General Risk Assessment - NSOP

Section 2 – Health, Safety and Welfare

Version Number: 1.0

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Document Owner: National Safety, Welfare and Risk Manager

1.0 PURPOSE

The purpose of these procedures is to help all members responsible for risk management and/or assessment, to correctly complete a General Risk Assessment form. These procedures outline the minimum required information that must be recorded within each section of the General Risk Assessment form.

2.0 SCOPE

For use when assessing predictable tasks, which are unlikely to change significantly due to the predicable nature of the work, e.g., refilling a fuel bladder.

Note - For tasks where environmental changes and other factors are likely to occur, e.g., operating a flagged patrol, the Operational Risk Assessment must be used.

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	N/A
Training	N/A
Other	N/A
Equipment	N/A

4.0 INTRODUCTION

Undertaking a comprehensive risk assessment is a requirement of the work of staff and members. General Risk Assessments help inform our practice by identifying and prioritising risk that can be treated to prevent harm to people. *A General Risk Assessment can be found on page 4.*

5.0   PROCEDURES

5.1   Assessment Title (task) - You are required to enter the description of the task that is being undertaken. Be sure to describe the task using the right level of detail, e.g., driving an ATV. Avoid being *too specific* or *too generic* with the task description, e.g., '*driving an ATV along the road, then beach to the patrol area* or '*driving*'. The task needs to give enough information to visualise what work is being carried out, but not be too specific that other parts of the task can be missed.

5.2   Version No. - Update the version number to ensure the most current risk assessment is in use.

5.3   Site - Enter the site/Club name that pertains to this task, e.g., Eastern Region office.

5.4   Date of Assessment - Enter in the date the assessment was completed, using DD/MM/YYYY.

5.5   Risk Assessor Name - Enter the name of the person carrying out the risk assessment.

5.6   Hazards - Within this section there are pre identified hazards that may be present when undertaking a task. You must identify all of the hazards that are relevant to the risk assessment being produced. You should identify the hazard by recording an X in the relevant box (electronic copies - just click the box for the X). Select 'Other' for identified hazards that are not listed, and provide the details of the hazard in 'If "other" box.

5.7   Risk Description Column - For each hazard identified in the 'hazards' section, enter the hazard alphabetical reference, e.g., 'A. Slips, Trips or Falls', and then provide a brief description of what could go wrong and how, and who could be affected. Each identified hazard will have its own row.

5.8   Raw Risk Assessment - Raw risk is the natural level of risk inherent in a process without doing anything to reduce the likelihood or mitigate the consequence of a mishap. Therefore, rate the inherent risks associated with the listed hazard(s) as if there are no control measures in place to prevent the hazard from causing harm.

   a) **Likelihood** (L) **-**To determine the likelihood of the accident, use the definitions identified in the Likelihood table in the appendix (p.6). Use your best judgment and only use whole numbers (1 through 5, not 3.5).

   b) **Consequence** (C) **-** To determine the consequence of the harm, use the definition

identified in the Consequence table in the appendix (p.6). Use your best judgment and only use whole numbers.

    c) **Risk** (R) **-** Multiply your likelihood and your consequence scores to determine your risk score - record the raw risk score in the box.

5.9 **Existing Control Measures -** List all the existing control measures that are in place and relevant to the task being assessed.

5.10 **Risk Assessment -** Assess the risk again, but now with the knowledge that there are existing controls in place.

    a) **Likelihood -** To determine the likelihood of the accident, please use the definitions identified in the Likelihood table. Use your best judgment and only use whole numbers (1 through 5). It is IMPORTANT to keep in mind that a likelihood rating is the likelihood of the accident occurring and not the likelihood of harm occurring.

    b) **Consequence -** To determine the consequence of the accident, use the definition identified in the Consequence table. Use your best judgment and only use whole numbers. It is IMPORTANT to keep in mind that the same accident can result in many different types of 'harm.' For example, tripping over a cable can have any consequence, from no harm… to a grazed knee… to a broken wrist… to death. So which consequence should you choose? Choose the consequence based on the **'Reasonably Foreseeable Worst Case Harm'** - in other words, what is the worst harm that could happen, that would not be bizarre if the accident happened.

    c) **Risk*-** Multiply your likelihood and your consequence scores to determine your risk score - record the existing risk score in the box.
*the highest risk score in this column is the overall risk score that should be associated with the task and included on the Risk Register for prioritisation purposes. For instance, the overall risk of refuelling IRB bladder is 10 (even though there is another hazard with a score of 8).

5.11 **Additional Control Measures -** Consider further additional controls that may or could be implemented to reduce the risk to as low as reasonably practicable.

5.12 **Residual Risk -** Residual risk is the risk that is left over after all the controls are in place, are followed and working as they should be.

a) **Likelihood -** To determine the likelihood of the accident, please use the definitions identified in the Likelihood table in the appendix.

b) **Consequence -** To determine the consequence of the accident, use the definition identified in the Consequence table in the appendix. Use your best judgment and only use whole numbers.

c) **Risk -** Multiply your likelihood and your consequence score to determine your risk score - record the residual risk score in the box.

