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| **Document 4 Risk Assessment Form** |
| **Task/Activity: Local listing surveys** |
| **Location/Dept: NDP area**  | **Date Assessed: #########** | **Issue Number: #** |
| **Assessed by: ########** | **Review Date: #####** | **Reference Number: #** |
| **Activity/ Task** | **Hazard/Risk** | **Persons at risk** | **Controls in place** | **Severity (1-5)** | **Likelihood****(1-5)** | **Risk Rating** | **Additional controls required** |
| Surveying buildings | Impact with vehicles | Volunteers | Instructions and hi-vis provided | 5 | 1 | 5 |  |
| Surveying buildings | Weather – rain and cold | Volunteers | Volunteers instructed to wear suitable wet- or cold-weather clothing and footwear | 1 | 1 | 1 |  |
| Surveying buildings | Weather – heat and sun | Volunteers | Volunteers instructed to wear suitable clothing, including hats and use sun cream | 1 | 1 | 1 |  |
| Surveying buildings | Lone working | Volunteers | Volunteers instructed to carry a mobile phone and let someone know where they are going and what time to expect them back | 1 | 1 | 1 |  |
| Surveying buildings | Hostile property owners | Volunteers | Volunteers instructed to carry a letter explaining the purpose of the survey and advice on how to be behave if challenged | 1 | 1 | 1 |  |

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| **Number Risk grades for this Risk Assessment** | **High****0** | **Medium****0** | **Low****4** |

Assessed by: #####

Reviewed by: ######

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| **Risk Rating Indicator Key** |

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| **Severity (Consequence)** |  | **RISK RATING PRIORITY INICATOR MATRIX** |
| 1. Negligible (delay only) |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Slight (minor injury / damage / interruption) |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Moderate (lost time injury, illness, damage, lost business) |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. High (major injury / damage, lost time business interruption, disablement) |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Very High (fatality / business closure) |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | 1 | 2 | 3 | 4 | 5 |
| **Likelihood** |  | SEVERITY (CONSEQUENCE) |
| 1. Improbable / very unlikely |  |  |  |  |  |  |  |  |
| 2. Unlikely |  | **Summary** | **Suggested Timeframe** |
| 3. Even chance / may happen |  | 12-25 | High | As soon as possible |
| 4. Likely |  | 6-10 | Medium | Within next 3-6 months |
| 5. Almost certain / imminent |  | 1-5 | Low | Whenever viable to do so |