High
1 Unlikely	1 Low	2 Low	3 Medium

Example: Possible (2) × Moderate (2) = 4 Medium. This example is not a preset rating for any activity.

3 Act on the result

Risk level	What to do
Low 1 to 2	Keep effective safety measures in place. Record any useful improvements and ask the manager to review the form.
Medium 3 to 4	Agree improvements with the manager and set dates. The manager decides whether work may continue safely while actions are completed.
High 6 to 9	Stop the affected task or keep people away from the hazard. Tell management. Make it safer and have management check before restarting.

Whatever the score: stop affected work if there is immediate danger or an essential safety measure is missing or not working. Any realistic risk of death or permanent disability must be referred to the owner or a senior manager before work continues. Get specialist advice where needed.

Keep it practical

Remove the hazard where possible. Otherwise make it as safe as reasonably practicable. Check manufacturer instructions before changing equipment or activity limits. Tell affected staff about changes and update the work instructions if needed.

Review after an incident or near miss, repeated hazard report, change to the task, or if safety measures are not working. Keep the completed form with your workplace safety records.

Internal scoring guide. Based on WorkSafe New Zealand risk management guidance.
worksafe.govt.nz/managing-health-and-safety/managing-risks/how-to-manage-work-risks/