

- Please ensure you read and understand the **Hinchinbrook Shire Council's RADF Guidelines, Frequently Asked Questions by RADF Applicants** and associated templates available at www.tyto.com.au/art/radf prior to commencing your application.
- Please contact your RADF Liaison Officer (RLO) or a member of the RADF Committee if you are unsure about any part of your application.
- Contact Hinchinbrook Community Support Centre for assistance with completing applications P: 07 4776 1822
- Keep a copy of your application, including all support material, to help prepare the Outcome Report due 4 weeks after your activity has finished if you have been successful in receiving RADF funding.
- Return your completed application and support material to your local Council.
- Applicants requesting \$5,000 or more in RADF Funding will be required to verbally pitch their project proposal to the Hinchinbrook Shire RADF Committee.
- Applicants requesting \$5,000 or more in RADF Funding, if successful, will be paid funding in instalments correlating to completion of the relevant stages of their project.
- If your application is successful, 10% of the total RADF Funding requested for your project will be withheld by HSC until you submit a complete Project Outcome Report, due 4 weeks after project completion, that is accepted by the Hinchinbrook Shire RADF Committee.

SECTION 1: Application Summary

Applicant Name				Council Contact Details RADF Liaison Officer P: 07 4776 4725 E: gallery@hinchinbrook.qld.gov.au Council Postal Address Hinchinbrook Shire Council PO Box 366 INGHAM QLD 4850
Contact Persons Name (Group/Organisations)				
Email Address				
Contact Phone Number				
Postal Address				
Town/Suburb				
State		Postcode		

1.2 Project Summary

Project Name	
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Project Description

Describe your project in approximately 20 words. This statement will be used to promote your project in our media releases.

The grant will be used towards the costs of:

Project Start Date		Project End Date	
Outcome Report Due Date (4 weeks from project end date)		Location of Project/Program: (Please include town, region)	
Total Cost of the Project (Complete Budget first)	\$	RADF Investment Requested (Complete Budget first)	\$

1.3 RADF Grant History

Have you previously applied for a RADF grant? If yes, in what year?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If you were successful has that grant been successfully acquitted?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

1.4 Applicant Type: Are you applying as an Individual / Group / Organisation? Please complete only one.
Go to: 1.5 1.6 1.7

1.5 Individual	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other
Name	
Do you have Australian citizenship or permanent residency status? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Are you under 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Parent/ Guardian Name (if under 18 years of age)	

1.6 Group	
<i>Collectives or cooperatives are community groups or groups of artists that are not incorporated and therefore must be auspiced by an incorporated organisation (including Local Government authority), or an individual with an ABN to take financial responsibility for the grant. One person must be nominated as the accountable representative of the collective for management, reporting and financial matters</i>	
Name of Group	
Name of Auspicing Organisation/Individual	<i>Note: This organisation or individual must complete Sections 1.9 & 6.3</i>
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other
Name (accountable person in group)	

1.7 Organisations	
<i>Eligible organisations include arts and cultural not-for-profit organisations and Australian companies that are either based in Queensland or able to demonstrate how their project will directly benefit local arts and culture. Organisations must be registered under law as either incorporated associations or a company limited by guarantee.</i>	
Legal Name of Organisation	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other
Name	
Role of Contact person	Legal Status

1.8 Australian Business Number (ABN) Details	
<i>Will you/your organisation be responsible for the financial management of the grant if this application is successful?</i>	
<input type="checkbox"/> Yes -provide your ABN details below	
<input type="checkbox"/> No. An auspicing body will be administering any grant that I receive on my/our organisation's behalf.	
What is your ABN?	
In what name is the ABN registered	
Are you registered for GST	<input type="checkbox"/> YES <input type="checkbox"/> NO

1.9 Auspiced Application

All individuals, groups/collectives or unincorporated organisations that do not have an ABN, must nominate an individual with an ABN or incorporated organisation to take responsibility for any grant that may be offered.
Only complete this section if you are nominating an accountable organisation or individual to administer the grant on your behalf who will also be responsible for submitting a financial report at the end of the project.

Who is your auspicing arrangement with?	<input type="checkbox"/> an incorporated body <input type="checkbox"/> an individual with an ABN	
Name of auspicing organisation or individual:		
Contact person for auspicing organisation:		
Are you registered for GST?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Postal address of auspicing organisation or individual:		
Phone		Email

SECTION 2: Project Description

2.1 Describe your project.

Provide a brief description of your project including funded activities, aims and objectives.

