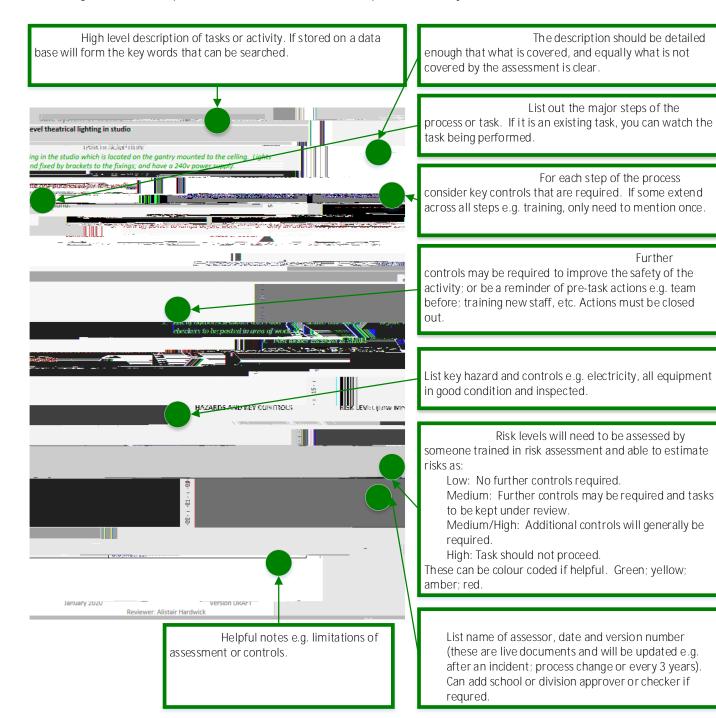
This guide is designed to provide practical information for the completion of this assessment form, and will generally be used by staff who have a good level of awareness of risk assessment or have had specific training. It is important the individual completing this has a clear understanding of hazards, controls, and risk (how to assess severity and likelihood).

The guide uses a sample assessment to show what a completed form may look like.



The division or school using this process should ensure assessment is completed by named members of their team who have appropriate risk assessment experience or training.

Process should include how these assessments are logged, communicated and reviewed. It is acceptable to have a copy (possibly laminated) near the work tasks if it involves multiple end users.

Further advice and guidance is available from the Health and Safety Team