



Risk Assessment Sheet

This form (sourced from WorkSafe Tasmania) is to be completed by WILDCARE Tasmania groups undertaking an authorised event or activity independently, for which Wildcare Tas. is the PCBU. It is essential that volunteers participating in the activity are briefed on the identified hazards at the location and the actions to be taken to mitigate the risk associated with that hazard, before undertaking the activity. Use in conjunction with the Risk Matrix.



Workplace location:	
Name of person conducting assessment:	
Date:	

FORM A

Spot the Hazard		Assess the Risk (Refer to Risk Matrix)	Fix the Problem (Control measures)			Evaluate Results
Identify the work task or activity?	What are the hazards associated with each activity?	Is the risk associated with the hazard low, moderate, significant or high?	If the risk is deemed unacceptable for the task, what will be done to reduce or remove the risk?	By whom?	By when?	Go through the first 3 steps again to ensure risk levels are now at an acceptable level
						Revised risk level with control measures in place

<p>Example (DELETE) Climb ladder to clean window</p>	<p>Fall from ladder</p>	<p>HIGH</p>	<ul style="list-style-type: none"> • Ensure ladder is in good condition, rated for industrial use. • Set up ladder on firm and level ground. • Maintain 3 points of contact at all times. 	<p>Name of volunteer leader/supervisor</p>		<p>LOW</p>
						(Add more rows as needed)

FORM B - WORKING WITH YOUTH

To be used if your event involves working with youth (Under 18 yo). To be completed with reference to [these](#) guidelines.

Spot the Hazard		Assess the Risk (Refer to Risk Matrix)	Fix the Problem (Control measures)			Evaluate Results
Identify the settings where interactions occur	Identify risks in interactions	Using the risk matrix, assess the likelihood and consequence of the risk occurring to establish overall risk.	Identify what protective strategies already exist and what strategies need to be developed to help minimise the risk	By whom?	By when?	Go through the first 3 steps again to ensure risk levels are now at an acceptable level
						Revised risk level with control measures in place

Think of the different environmental settings in your organisation, physical and online, where adults work or interact with children	Think about the specific risks that exist when interacting in those settings	Is the overall risk associated with the hazard low, moderate, significant or high?	Identify what protective strategies already exist and what strategies need to be developed to help minimise the risk			
Example (DELETE WHEN PREPARING YOUR FORM): Working bee site	An adult volunteer takes a photograph of a child (U 18) without consent of parent or guardian and shares to social media	Moderate	Current: Wildcare Photo Usage Guidelines and Release Form Need: Communicate Guidelines before event to registrants and during Working bee briefing - seek consent or otherwise.	Working bee coordinator/leader	During event briefing at latest	Low