Please clarify the main activities involved in this project:

What are the main aims and outcomes of this project?

2.2 Project Stages

Add lines as necessary to the table below. The project plan should be as comprehensive as possible and reflect the size and nature of your project. These activities may be implemented concurrently. Please note that a lack of detail provided may affect the success of your application. Write a date in the column beside each stage to indicate when you expect to start the stage and when you expect to complete that stage of the project. For projects requesting \$5,000 or more in RADF Funding, payment instalments will be made in line with completion of project stages. List your proposed instalment amounts alongside the relevant project stage.

Project Stage and description		Start Date	Expected Completion Date	Instalment \$ Amount Requested
1				
2				
3				
4				
5				
6				
7				
8	RADF Outcome Report (No later than 4 Weeks after the project finish Date)			

2.4 Please outline the steps you have taken to address the issue of workplace health and safety, public liability insurance, copyright and relevant licences. If you are to deliver a project/activity in a place where the public attend or that is accessible to the public please ensure you have attached a copy of your Certificate of Currency for Public Liability Insurance.

2.5 Complete and attach with this application the relevant documents outlined below

Risk Assessment (refer to Appendix 2 of this document for template)	<input type="checkbox"/>	Necessary Licences eg Blue Card – Working with Children	<input type="checkbox"/>
Public Liability Insurance	<input type="checkbox"/>	Other	<input type="checkbox"/>

SECTION 3: Key Performance Outcomes

IMPACT – is measured by the ability to support local employment and build the capacity of the local arts sector

3.1 Select the option that best describes the type of activity

Community consultation/arts research/policy development	<input type="checkbox"/>	Performances	<input type="checkbox"/>
Creative development of new work	<input type="checkbox"/>	Placemaking	<input type="checkbox"/>
Cultural tourism	<input type="checkbox"/>	Professional/career development	<input type="checkbox"/>
Events/festivals	<input type="checkbox"/>	Publications	<input type="checkbox"/>
Exhibitions/collections	<input type="checkbox"/>	Workshops	<input type="checkbox"/>
Heritage protection/promotion	<input type="checkbox"/>	Other (please specify):	<input type="checkbox"/>

3.2 What is the predominant art-form of the project? (Please select one only)

Visual arts, craft and design	<input type="checkbox"/>	Dance	<input type="checkbox"/>
Theatre	<input type="checkbox"/>	Writing	<input type="checkbox"/>
Community Arts & Cultural Development	<input type="checkbox"/>	Music	<input type="checkbox"/>
Museums / Collections / Heritage	<input type="checkbox"/>	Film / Multi-media	<input type="checkbox"/>

3.3 Number of participants and audiences engaged in the project

What is the total number of volunteers expected to work on the project?	
What is the total participant number expected? (Participants are those that actively engage arts activities eg: workshop participants).	
What is the total audience number expected? (Audience members have a passive engagement eg: audiences observing at an exhibition, performance, event).	

QUALITY – is measured by evidence of artistic merit, how well the project contributes to meeting local arts and cultural priorities and its benefits to the local community.

3.4 Select ONE of the following Hinchinbrook Shire Council local arts and cultural priorities that your project best addresses As identified in Council's RADF Guidelines

Invest in Arts and Culture in the Shire	<input type="checkbox"/>	Address youth and social issues	<input type="checkbox"/>
Expand Arts and Cultural Tourism within the Shire – create and embrace an 'Arts and Culture' destination	<input type="checkbox"/>	Provision of career development skills / career paths to attract and retain youth in the Shire	<input type="checkbox"/>
Revitalisation of the Central Business District of Hinchinbrook Shire Towns	<input type="checkbox"/>	Provision of recreation opportunities to the Hinchinbrook Community	<input type="checkbox"/>
Contribute to commercially promoting Hinchinbrook Shire's Art and Cultural assets	<input type="checkbox"/>		<input type="checkbox"/>

3.5 Select ONE of the following State (QLD) priorities that the project best addresses

As identified in Council's RADF Guidelines

Create Jobs in a Strong Economy	<input type="checkbox"/>	Keep communities safe	<input type="checkbox"/>
Give all our children a great start	<input type="checkbox"/>	Protect the Great Barrier Reef	<input type="checkbox"/>
Keep Queenslanders healthy	<input type="checkbox"/>	Be a responsive government	<input type="checkbox"/>

3.6 Please provide evidence of community interest and local support for the project, as demonstrated by letters of support / participation / expressions of interest. *List evidence here and attach documents to application*

3.7 How will this project/program benefit you, your community or artists/cultural workers?

Give a brief description about the results you expect from the project. Please demonstrate the level to which the project will deliver multiple and/or short & longer term outcomes, e.g. improves professional development; increases employment opportunities; builds capacity of the sector; conveys a sense of community belonging/builds social cohesion; increases tourism opportunities etc. Maximum of 150 words.

