Record Sheet and Report Templates
Risk Assessment Forms
& Other Guides

Guide 23

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This guide is designed to help provide sample record sheets, convention sheets and template Risk Assesment form. You can either print them out as is, or use them to create your own to fit your specific needs. It is not meant to be prosciptive , but rather give you the tools to work with.

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This work could not have been created without the MoLAS archaeological site manual which is a guide to the compilation of archaeological site records – drawn, written or photographed – in the course of fieldwork. It should enable any archaeologist to undertake most recording and excavation tasks without the need for further reference. The manual is arranged in sections in a logical sequence from simple contexts such as deposits and cuts, through the associated activity of environmental sampling to more complex features such as masonry and timber structures. Further sections deal with specialised aspects of fieldwork, such as skeleton and coffin recording, finds recovery, photography and surveying, and the manual concludes with specifications for the contents of a site archive. This is the third edition of the manual. It is produced by the Museum of London Archaeology Service, which was created in 1991 by the merger of the Department of Greater London Archaeology and the Museum's former Department of Urban Archaeology, who published the original two editions.

Authors: Various
Series: Surveys and handbooks
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Price: £18.00
from here:
http://www.museumoflondonarchaeology.org.uk/english/publications/pubDetails.htm?pid=35

The 1994 edition is also available online here as a pdf :
http://www.museumoflondonarchaeology.org.uk/NR/rdonlyres/056B4AFD-AB5F-45AF-9097-5A53FFDC1F94/0/MoLASManual94.pdf

This guide was produced by
David Connolly, BAJR   (http://www.bajr.org)

Special thanks to MoLAS and YAT, whose own methods of recording formed the basis for many of these templates and also for shaping my thoughts over the past 28 years of contracting archaeology.

Contents

Quick Checklist

General:
1.   Get a Site grid even if it is just a single base line essential for plans.
2.   Check the exact details of the site requirements so there are no surprises.
3.   Have you got enough Tools, Context Sheets, Photo Sheets, Cameras, Sample and Finds Bags, Ranging Rod, Level & Staff
4.   Will you need more people to complete the work to the highest standard? Just about fine - is not OK!

Context Record:
1.   Each Site has a Code.
2.   Each trench has a Number.
3.   Each Feature has a Context Number. Fill. Layer, Structure, Cut.
4.   Remember that a feature is discrete i.e. if fill numbers are given, make sure there is a cut number to go with them.
5.   Try and keep the site matrix up to date
6.   In the site diary keep a record of each context sign them out this allows quick access to data.
7.   Try to keep records completed. - Thinking that you will remember to complete it later does not work.

Site Diary:
1.   Record your thoughts and notes during the day.
2.   If you have additional people there then note who is there
3.   Sketches are good
4.   The site diary should record your thought process So if later in the excavation you contradict a previous thought, that's fine.

Plans:
1.   Keep a record of each plan, scale, date and who drew it in the Site Diary
2.   The plan should be 1:20 normally (though 1:50 is fine for a large site)
3.   Make sure you have a plan that shows the extents of the site located accurately to the grid and tied in to structures nearby.
4.   The plan should have at least the following details:
·   Plan Number
·   North Arrow
·   Grid Coords (if required)
·   Levels (reduced and written on the plan)
·   Context numbers (mark cuts, walls, etc next to the number)
·   If you have a section mark it on the plan so it can be located
·   Dash-Dot-Dot-Dash (edge of excavation) Dash-Dot-Dash (Internal edge of excavation)   Solid Hatch (Cut) Lightning Hatch (Natural Slope)

Finds:
1.   Mark the bag with Date, Code, Trench, Context, Name

Photos:
1.   Fill in the Photo record on the sheets as you take the photos

Levels :
1. Set up dumpy and ensure it is level.
2. Set staff on TBM (temporary Bench Mark) - This can either be arbitrary OR based on the OS heights MaOD)
3. Person at level reads staff - this reading is backsight (BS)
4. Instrument Height (IH) is determined by ADDING TBM to BS
5. Now person with staff places the base of staff on whatever is being levelled - plan, section , small find etc.
6. Person at dumpy level now reads the measurement on staff, this is Foresight (FS)
7. Reduce level to find out the actual height at the base of the staff by subtracting the FS from the IH
ie TBM=15.76 + BS 1.03 = IH 16.79   IH 16.79 - FS 2.79 = a reduced level of 14.00
a good source for benchmarks is here: http://benchmarks.ordnancesurvey.co.uk/

Stratigraphy and Harris Matrix

Introduction:

