

## Risk Assessment Template

This is a generic risk assessment template for planning, implementation, and review. Its purpose is to identify hazards and risks and determine whether a trip/expedition is within reason based upon measures to reduce risk.

1. General Information			
<b>Organization:</b>		<b>Date of Assessment:</b>	
<b>Trip:</b>		<b>Conducted By:</b>	

2. Risk Assessment				
	List of Known Hazards/Risks	Current Measures to Mitigate Risk	Estimated Risk Rating	Additional Measures <i>(if any - where current measures are not adequately managing the level of risk)</i>
1				
2				
3				
4				
5				
6				
7				

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2. Risk Assessment			
List of Known Hazards/Risks	Current Measures to Mitigate Risk	Estimated Risk Rating	Additional Measures <i>(if any - where current measures are not adequately managing the level of risk)</i>
8			
9			
10			
11			
12			

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1. **Consequence** - Estimate the **consequences** of each hazard/risk listed above in the risk assessment

Descriptor	Level	Definition
Insignificant	1	Injury/illness that may resolve without First-Aid
Minor	2	Injury/illness requiring First-aid
Moderate	3	Injury/ill health requiring medical attention beyond basic First-Aid
Major	4	Injury/ill health requiring hospital admission
Severe	5	Life-altering damage - Fatality

3. **Risk Matrix** – Use the consequence (horizontal axis) and likelihood (vertical axis) of each risk assessment item to determine **risk level**.

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

2. **Likelihood** - Estimate the **likelihood** of an incident happening of each hazard/risk listed above in the risk assessment

Descriptor	Level	Definition
Rare	1	May occur somewhere, sometime (“once in a life time / once in a hundred years”)
Unlikely	2	May occur somewhere within the Department over an extended period of time
Possible	3	May occur several times across the Department or a region over a period of time
Likely	4	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly It is anticipated for each repetition of the activity of event

4. **Risk Level/Rating and Actions**

Descriptor	Definition
<b>Extreme:</b>	STOP and AVOID these situations. Swift and immediate actions must be taken to reduce risk. As soon as practical, make careful note of factors that resulted in this situation to report.
<b>High:</b>	Generally, STOP and AVOID these situations. Immediate actions may need to be taken to reduce risk. Make note of factors that resulted in this situation for reporting.
<b>Medium:</b>	Proceed with CAUTION, and consider STOP and AVOID. Actions may need to be taken to reduce risk. Notes of factors may be reviewed.
<b>Low</b>	Be ALERT and when needed proceed with CAUTION. Continue to use strategies and actions to keep risk levels acceptable.