3.8 How will you capture audience/participant/partner feedback for your project?

Note, this is a necessary part of your project delivery and outcome report – sample surveys and resources are available at

www.tyto.com.au/art/radf

REACH - is demonstrated by the engagement and accessibility of the project/program to diverse audiences, participants and communities or to a specific target group

3.9 Statistical Information about the project/program

Is your project aimed at specific communities as participants and/or audiences? Only complete this section if your project specifically and directly targets people from one or more of these groups, not if your project is generally available to all members of the community.

Aboriginal peoples	<input type="checkbox"/>	Older people (55 years or older)	<input type="checkbox"/>
Torres Strait Islander peoples	<input type="checkbox"/>	People with a disability	<input type="checkbox"/>
Australian South Sea Islander peoples	<input type="checkbox"/>	People from culturally or linguistically diverse backgrounds	<input type="checkbox"/>
Children (0-11 years of age)	<input type="checkbox"/>	Men	<input type="checkbox"/>
Youth (12-25 years of age)	<input type="checkbox"/>	Women	<input type="checkbox"/>

3.10 If your project is specifically targeting a group/ community/ audience (e.g. indigenous people), describe your processes for this engagement. (i.e. Will there be protocols that need to be addressed? How will you do this?)

VIABILITY - is demonstrated by the evidence of value for money and support from sources other than RADF.

3.11 Where you are outsourcing works to an external party (such as a consultant/ contractor) explain who you intend to engage and what their tasks will be e.g. Website or Graphic Designer, Theatre Technician, Printer

Name	Role

3.12 Have you engaged Council for in-kind support as part of this project Yes No
If yes, please provide evidence of Council approved resources you have negotiated or are applying for.

3.13 List the artists and arts workers being funded by the RADF grant

You must demonstrate that award rates or industry recommended rates of pay will be made to arts and cultural workers involved in the project. If you are paying only a portion of the recommended rates of pay because the professionals involved in the project are contributing their time as an in-kind contribution, please list the total rate of pay in the table below and then note any in-kind contribution on the income section of the budget (please attach an extra page if necessary).

Please remember to attach the following four documents from each artist or arts worker receiving RADF funding:

- Resume or CV
- Eligibility Checklist for each Professional and Emerging Professional Artist
- Letter of confirmation of availability and a schedule of fees.

Name	Role or position in project	Rate of pay (\$/hr or \$/week)	Total fee whole \$	Amount to be funded by RADF
TOTAL (Transfer total salaries, fees and allowances to the expenditure column in the budget)			\$	
TOTAL (Transfer total RADF amount to the RADF expenditure column in the budget)				\$

3.14 RADF Budget - Income and Expenses

Please complete the budget using the template below to account for all costs of your project.

- Ensure that your budget estimates are as accurate as possible and use only whole dollar amounts (no cents).
- Ensure that your income and expenses totals are equal.
- Indicate how much of the RADF grant will be used for each relevant item in the RADF grant breakdown column.
- Enter all funding you have applied for and place an asterisk against approved funding.
- Ensure you provide written quotes for all items over \$300 indicated in the **RADF \$** column. You will need to provide receipts for all these items with your Outcome Report if you are successful.
- If successful, 90% of your total RADF Funding requested will be released to you upon receipt of the required documents (except for projects requesting \$5,000 and more – refer to HSC RADF guidelines). The remaining 10% of total funding will be paid to you upon receipt of your complete and accurate outcome report.

Please note: If you are **not GST registered**, amounts should include GST as this is part of the cost of the project. If you **are GST registered**, Council will pay the funds plus GST. Amounts should be exclusive of GST if you are registered for GST.

Expenditure	Total Costs Whole \$ only	RADF \$ Amount	Income	Amount Whole \$ only
Salaries, Fees and Allowances			Earned income –(cash only) Fees and Sales	
Production / program costs			Other Income (cash only) including your own, sponsorships, fundraising & donations (Please itemise)	
Promotion, Documentation and Marketing			Other Grants (place an asterisk next to those approved)	
Accommodation & Travel			All in-kind contribution (sponsorship, artist's contribution, donations, partnerships. Please itemise)	
Venue Hire				
Administration		n/a		
		n/a		
RADF Grant Total (total of column 3)			RADF Grant Total (total from column 3)	
Total Expenditure			Total Income	

Notes to budget:

Please outline any information that will assist to clarify or justify the costs calculated in your budget. Include the name of the funding program and notification date (or if already confirmed) of any funding you have applied for and included in your budget. Please note that quotes will be required as evidence of costs for any significant costs (over \$300) i.e. quotes.