The Harris matrix or Winchester seriation diagram is a tool used to depict the temporal succession of archaeological contexts and thus the sequence of deposition on a 'dry land' archaeological site. The matrix reflects the relative position and stratigraphic contacts of observable stratigraphic units, or contexts. The Matrix was developed in 1974 in Winchester, England, by Dr. Edward Cecil Harris. Stratigraphy is the basis of archaeology, where you must accurately record the sequence of events of each feature on a site, which has been assigned a context number. The example beow is a simple example to illustrate how a matrix is completed.
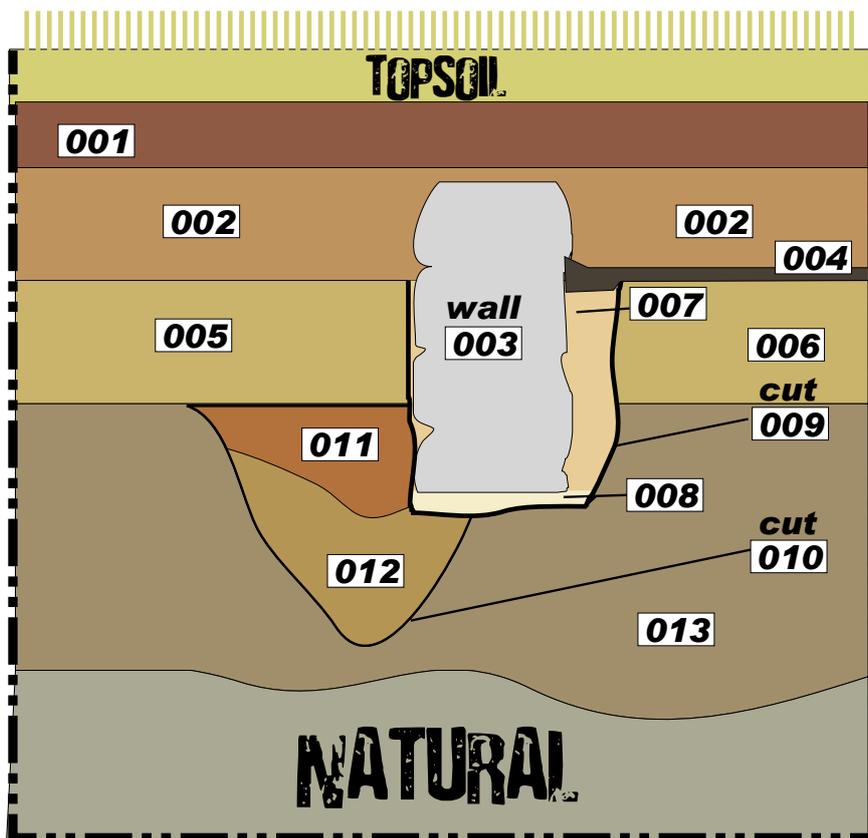

001. A horizontal subsoil layer

002. A horizontal layer over and on both sides of wall 003

003. A stone wall built into foundation cut 006

004. A clay floor abutting wall 003

005. A horizontal layer, probably the same as 006

006. A horizontal layer, probably the same as 005

007. Backfill of the wall construction cut (sometimes called construction trench)

008. Trample in the base of cut 009 formed by workmen's boots constructing the structure wall 003

009. Construction cut for wall 003

010. Cut for a ditch that predates the wall construction 003 and the layers 005/006

011. Final backfill of ditch (secondary fill)

012. Initial ditch fill, probably silting up during its use. (primary fill)

013. Horizontal layer containing artefacts of previous occupation

Natural: Sterile ground formed before human occupation of the site

It may be best to think of creating the sequence as a narrative, where you tell the story in a logical language:

The Natural was there before man appears on the site, and then the thick layer [013] is laid down, with some artefacts in it, then later, a ditch [010] is cut through it which starts to fill up [012] until it is eventually deliberately filled up to the top [011]. After this, time passes and layer [005] builds up over the site, and it is from this level that people cut a trench [009] as a foundation, but very soon after, they tramble mortar and other construction debris into the base [008]. They build wall [003] into the trench and then backfill with material [007]. Once the wall has been built, and the ground cleared, they lay a floor [004] inside the building that laps up over the wall base. After the building has fallen out of use and the area is filled with a covering layer [002] very little happens, until the soil continues to build up [001] and evetually, the topsoil covers everything.

Of course the golden rulle is to link what you know, and don't try to link what you can't even if you think they are the same layer (It is acceptable to see the layer [002] on either side of the wall as one but it is NOT to see layers [005] and [006] as the same, as although they look the same, are the same thickness and the same level, they are not connected. Never assume. which is why the matrix splits at that level, before returning to the line. If you think about it, you can't tell whether [006] was laid down after or before the cut [010] and fill took place - hence the form of the matrix - however, note that an equals sign has been used to suggest a direct relationship.

