pointCPD

Risk assessment and risk register

Construction project

Identify hazards, assess the risks, control them using the hierarchy of control, and review. Keep this register current for the life of the project.

1. Scope

Project / site		**Client**	
Scope of this assessment Whole project, stage or activity			
Prepared by		**Date**	
People consulted Workers, subcontractors, HSR, designer			

2. Risk rating matrix

Likelihood ↓ / Consequence →	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	H	H	E
Unlikely	L	L	M	H	H
Rare	L	L	M	M	H

- **E** Extreme: do not start. Eliminate or redesign the task before any work.
- **H** High: work only with higher-order controls in place and a supervisor sign-off.
- **M** Medium: controls in place, monitored during the task.
- **L** Low: manage by routine procedures.

3. Hierarchy of control

Work from the top. 1 Eliminate the hazard. 2 Substitute with something safer. 3 Isolate people from the hazard. 4 Engineering controls such as guarding, extraction or edge protection. 5 Administrative controls: procedures, training, signage, supervision. 6 Personal protective equipment.

Levels 5 and 6 should support higher controls, not replace them. If the risk after controls is still high, change the method.

4. Risk register

#	Activity / area	Hazard	Who could be harmed and how	Risk before	Controls (highest order first)	Risk after	Owner	SWMS / JSA ref
EXAMPLE 1	*Roof framing and sheeting*	*Fall from roof edge and through openings*	*Roofers and carpenters: serious injury or death*	*E*	*Roof edge protection installed before roof work; openings covered and marked; harness system where edge protection is impracticable; work only with SWMS in place*	*M*	*Supervisor*	*SWMS-03*
EXAMPLE 2	*Site perimeter*	*Public entering site; neighbours' children*	*Members of the public: falls, struck by plant*	*H*	*Secure temporary fencing with lockable gates; signage with site contact; gates closed at end of day and checked*	*L*	*Site manager*	*Site rules*

5. SWMS and JSAs for this project

Reference	Activity	Prepared by (company)	Received	Reviewed by

Reference	Activity	Prepared by (company)	Received	Reviewed by

6. Review record

Review at each new stage, when work methods or trades change, after an incident or near miss, and if a control is not working.

Date	Reason for review	Changes made	Reviewed by

7. Approval

Approved by		**Position**	
Signature		**Date**	