SECTION 4: Statistical information about applicants

Information in this section is not used to assess your application. Information you provide will be aggregated and used to review the annual program and provide information to Arts Queensland.

Gender ...Are you	Male <input type="checkbox"/>	Female <input type="checkbox"/>
<p>Do you or your group/organisation identify with any of the groups below? If you are an individual applicant, do you <u>personally</u> identify as belonging to any of the groups below? If you are a group/organisational applicant, does your group/organisation <u>primarily exist</u> for any of the groups below? (Tick only those that apply. This may be more than one).</p>		
Aboriginal peoples		Older people (55 years or older)
Torres Strait Islander peoples		People with a disability
People from a culturally diverse background		People in regional area/s
Children (0 – 11)		People from culturally & linguistically diverse backgrounds
Youth (10-21 years of age)		Australian South Sea Islander peoples

SECTION 5: Support Material

- Letters of support must include an original signature or contact details of the author
- All support material must be clearly labelled to ensure it is easy for the assessors to locate, open and read.
- Excessive support material will not be read by assessors and as such excluded from assessment

For audit purposes, Hinchinbrook Shire Council is required to retain a copy of the support material supplied by applicants.

The following support material is critical to the success of your application.

<input type="checkbox"/>	One copy of application and all the required support materials and signed copy of Section 6 – Certification.
<input type="checkbox"/>	A brief CV for all key personnel that the RADF grant will pay for (no longer than one A4 page per person) and written or emailed confirmation of their participation (for Organisations just the artistic / creative director). The purpose of this is to enable the assessors to determine the quality and suitability of personnel involved. (template available at www.tyto.com.au/art/radf)
<input type="checkbox"/>	Up to three letters from individuals, or organisations in your area of practice that provide relevant comment in support of your application.
<input type="checkbox"/>	An Eligibility Checklist for Professional and Emerging Professional Artists for each artist and arts worker involved in your project/activity (refer to appendix 1 of this application)
<input type="checkbox"/>	Written confirmation from key artists, personnel and venue managers involved in the project, confirming availability and schedule of fees.
<input type="checkbox"/>	A completed risk assessment (refer to appendix 2 of this application)

If applicable to your project, please provide the following support material-

<input type="checkbox"/>	Confirmation of venues and evidence of interest from potential clients (e.g. venues, organisations, events) This demonstrates demand for your project/program
<input type="checkbox"/>	Confirmation of significant partnerships in writing
<input type="checkbox"/>	Letters of interest from: a publisher; an event organiser; a gallery; a performance venue; a music producer; or any other presenting body to support applications for funding the creation of an arts or cultural product.
<input type="checkbox"/>	Quotes for all budget items over \$300 that the grant will pay for (materials, contractors, venue hire etc.)
<input type="checkbox"/>	For proposals involving Aboriginal people; Torres Strait Islanders; people from culturally and linguistically diverse backgrounds; people with a disability; children or young people – please provide evidence you have followed required protocols to obtain support and confirmation of involvement from the relevant communities and organisations.

SECTION 6: Certification

6.1 Information Privacy and Right to Information

(All Applicants)

The information you provide in your grant application will be used by the Council to process and assess your application and, if successful, to process, pay and administer your grant. The council may contact other funding agencies to verify grants requested from them in support of your project.

If your application is successful, the Council may disclose the following information to Arts Queensland:

- The information you provide in your grants application
- The amount of funding you receive
- The information you provide in your outcome report and text and images relating to your funded activity

The information may be used by the Council or Arts Queensland for reporting purposes, training, systems testing and process improvement. The information may be anonymised and used for statistical purposes.

The information may be used by the council or Arts Queensland for the promotion of RADF or the promotion of funding outcomes for arts and cultural development in Queensland. For this purpose, the information and your contact details may be provided to Queensland Government Members of a Parliament, the media and other agencies who may contact you directly. The Council and Arts Queensland may also publish the information in their Annual Reports or on their websites.

The Council and Arts Queensland treat all personal information in accordance with the *Information Privacy Act 2009*.

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Council or Arts Queensland.