The order in which these events occurred would be drawn in the following Harris matrix
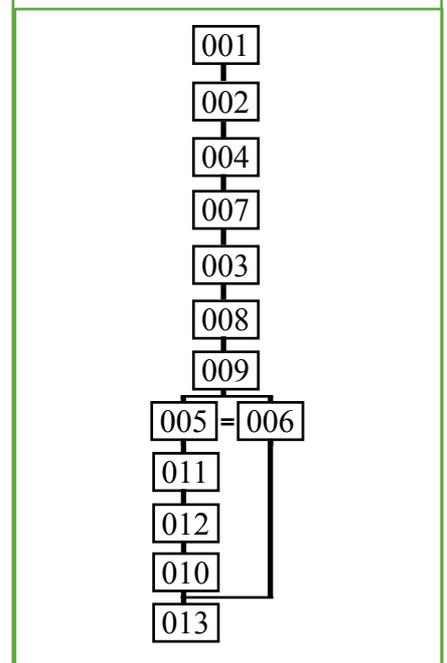
Site planning: the drawn record

Basic Conventions for Planning

Limit of Excavation :

Internal edge of Excavation :

Edge of Context :

Edge of Context indeterminate :

Level marked on plan or section :

Context Number :
(trench number followed by 3 digit context number)

3005

Small FInd :

001

Sample :

001

Cut Hatch :

Slope Hatch :

Closer together for steeper slope
Length shows breaks of slope.

Limestone :

LS

Sandstone :

SS

Brick :

or

Br   Br   Br

Tile :

T   T   T

draw as seen

Cobble :

Gravel / Pebble

Sand :

Clay (as inclusion) :

Clay (pure) :

Mortar :

Shell :

Bone :

draw as seen and write bone next to it

Ash :

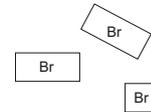Charcoal :

Peat :

Coal :

Plaster :

Wood :
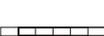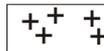
Basic Conventions for Planning

Drawing a cut

Cut edge		Cut edge with step		
Vertical edge		Undercut		
Change of slope		Undercut & return slope		
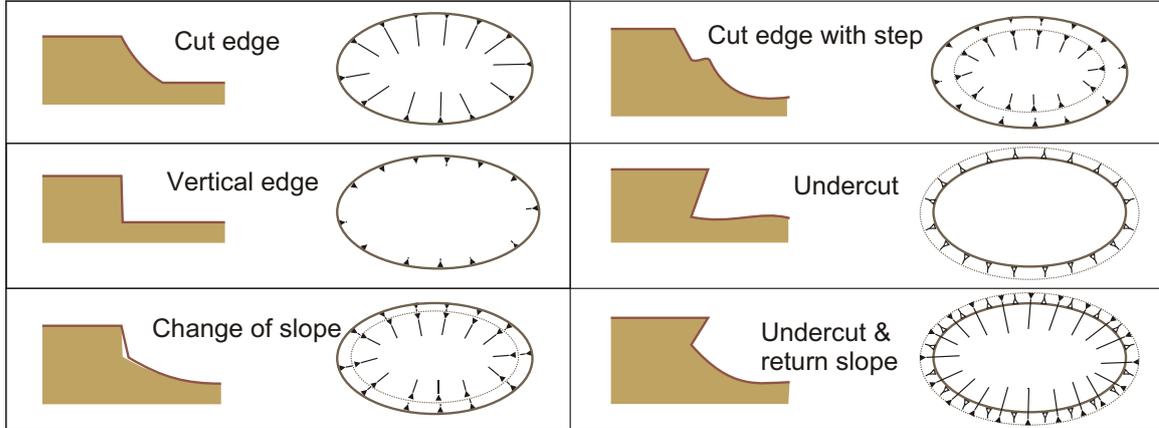
Standard site plan sheet

context/plan number

125

edge of trench

grid points

feature

3

125

2

50E/120N

grid reference

plan extends into square to left

context/plan number above present one

Reduced Levels

1 120.23
2 119.98
3 119.97

reduced plan levels

Context Number	125
Drawn by	DC
Checked by	MS
Date	14/02/2009
Scale	1:20

X X

N

123

125

Notes

Feature extends and has been cut by several other postholes

context/plan number belowpresent one

This sheet shows a typical single context plan (where each feature is drawn on a separate plan where the context is the plan number) however, you can also use this for keeping a track of plan numbers if you are drawing in a multiphase plan. It is important to know what you will do, and how you will do it, and remain consistant.

Site Recording forms ···

It is imperative that site records are well organised and useable by all the people who will utilise them later, whether that is next week or fifty years from when you record the site.

All the following sheets are logical elements in the site record, along with the drawings and photographs, finds and samples. Keeping a good record (perhaps even in a notebook as well) ensures you will be able to write a good report, the specialists will be able to work easier with your work, illustrators will know what plans go where, and photographs will be easily identifiable. Lists of lists may seem time consuming, but in the end, they are indispensible.