General Risk Assessment Template

For use when assessing repetitive tasks, which are unlikely to change significantly, due to the predictable nature of the work, e.g. refilling a fuel bladder.

Note- For tasks where environmental changes and other factors are likely to occur e.g. operating a flagged patrol, the Operational Risk Assessment must be used.

Assessment title (task):				Version No.	
Site:		**Date of Assessment:**		**Risk Assessor Name:**	

Hazards (Tick all hazards that apply to the task)

A. Slips, Trips or Falls	☐	**F.** Sharp objects	☐	**K.** Fire and Explosion	☐
B. Working at height	☐	**G.** Violence	☐	**L.** Vibration	☐
C. Manual Handling/Lifting	☐	**H.** Climate (indoor)	☐	**M.** Noise	☐
D. Motor vehicle	☐	**I.** Climate (outdoor)	☐	**N.** On water or boating	☐
E. Trapped by object	☐	**J.** Chemical health hazard	☐	**O.** Other (please list below)	☐

If "other" please describe	

Risk Description for each identified hazard above, describe: -what could go wrong **and** how -who could be affected	Raw Risk assessment (L x C = R)			Existing Control Measures	Risk assessment (L x C = R)			Additional Control Measures	Residual Risk (L x C = R)		
	Likelihood	Consequence	Risk		Likelihood	Consequence	Risk*		Likelihood	Consequence	Risk
Electronic document allows for expansion of the table											

Appendix: Risk rating scales and risk matrix- For reference when calculating risk ratings (L x C = R)

Likelihood Scale

Score	Scale	Frequency of accident
1	Rare	Would only occur in exceptional circumstances.
2	Unlikely	Incident conceivable at some time, but only remotely possible.
3	Possible	Could occur at some time, has probably happened in the past.
4	Likely	Will probably occur in most circumstances, known to have happened in the past.
5	Almost certain	Expected to occur in most circumstances, regularly occurred in the past.

How to determine the likelihood rating:
A likelihood rating is the **likelihood of the predicted accident** *occurring* and not the likelihood of harm occurring.

Consideration of who could be affected, what controls are in place (are they effective or not) are useful pieces of information to consider when making this judgement.

Consequence Scale

Score	Scale	Severity of harm (psychological, physical, and/or emotional)
1	Insignificant Harm	No real harm or illness resulting – e.g. minor bumps, bruises or abrasions.
2	Minor Harm	First aid or minor medical treatment is required – e.g. sprains, strains and cuts.
3	Significant Harm	Harm or illness requiring treatment by a qualified medical practitioner such as a GP, physio, dentist, or a hospital e.g. fractures, dislocations, soft tissue damage, or wounds requiring stitches.
4	Serious Harm	Life or limb threatening harm or illness, permanent disablement e.g. multiple trauma injuries with potential for permanent disablement.
5	Fatality	One or multiple fatalities

How to determine the consequence rating:
Predict what the **Reasonably Foreseeable Worst Case Harm (RFWCH)** could be. In other words, what's the worst harm that could occur that would not be bizarre.

If we predict our consequence at 'worst case' then the result will always be death (5-Fatality).
If we predict at 'most common' we leave ourselves vulnerable for missing predictable outcomes. For example,
 'Tripping on an exposed power cable'
Most common harm= graze/sprained wrist (2-Minor Harm)
Worst case harm= hits head and dies (5-fatality)
RFWCI- Broken Wrist (3- Significant Harm)

SLSNZ Risk Matrix

Consequence (C)			Rare	Unlikely	Possible	Likely	Almost certain
5	Fatality		5	10	15	20	25
4	Serious harm		4	8	12	16	20
3	Significant harm		3	6	9	12	15
2	Minor harm		2	4	6	8	10
1	Insignificant harm		1	2	3	4	5
			Rare	Unlikely	Possible	Likely	Almost certain
			1	2	3	4	5
					Likelihood (L)		

RISK MAGNITUDE	SCORE	ACTIONS TO BE TAKEN
Low ★	1-4	Risk which is acceptable. Monitoring is required to ensure that the existing control measures are maintained and working as expected.
Moderate ★★	5-12	Where reasonably practicable, additional control measures should be considered and applied to reduce the risk, particularly at higher scores within this category. The level of risk is acceptable, provided all reasonably practicable control measures have been applied. Monitoring is required to ensure that all control measures are maintained and working as expected.
High ★★★	15-16	Where reasonably practicable, additional control measures must be considered and applied to reduce the risk. The level of risk is acceptable, provided all reasonably practicable control measures have been applied. Consideration of additional controls measures is required, including applying additional resources, as part of the continual improvement process. Monitoring is required to ensure that all control measures are maintained and working as expected.
Unacceptable ★★★★	20-25	If it is not possible to reduce the risk, even with unlimited resources, the risk cannot be justified on any grounds. The work must stop immediately or not be carried out if the work has not started.

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