6.2 Signature - Applicant

I, the undersigned, certify that:

- I have read and I/my organisation will abide by the Hinchinbrook Shire Council Regional Arts Development Fund Guidelines and the information provided in the Frequently Asked Questions by RADF Applicants.
- The statements in this application are true and correct to the best of my knowledge, information and belief. The supporting material is my own work or the work of the artists named in this application.
- I have read and understood the Information Privacy and Right to Information Statement below and agree to the use and disclosure of information as outlined in the Statement.

Signature		Date
Name in Full		
Parent/Guardian (if applicant is under 18)		

6.3 Signature - Auspicing Agent

Both the applicant and the auspicing organisation/individual are considered responsible for ensuring the acquittal of grants. I/my organisation agree/s to administer the grant that may be offered to the applicant on their behalf and that the information stated in this application is true and correct.

Signature		Date
Name of Auspicing Body		
Contact person's name in full		
Position in group or organisation		

Appendix 1.

Eligibility Checklist: Professional / Emerging Professional Artists

A separate Eligibility Checklist must be completed by each artist who will be paid salaries, fees or allowances from the RADF grant. Please make copies of this Checklist as required or download a copy from www.tyto.com.au/art/radf

The purpose of the RADF Program is to support professional and emerging professional artists and artworkers (artists) to practise excellent art for and with communities for mutual development.

This checklist has been developed to ensure that the status of artists as 'professional' and 'emerging professional' is clearly identified.

Your responses to the questions below determine your status as an artist in regard to the RADF Program.

You need to tick any **three** or more of the artistic merits below to qualify as an artist with a professional or emerging professional status.

If you cannot select a minimum of **three** of the artistic merits, you do not meet the eligibility requirements as a professional or emerging artist who can be funded by the RADF program.

In this case please contact your local RADF Liaison Officer to discuss alternative funding sources to support your arts activity/project.

Artist, or Artworker NAME: _____

Please tick the following artistic merits that apply to you

I have professional arts and/or cultural qualifications

I have an Australian Business Number (ABN)

--	--	--	--	--	--	--	--

I have devoted significant time to arts practice.

I have been recognised as a professional by peers.

I have held public exhibitions or given public performances (not as part of a competition).

I have work held in public collections.

I have won important national and/or international prizes or awards.

I have held public discussions and/or have had articles written about my work.

I have been commissioned or employed on the basis of art skills and/or earning income from sales of art work.

I am a member of a professional association (or associations) as a professional artist.

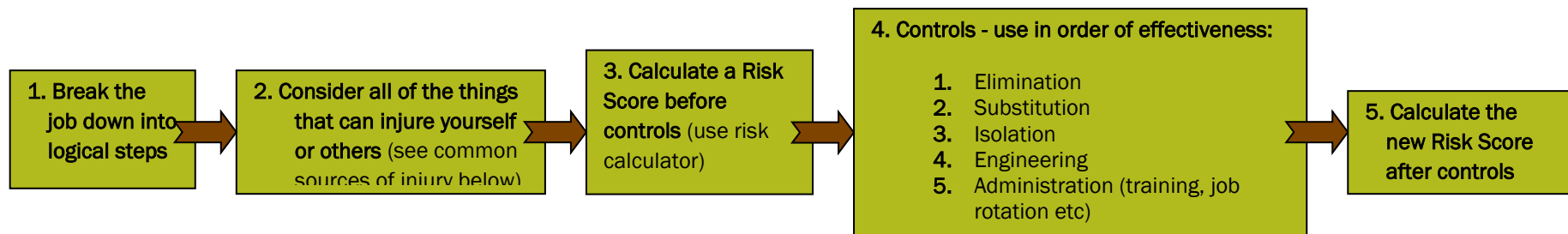
Name/s of association/s:

I am an artist whose artistic or cultural knowledge has been recognised as professional by peers or the cultural community.

I am an artist whose artistic or cultural knowledge has developed through oral traditions.

Appendix 2. RISK ASSESMENT & MATRIX – use this template or you can use your own

Project Name				Date: ____/____/____
Project Description				
Persons conducting:	1.	2.	3.	4.
Signatures:	1.	2.	3.	4.