 The Key elements on the context card are important to understand, and are briefly as follows

WHICH IS WHICH - INTERPRETATION / DISCUSSION

Interpretation.
It is expected that comments should be relatively brief and to the point, identifying what a context is - a post-hole, floor surface, hearth, window embrasure or mural cupboard, etc.

They should relate these identifications to a wider understanding of what is happening in the trench - For exaple where a post-hole is located in the second phase of a   floor surface of the hall, or evidence you have a primary hearth.

The actual nature of the deposits should be reviewed to consider whether they are cultural (the result of human activity) .or natural (geological). What do the deposits result from - the collapse of an adjacent wall? Worm activity? The re-deposition of natural? The silting of a ditch? and so on.

Do not overstretch the archaeological information when interpreting a feature and remember that it is only a fraction of the whole. If the interpretation is in doubt, or there are alternatives, please say so.

Discussion.
This space is provided for more speculative comments, doubts, mitigating circumstances, etc. It is here that the process that leads to your interpretation is written. It can help to explain initial thoughts, and then why in the end you re-evaluate the evidence to form another opinion. Never think that just because your intial thoughts were wrong (for example a floor surface turns out to be an area of mortar trample.) that you should rub out or discard the context sheet, as the whole interpretation is based on the thought process that got you there, and is every bit as valuable as the final interpretation.

FILLING IN THE BLANKS

Just because there is a box, does not mean you have to fill it, however, there are certain key elements that you must try to include. And where-ever possible use standard terms, which might even mean deciding beforehand what brown is?   or what loose means!   One persons red brown is another persons mid brown, for example.

A feature is either **a Deposit** (a layer or other large spread of material) **a Cut** (a hole or ditch for example) **a Fill** (the material that is inside a cut) or **Structural** (a wall, rampart, fence or anything that has been built).

A Deposit/Fill should be described in terms of its composition (relative amounts of silt sand and clay) A *silty clay* is mainly clay but has significant silt A *clayey sand* is mainly sand but has significant sand. To determine soil type *The Scientific Sausage/Ball Method* can be employed. This involves trying to roll the soil into balls or sausages, success or lack of it being the clue to the soil type.
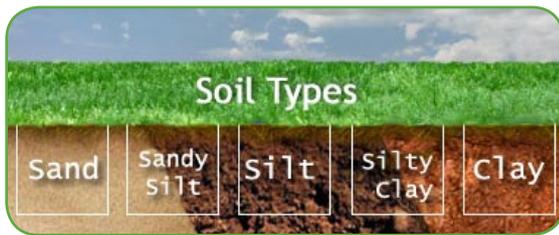
SAND Cannot make a ball, feels and sounds gritty.

SILTY SAND Difficult to make a ball that keeps shape.

SANDY SILT Forms a ball that sticks.

SILT Ball is weak and breaks easily, soil feels silky.

CLAYEY SILT Strong and soft ball, easy to make sausages, surface becomes shiny, difficult to change shape.

SILTY CLAY Not difficult to change ball shape, sausages are not so easy to make.

SANDY CLAY Shiny but gritty and sticky when wet.

CLAY Shiny and sticky.

Inclusions - (in soils) eg pebbles, mortar flecks, charcoal. The range of sizes of such inclusions should be given, and a percentage estimate of their occurrence. Other characteristics, like whether the pebbles are angular or water-rounded, or whether evenly spread through the deposit or concentrated in patches should all be noted.

Compaction can be broken down into a simple; **Loose** --> **Friable** (ie crumbles under pressure) --> **Firm/hard**

Colour can be very subjective: however, if you do use this, then a standard description that everyone uses and undestands is best. Remember that a soil changes colour depending on how wet it is, and some peoples perception of colour is different from others.   One useful reference is the Munsell Chart (The Munsell Soil Colour Chart is the most widely recognised reference system used throughout the world. Colour chips are presented on a series of wipe clean charts bound in a tough binder. It costs over 125 pounds sterling and is available here: http://www.globalcolourstandards.co.uk/acatalog/MUNSELL_Soil_Chart.html)

You could also just decide about a standard colour range for you site... dark brown, mid brown, light brown, red-brown etc.

Shape of a feature is best descriped in plan (square, rectangular, rounded, oval, amorphous etc) and then use the chart on page 6 to describe the cut in profile.

Context Record

Site Code: .... Area: ... – ...... Trench: .... Context: ....

