# Workplace Inspection Form:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STORAGE** | **1**  **Poor** | **2** | **3**  **Average** | **4** | **5**  **Good** |
| Materials stored in cupboards and shelves wherever possible |  |  |  |  |  |
| Easy access for people and equipment |  |  |  |  |  |
| Floors clear of rubbish |  |  |  |  |  |
| General conditions of shelving and cupboards |  |  |  |  |  |
| **LIGHTING** | **1** | **2** | **3** | **4** | **5** |
| Adequate illumination for each task |  |  |  |  |  |
| Good natural lighting |  |  |  |  |  |
| Good light reflection from walls and ceilings |  |  |  |  |  |
| Light fittings clean and in good condition |  |  |  |  |  |
| Emergency lighting operable |  |  |  |  |  |
| **ELECTRICAL** | **1** | **2** | **3** | **4** | **5** |
| No broken plugs, sockets or switches |  |  |  |  |  |
| No frayed or damaged leads |  |  |  |  |  |
| Portable power equipment in good condition |  |  |  |  |  |
| **RUBBISH** | **1** | **2** | **3** | **4** | **5** |
| Bins located at suitable points |  |  |  |  |  |
| Bins emptied regularly |  |  |  |  |  |
| **FIRE** | **1** | **2** | **3** | **4** | **5** |
| Extinguishers clearly marked, in place, regularly serviced |  |  |  |  |  |
| Clear exists |  |  |  |  |  |
| Adequate pointers to fire exists |  |  |  |  |  |
| Fire alarm system working |  |  |  |  |  |
| Emergency evacuation procedures, including regular drills |  |  |  |  |  |
| Students/ Staff trained |  |  |  |  |  |

After completing the Workplace Inspection (above), please identify at least one (1) area of concern (hazard) and complete the following risk assessment. Circle/Highlight the most appropriate area as they relate to the likelihood and consequence of the identified hazard/ area of concern. Please also circle/highlight the appropriate action required.

# Risk Assessment Form

**Hazard Identified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Please circle the most appropriate below)**

|  |  |  |
| --- | --- | --- |
| **Likelihood** | Very Likely | Could happen frequently |
|  | Likely | Could happen occasionally |
|  | Unlikely | Could happen, but rarely |
|  | Very Unlikely | Could happen, but probably never will |

|  |  |  |
| --- | --- | --- |
| **Consequence** | Extreme | Death, permanent disability |
| Major | Serious injury or serious work caused illness |
| Moderate | Moderate injury or illness requiring casualty treatment |
| Minor | Minor injury or illness requiring first aid only, no lost time |

**Risk Priority Chart**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Likelihood**  How likely could it happen? | **Consequences: How severely could it hurt someone?** | | | |
| **Extreme:**  Death, permanent disablement | **Major:**  Serious bodily injury or serious work-caused illness | **Moderate:** Moderate injury or illness requiring casualty treatment | **Minor:**  Minor injury or illness requiring first aid only, no lost work time |
| **Very likely** - could happen frequently | 1 | 2 | 3 | 4 |
| **Likely** - could happen occasionally | 2 | 3 | 4 | 5 |
| **Unlikely** - could happen, but rare | 3 | 4 | 5 | 6 |
| **Very unlikely** - could happen, probably never will | 4 | 5 | 6 | 7 |

**Action Required**

The scores (1-7) in the risk priority chart indicate how important it is to do something about each action, as shown in the table below:

|  |  |
| --- | --- |
| **Score** | **Attention required** |
| 1, 2 or 3 | do something about these actions immediately |
| 4 or 5 | do something about these actions as soon as possible |
| 6 or 7 | these actions may not need immediate attention |