BLUERISK LKD

Risk Assessment Template (HIRA)

Hazard Identification and Risk Assessment. Fill in one row for each hazard.

Company name		**Date of assessment**	
Project / site / location		**Next review date**	
Task or activity assessed		**Assessment number**	
Assessment done by		**People consulted**	

How to use this template

1. List each task or activity on the project, and the hazards that go with it.
2. Note who could be harmed and the controls already in place.
3. Score the risk: rate the likelihood and the severity from 1 to 5 (see Section 2), and multiply them to get the risk score.
4. Decide what extra controls are needed (see Section 3), who will do them and by when.
5. Re-score the risk with the new controls, sign off (Section 4) and tell everyone affected.

Section 1: Hazard identification and risk assessment

L = likelihood (1 to 5). S = severity (1 to 5). Score = L × S. Use the matrix in Section 2. The shaded row is an example only. Delete it before you use the template.

No.	Task / activity	Hazard (what could cause harm)	Who could be harmed	Existing controls	L	S	Score (L×S)	Risk level	Additional controls required	Responsible person	Due date	Residual risk
Ex.	*Example: work at height*	*Fall from a ladder while installing cable trays*	*Electricians, nearby workers*	*Ladder inspected before use*	*3*	*4*	*12*	*High*	*Use a scaffold or mobile platform; fall protection; trained and appointed people*	*Site supervisor*	*Before start*	*Medium*

Section 2: Risk rating matrix

Rate the likelihood and severity of each hazard from 1 to 5. Multiply the two numbers to find the risk score, then read the risk level from the colour. Adapt the descriptions to your own company procedure if you have one.

Likelihood ↓ / Severity →	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
5 Almost certain	5	10	15	20	25
4 Likely	4	8	12	16	20
3 Possible	3	6	9	12	15
2 Unlikely	2	4	6	8	10
1 Rare	1	2	3	4	5

Risk level	Score	What it means	Action
Low	1 to 4	Acceptable risk	Manage with routine procedures. Keep monitoring.
Medium	5 to 9	Needs attention	Add controls where practical. Management to review.
High	10 to 16	Serious risk	Act now. Add controls before work continues, and inform senior management.
Extreme	17 to 25	Unacceptable risk	Stop the work. Do not start or continue until the risk is brought down.

Rating	Likelihood	Severity
5	Almost certain: Expected to happen, or happens often	Catastrophic: Fatality, or multiple fatalities
4	Likely: Will probably happen	Major: Serious injury or permanent disability
3	Possible: Could happen at some time	Moderate: Injury needing medical treatment, or lost time
2	Unlikely: Not likely, but it could happen	Minor: First aid injury, no lost time
1	Rare: Very unlikely to happen	Insignificant: No injury or very minor injury

Section 3: Control measures

Start at the top of the list and work down. The best control removes the hazard. Use protective equipment only as the last line of defence.

Hierarchy of controls (best first)	What it means	Controls chosen for this assessment
1. Eliminate	Remove the hazard completely, for example do the task another way so no one is exposed.	
2. Substitute	Replace the hazard with something less dangerous.	
3. Engineering controls	Isolate people from the hazard: guards, barriers, ventilation, lifting aids, platforms.	
4. Administrative controls	Change how people work: procedures, permits, training, supervision, signage, job rotation.	
5. PPE (last resort)	Protective equipment worn by the worker. Use together with the controls above, not instead of them.	

Action plan: controls to be put in place

Control measure to be put in place	Responsible person	Target date	Done	Checked by	Date checked

Section 4: Sign-off

By signing, you confirm that this assessment reflects the work to be done, that the controls listed are in place or will be before work starts, and that the people affected have been informed.

Role	Name and position	Signature	Date	Comments
Prepared by (assessor)				
Reviewed by				
Approved by (management)				

Employees informed of the hazards and controls

No.	Employee name	Signature	Date	Position / department
1				
2				
3				
4				
5				
6				

Review record

Review date	Reviewed by	Reason for review / changes made	Signature

This template is a general guide, not legal advice. It does not replace your own legal duties or your client's requirements. Review each assessment whenever the work, the people or the site conditions change.

Need help with your risk assessments or Safety File? BlueRisk LKD | 082 819 0050 | admin@bluerisklkd.co.za | www.bluerisklkd.co.za