Date: Recorded by:

Feature Type: Deposit ☐   Cut ☐   Fill ☐   Structural ☐

Description:

Above ☐ ☐ ☐ ☐ ☐ ☐ ☐

☐ This context

Below ☐ ☐ ☐ ☐ ☐ ☐ ☐

Other Comments and Discussion:

Finds: Pot ☐   Lithic ☐   Bone ☐   Metal ☐   Other ☐

Small Finds:

Samples:

Plan: Section: Photo:

Skeleton Sheet

Site Code:	Area:	Trench:	Context: Skeleton

Date: Recorded by:

Level : Reduced :-   Skull: Sacrum: Feet:

Grave Type:	Grave Cut:	Grave Fill:	Coffin:

Orientation:

N
W ←→ E
S
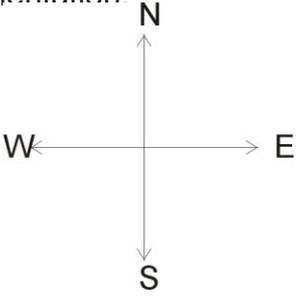
Sketch:

Description and Notes:

Above ☐ ☐ ☐ ☐ ☐ ☐

☐ Skeleton

Below ☐ ☐ ☐ ☐ ☐ ☐

Finds: Pot ☐   Lithic ☐   Bone ☐   Metal ☐   Other ☐

Small Finds: △ △ △ △ △ △ △ △

Samples:

Plan: Section: Photo:

Period: Group: Burial Number:

Mark the bones that were recovered

Skeleton Num:

cranium

clavicle

mandible

scapula

sternum

rib

humerus

vertebra

innominate

radius

sacrum

ulna

carpals

metacarpals

phalanges

femur

patella

tibia

fibula

tarsals

metatarsals
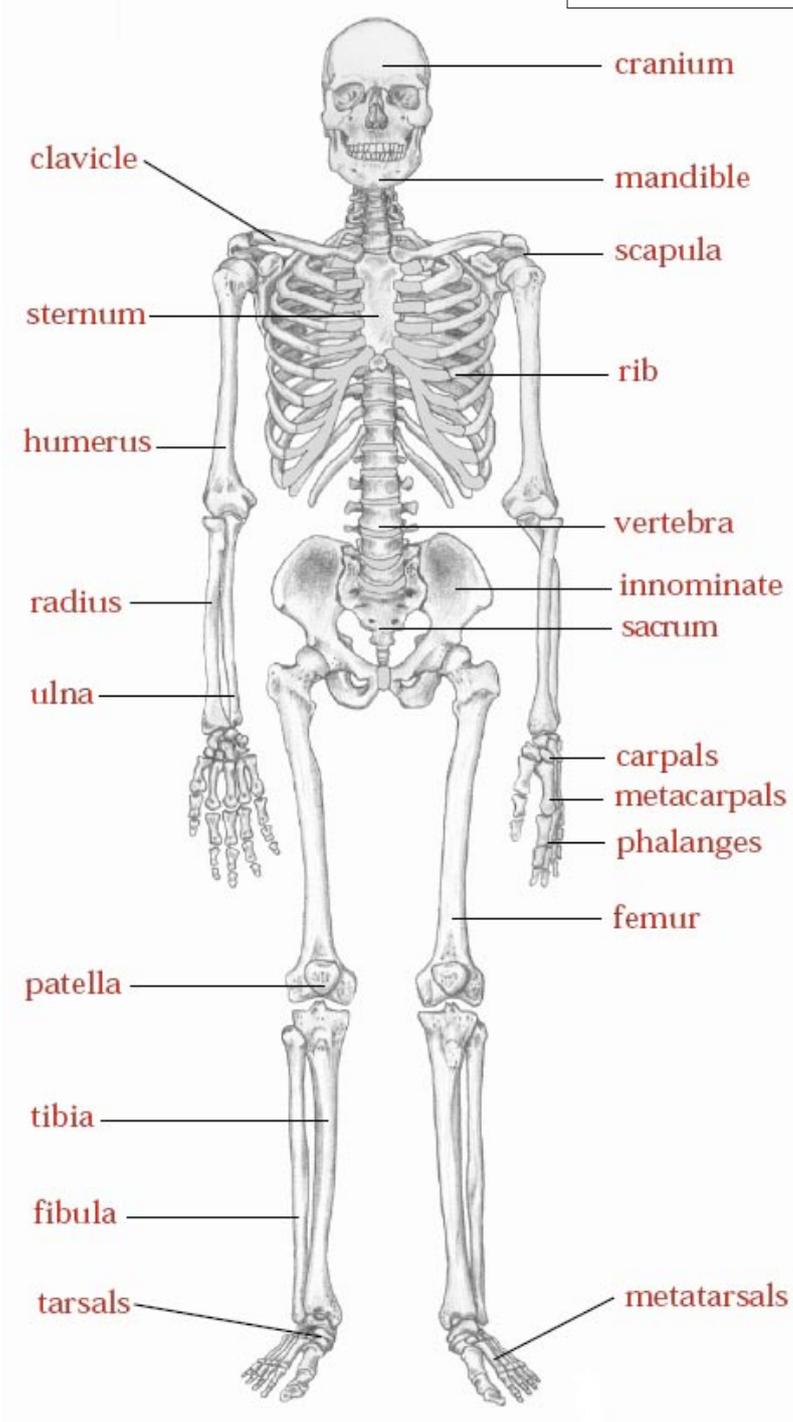
Neonate? ☐

Juvinille? ☐

Adult? ☐

Male? ☐

Female? ☐

Lifting:
Preservation: Good:☐   Moderate:☐   Poor:☐
Retrieval: Good:☐   Moderate:☐   Poor:☐

