

**Annex II Short-form worksheet**

Request Title:			
Step 1: Context - Who does this effect?			
	CCG:	Partner:	
Step 2: Identify hazards			
Activity with potential to cause harm to people, property or the environment.		CCG	Partner
	Physical	Yes/no	Yes/no
	Biological	Yes/no	Yes/no
	Psycho-social	Yes/no	Yes/no
	Ergonomic	Yes/no	Yes/no
Step 3: Assess the risks (with no controls)			
See Risk Assessment matrix for guidance on consequence / probability scoring, and resultant scores obtained from Steps 3, 5, and 7.		CCG	Partner
	Safety	(1-25)	(1-25)
	Health	(1-25)	(1-25)
	Environment	(1-25)	(1-25)
	Facilities	(1-25)	(1-25)
	Total		
Step 4: Controls (controls that are currently in place)			
Controls may include SOPs, access-control, reporting structures, training, etc.		CCG	Partner
	PPE		

	Operations		
	Engineering		
	Administrative		
<b>Step 5: Re-assess the risks (with current controls)</b>			
See Risk Assessment matrix for guidance on consequence / probability scoring, and resultant scores obtained from Steps 3 procedure 1.3, 1.5, and 1.7.		CCG	Partner
	Safety	(1-25)	(1-25)
	Health	(1-25)	(1-25)
	Environment	(1-25)	(1-25)
	Facilities	(1-25)	(1-25)
	Total		
<b>Step 6: Recommend new controls (which are designed to further reduce the risk)</b>			
Controls may include SOPs, access-control, reporting structures, etc.		CCG	Partner
	PPE		
	Operations		
	Engineering		
	Administrative		

Step 7: Re-assess the risks (with recommended controls)			
See Risk Assessment matrix for guidance on consequence / probability scoring, and resultant scores obtained from Steps 3, 5, and 7.		CCG	Partner
	Safety	(1-25)	(1-25)
	Health	(1-25)	(1-25)
	Environment	(1-25)	(1-25)
	Facilities	(1-25)	(1-25)
	Total		
Step 8: Proposed approach			
CCG capabilities for the OP:		CCG restraints for the OP:	
Step 9: Recommend options for NIMT and RIMT			
Step 10:	Approved or	Commissioner, CCG Signature and date	
	Rejected	Commissioner, CCG Signature and date	
Step 11: Monitor			
	Are controls present, adequate, implemented, and up-to date?	Y/N	
	Review date:		
Completed by:		Date:	