Consider the following potential requirements:

- | | |
|---|--|
| <input type="checkbox"/> Does a Standard Operating Procedure already relate to the job or task? | <input type="checkbox"/> Are appropriate tools required and available? |
| <input type="checkbox"/> Do you need to consult any Original Equipment Manufacturer's or service manuals? | <input type="checkbox"/> Is additional or specialist PPE required? |
| <input type="checkbox"/> Do you possess the required competencies? | <input type="checkbox"/> Is the work area adequately demarcated? |
| <input type="checkbox"/> Have you correctly isolated the plant or equipment? | <input type="checkbox"/> Is a permit necessary for this job? |
| <input type="checkbox"/> Have adequate inspections been completed? (pre-start, periodic) | <input type="checkbox"/> Has all relevant communication been completed? |
| <input type="checkbox"/> Do you require additional personnel or notification? | <input type="checkbox"/> Do you require specific monitoring and is it available? |

Appendix 2. RISK ASSESMENT & MATRIX – use this template or you can use your own

Common Sources of Injury –					
Consider and tick possibilities: <i>Can anyone be hurt by being...</i>					
<input type="checkbox"/> Struck by	<input type="checkbox"/> Caught between	<input type="checkbox"/> Overexertion – lifting lowering pushing pulling, carrying, moving, holding, restraining, repetitive movements			
<input type="checkbox"/> Struck against	<input type="checkbox"/> Fall/slip on the same level				
<input type="checkbox"/> Caught in	<input type="checkbox"/> Fall to a different level	<input type="checkbox"/> Psychological (stress)	<input type="checkbox"/> Caught on		
Identify the potential hazards (tick):					
<input type="checkbox"/> Other activity nearby	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Concealed services	<input type="checkbox"/> Hot / cold objects	<input type="checkbox"/> Posture	<input type="checkbox"/> Pressure
<input type="checkbox"/> Noise	<input type="checkbox"/> Electricity	<input type="checkbox"/> Lifting gear/cranes	<input type="checkbox"/> Environmental impacts	<input type="checkbox"/> Sharp objects	<input type="checkbox"/> Biological
<input type="checkbox"/> Work area	<input type="checkbox"/> Hot work	<input type="checkbox"/> Rotating equipment	<input type="checkbox"/> Stored energy	<input type="checkbox"/> Remote location	<input type="checkbox"/> Work at heights
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Access / Slip / Trip	<input type="checkbox"/> Manual handling	<input type="checkbox"/> Hazardous Substances	<input type="checkbox"/> Mobile Plant	<input type="checkbox"/> Tools / Equipment

Appendix 2. RISK ASSESSMENT & MATRIX – use this template or you can use your own

Step #	Basic Project Steps List in sequence the main steps required to perform the task	Hazards (What can go wrong) List for each step the specific hazards that could be present when the step is carried out	Risk Score (Before Control) L M H E	Controls (What you can do to reduce risk) Identify the controls that are currently developed or implemented to prevent or minimise the hazard	Risk Score (After Control) L M H E	Person Responsible? Who is responsible for implementing the control measure
e.g.	Remove carpet, attach floor coverings, prepare paints & painting materials	Slip, trip, fall	M	Ensure flow is clear of any trip or slip hazards. If hazards exist ensure they are marked and placed appropriately and people in the area are aware of them.	L	Dave
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

RISK MATRIX

RISK CALCULATOR					
Likelihood	Consequence				
	Insignificant No injury, no-low \$ cost	Minor First aid treatment, low-medium \$ cost	Moderate Medical treatment, medium-high \$ cost	Major Serious injuries, major \$ cost	Catastrophic Death, huge \$ cost
Almost Certain Expected to occur at most times	H	H	E	E	E
Likely Will probably occur at most times	M	H	H	E	E
Possible Might occur at some time	L	M	H	E	E
Unlikely Could occur at some time	L	L	M	H	E
Rare May occur in rare conditions	L	L	M	H	E

RISK ASSESSMENT CALCULATOR			
Risk Process Identify Assess Control Monitor	Identify	Identify the hazard/risk of the work	
	Assess	Assess the likelihood and consequence of the hazard/risk	
	Control	Control the hazards/risks using control measures considering the hierarchy of control	
	Monitor	Monitor the effectiveness and use of implemented control measures	
Risk Score Legend		Hierarchy of Control	
E	Extreme risk, immediate action required	ELIMINATION	Eliminate the process, material or substance completely
H	High risks, prioritised action required	SUSTITUTION	Replace the process, material or substance with a safer one
M	Moderate risk, planned action required	ISOLATION	Isolate the person(s) from the process, material or substance
L	Low risk, actioned by routine procedures	ENGINEERING	Design or re-design the process, material or substance
Jardine Lloyd Thompson©		ADMINISTRATION	Limit exposure to the risk by job rotation, work procedure and/or providing adequate training
		PPE	Use of personal protective equipment