Reburied?: Yes☐ No☐

Further treatment:

Building Record Sheet

Site Code:	Context:	Substructure::

Date:	Recorded by:

Area/Floor: Basement: ☐ Ground: ☐ 1st: ☐ 2nd: ☐ 3rd: ☐ 4th: ☐ Attic: ☐ Stair: ☐ Exterior ☐ Outbuilding ☐

Appears in following Rooms:

Feature Type: Structural: ☐ Window: ☐ Door: ☐ Surface: ☐ Finish: ☐ Fitting: ☐ Blocking: ☐

Fireplace: ☐ Flooring: ☐ Roof Structure: ☐ Services: ☐ Other ☐

Architectural Term:

Elevation s (ie Ex/S & 23/N):

Description:

Discussion:

Plan Number: **Elevation Number:**

Photos: (Film num./Frame):

Samples:

Phase:: ☐

Worked Stone Record

Stone Number:	Context Number:	External Elevation:
Date:	Recorded by:	Room:
Photo: Digital #	Drawing/Profile **Y / N (Num)**	Kept: **Y / N**

Description: *Material Type:*

       Element Type:

       Damage:

       Reused as:

       Other Information:

Stone Sketch with dimensions::

Context List

Site Code:

Context Num	Recorded by	Date:	Trench No:	Description:

Photo Record

Film Type: B/W ☐ Col Print ☐ Col Slide ☐ Digital ☐

Roll:	Frame	Dirc. to	Date:	Description:	Taken By	Portrait/ Landscape	Zoom	Camera

Finds List

Site Code:

Find Number	Context	Material	Date:	Found by:	Description:

Samples List

Sample Number	Context	Size	Date:	Taken by:	Description:

Reporting

The Data Report:

A structured report is an essential end product for any form of archaeological work, whether it is a survey, building record or excavation.. The following section has a template report to base your own writing on. The most important part of the whole concept is to have headings and sub headings that can organise your thoughts and turn a complcated piece of writing into a simple format.

The Accessible Report/Article:

When writing for a non-academic audiance, you must adopt a slightly different style that reflects your audience. (A BAJR Guide is being created to both look at this specific writing style and at publicising and advertising projects in general).

In broad terms, you should still use the same format as the report, where the main difference is in the visiblility of the structure.   That reflects your audience. (A BAJR Guide is being created to both look at this specific writing style and at publicising and advertising projects in general)

Where the report has headings and sub headings, this will be invisible in the press release or magazine article, though, it is valuable to lay out your article with the headings and then delete them. The main sections you should cover are:

Introduction, *to both why you are doing the project and what it is you hope to/have found.*

The secret is to get to the point quickly, so as to capture the reader.

Main Body *of the text will then describe the how you did it, who did what, what you found in more detail and any interesting facts that have been uncovered.*

Here you should remember that the reader may not have prior knowledge, so if you have to use a technical term, make sure you explain it, or you may understand where the bottom of the field is, but will the reader – is there a good illustration or map? You should also not use 20 words if two will do, edit down, not up. People should leave this section with two overall feelings, that they have an understanding of what you did, and why, and that they have taken away something that they did not know before – often called the 'I did not know that' quota. Make sure you have at least one IDNKT in every article.   Read through this section a few times, have you repeated information? Is it clear to you, and does it work when you read it out loud?

Ending *an article can be hard, where some writers stop dead, leaving you feeling that you have missed something, while others can't end, resulting in the messy confused repeating of information again and again.*

The simplest way to see the ending is to think of tying off loose threads. You can finish by simply explaining that this was the results from the 2009 project, and this is what you hope to do next in 2010, introducing potential future projects. Remember always to have information on how people can get in touch, find out more, or even get involved.

This sort of article is supposed to fire peoples imagination, not send them to sleep. Less is always more, so don't think you have to put everything in, and consider how you would tell someone in a five minute phone-call.
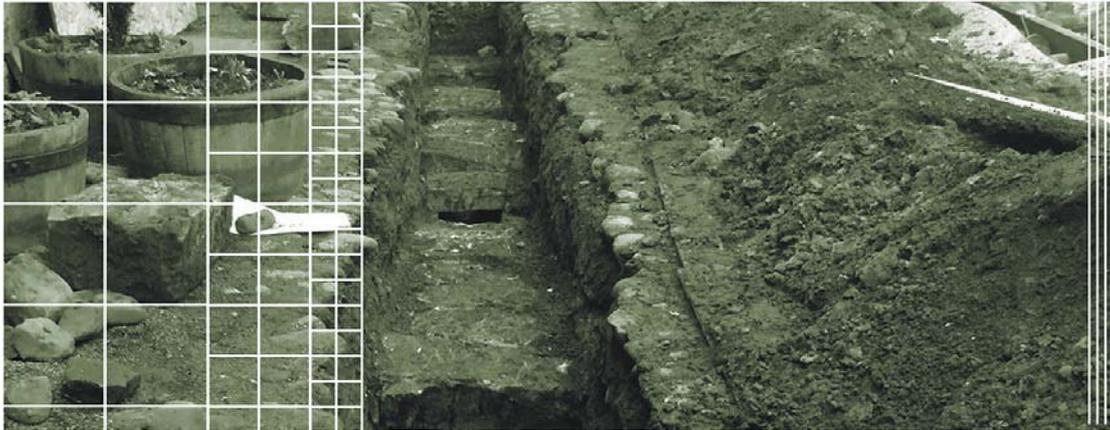
NAME OF THE SITE.

DATE WORK CARRIED OUT

Carried out on behalf of THE GROUP OR INDIVIDUAL

(YOUR GROUP NAME OR COMPANY)

52 HIGH STREET
PLACETON
EAST SOMWHERESHIRE
EL1 T3

T : 01620 861643   E : INFO@ARCHAEOLOGYPERSON.CO.UK

Table of Contents

ILLUSTRATIONS (based on what you have)

Figure 1: Location plan.

Figure 2: 1863 1st Edition Ordnance Survey map, showing area of investigation highlighted.

Figure 3: Location of trenches

Figure 4: A trench Plan/Room Plan/Elevations……etc

Figure 5: Artefact illustrations

Appendix 1: Context List
Appendix 2: Photo List
Appendix 3: Artefact List
Appendix 4: Trench List

Thumbnails of digital photographs

References

1.0   SUMMARY

1.1   An archaeological [insert type of investigation] was carried out due to [reason for investigation] at [Name and Location of the site]. The site is located [in what sort of area… Garden, Development plot, arable field, within a historic town?]. The work consisted of [what work did you carry out] to investigate [what was the specific purpose of each]. These works were commissioned by [Name and group/company who commissioned the work – or your own group if you are funding it]. The work was undertaken in [date], and was restricted to [any requirements for keeping to a specific area, with the reason].

1.2   The work will enable the [what will the results of this report and investigation help facilitate].

1.3   Further work, [if required, what would the next step be, that you would recommend to continue work in this area – and/or, what would your advice be for future management of what you found].

2.0   INTRODUCTION

2.1   Site location

The site is located to the [what is its physical relationship to nearby features, such as; to the south of the A345 or between no. 4 and 8 High Street, Townsville] at [NGR Grid reference to at least 10 figures, or site centred if covering a large area] (Fig. 1). (This figure should be your location plan showing site in relation to the country, county local area.)

2.2   Site History

[This section should consist of a brief site history gathered from a desk based assessment that should take place prior to work]

[Any map regression that has taken place and what it shows about the site] (Fig. x) etc. (These figures should be your location overlaid onto the historic map.)

[Any prior archaeological investigation that has taken place and what it showed about the site]

3.0   OBJECTIVES

3.1 [State clearly what your objectives are in order, what you intended to do, and why] - For each objective, add a new sub paragraph – 3.2, 3.3 etc.

4.0 METHODOLOGY

4.1 [How did you carry out each element of the project – How many trenches? Were they hand dug or machine, how deep did you decide to go (until natural? Or until you hit significant archaeology) Did you do the work stratigraphically, how did you decide where to excavate] OR for example [If you were surveying a large area, how did you record the features and sites? How did you decide what to record? What photographic method did you use – B&W? Colour Slide? Digital?] - For each methodology, add a new sub paragraph – 4.2, 4.3 etc.

5.0 RESULTS

5.1 Fieldwork

The work was undertaken over [How long] during [dates]. [Describe the conditions – for example *The first day was reasonably dry, however the remaining week was wet, with heavy rain.*] [Describe the general makeup of the site - for example *The turf topsoil was regular across the site ranging from 80mm to 90mm in depth with a sandy clay natural encountered at 650mm to 700mm* **.**

[Details of the various lists you will have created, contexts, monuments, photographs etc.]
The various datasets from the investigation are presented in the appendix section; Context list (Appendix 1)Photographic list (Appendix 2) Photographic list (Appendix 2), Finds register (Appendix 3), Trench Register (Appendix 4)

5.2 The Trenches/Survey Area/Building (Fig. 2) (This figure should be your site location plan showing the site and the trenches or features or monuments. – you may need further illustrations to show specific trenches/buildings or areas of your survey area in detail.)

5.2.1 [Describe each element within the investigation – each trench, how big, how deep, what was in it? Or each monument – what was it, what condition? Or each building in turn, with each room or floor-level or elevation – what was each feature/element] Each new trench or monument or room of course will get a new sub para. 5.2.2, 5.2.3 etc. A useful check is to have a list of feature numbers on your desk and tick off each one as you write about it.

5.3   Artefacts

5.3.1   [What you found : perhaps with a reference to specialist reports – You can also reference the appendix]   When dealing with the Artefact or Finds report, ensure that you either break it down into each type, Ceramics, Stonework, Metalwork, Coins etc.   Or by trench.] *This should be the basis for any conclusions you may have about the project – dating, use, material, etc. The key is to be consistent. Either look at each trench for example, or look at the assemblage as a whole, divided into type. Once again, each new section gets a new subsection number. 5.3.1, 5.3.2 etc, with the initial section explaining what the following sections will contain.*

6.0   CONCLUSIONS AND RECOMMENDATIONS

The programme of evaluation has shown that in the areas of investigation there are no archaeological constraints within the 400mm buffer zone in the lawn area. The potential exists that during construction of Harmony Hall and ground a large amount of soil was brought in to create suitable drainage for a lawn.

Appendix 1 Context Register **(could be Monument or Room/feature)**

Context List – Site Name (and or Code) - Nearest Named Location	
Context	**Description**
1001	Topsoil
1002	Silty clay fill of feature 1004, contained significant 12th century pottery
1003	Etc…

Appendix 2 Photo Register **(state if it is the Digital. Colour Slide, Print or B&W)**

Photo Record List – Site Name (and or Code) - Nearest Named Location				
Photo ID	**Site Code**	**Description**	**Direction from**	**Date**
1	HH_001	Record shot of Trench 1 – pre-excavation	**E**	02/07/2007
2	HH_002	Record shot of Trench 2 – pre-excavation	S	02/07/2007
etc				

Appendix 3 Artefact List

Artefact Record List – Site Name (and or Code) - Nearest Named Location		
Trench	**Context**	**Description**
1	1005	1 sherd unglazed redware (rim) 2 sherds white tin glazed (body) 1 burnt bone frag.
1	etc	etc

Appendix 4 Trench List

Trench List – Site Name (and or Code) - Nearest Named Location	
Trench	**Description**
1	North - South Orientation (2m x .6m) Final depth: .4m
2	East - West Orientation (2m x .6m) Final depth: .4m
3	etc

References (example of style of bibliographic reference)

Maps:

Ordnance Survey Map 1863 Roxburghshire 1:2500 scale map (Sheet VIII.1) surveyed 1859

Wood J 1826 Sketch of Melrose and Gattonside 1826

Reports:

Hastie M., 2001. *'An archaeological watching brief in the grounds of Harmony Hall, Melrose: Data Structure Report'* HHM 01

Books:

Watson, C Boog 1923 **'***Notes on the Names of the Closes and Wynds of Old Edinburgh***',** Book Old Edinburgh Club 12 (1923), 1-156

Risk Assessment

Site Location		Date of last assessment		Date of new assessment	

Activity/Situation	
Leader	Assistants		Other Invited Persons

How To Use This Form

1. Identify potential hazards e.g. walking on roads, sunburn, getting lost, travelling on a ferry.
2. Identify those at risk
3. Identify potential outcome and its likelihood and give a numerical value. Multiply your two values to arrive at your risk rating.
4. Where the risk is medium or high, either identify over-leaf the action required to reduce the risk or do not proceed with the activity.

Hazards Identified (Note: Any serious and imminent danger - will need a procedure, etc.)	Persons at Risk	Potential Outcome	Likelihood / Probability	Risk Rating	Risk L/M/H
1					
2					
3					
4					
5					
6					
7					
8					

Initials / Full Name of Persons at Risk	

Potential Outcome	Numerical Value
Minor injury	1
Injury needing medical attention	2
Injury - off work/school 5 days	3
Serious injury/long term sickness	4
Fatality	5

Risk Rating	
1-5	Low
6-12	Medium
12+	High

Likelihood/Probability	Numerical Value
Unlikely	1
Low possibility	2
Possible	3
Probable	4
Near certainty	5

Risk Assessment Action Plan
To be completed for all Medium/High Risk activities

Activity Hazard/Situation	Actions Required	New Risk Rating Acceptable Y/N	Target Date

Assessment and Action Plan Prepared by …… …………………………………

Date …………………………………………………

Next Assessment due ………………………………………………………………………………….

EMERGENCY CONTACT NUMBERS

Local Doctor:……………………….. Hospital: ……………………………………..