Operational Risk Assessment - NSOP

Section 2 – Health, Safety and Welfare

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Document Owner: National Safety, Welfare & Risk Manager

1.0 PURPOSE

The purpose of these procedures is to provide staff and members with instructions on how to correctly complete the Operational Risk Assessment. These procedures outline the minimum required information that must be recorded within each section of the Operational Risk Assessment form.

2.0 SCOPE

This procedure applies to all SLSNZ operations including but not limited to; volunteer patrols, regional guard patrols, lifeguard training, sport training, sport events, beach education, etc. This Operational Risk Assessment is for use when assessing tasks where environmental changes and other factors are likely to occur, e.g., operating a flagged patrol.

Note - When assessing predictable tasks which are unlikely to change significantly, due to the predictable nature of the work, e.g,. refuelling a fuel bladder, the General 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 PROCEDURES

Part A

4.1 Complete Part A by filling in all the boxes and circling all the current weather conditions of the operation.

Part B - Part B is separated into three sections: Environment, People and Equipment. For *each* section, complete the following:

4.2 **Risk Description -** Record any risk related to the associated hazard in the left-hand column. If there is a hazard present that is not listed, record it in the blank space provided at the bottom of the section.

4.3 **Risk Assessment -** Rate the inherent raw risk associated with the listed hazard(s) as if there are no control measures in place to prevent that hazard from causing harm.

a) **Likelihood -** Use the definitions identified in the Likelihood table to determine your likelihood score. Use your best judgment, and only use whole numbers (1 though 5).

b) **Consequence -** Use the definitions identified in the Consequence table to determine your consequence score. Use your best judgment and only use whole numbers.

c) **Risk Score -** Multiply your likelihood and consequence score to obtain a risk score.

d) **Acceptable Risk** - Determine if the risk is acceptable or not. If the risk magnitude is less than 4, then the risk is likely to be acceptable. *Refer to Risk Magnitude table below.*

4.4 **Control Measures -** List all the existing control measures that are in place and relevant to the hazard.

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

a) **Likelihood -** Use the definitions identified in the Likelihood table to determine your likelihood score. Use your best judgment, and only use whole numbers (1 though 5).

b) **Consequence -** Use the definitions identified in the Consequence table to determine your consequence score. Use your best judgment and only use whole numbers.

c) **Risk Score -** Multiply your likelihood and consequence score.

d) **Acceptable Risk –** If the risk score is over 4, consideration should be given to potential control measures.

4.6 Alternative Control Measures - Consider additional controls that could be implemented to further reduce the risk to as low as reasonably practicable.

4.7 Decisions

4.7.1 Residual Risk Magnitude - Residual risk is the risk that is left over after all the controls are in place, are followed and working as they should be. Calculate your residual risk (likelihood x consequence) to determine your residual risk magnitude.

4.7.2 Is the residual risk magnitude acceptable? – If the residual risk magnitude is 20 or 25 then the work must stop immediately or not be carried out if the work has not started.

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Operational Risk Assessment Form- Part A

Event		Date	/ /	Time	:	Name		Signature	

PREVAILING WEATHER CONDITIONS (CIRCLE)									
Wind Strength	Still		Light		Moderate		Strong		
Wind Direction	Northerly	Nor'Easterly	Easterly	Sou'Easterly	Southerly	Sou'Westerly	Westerly	Nor'Westerly	Nil
Weather	Clear	Scattered Cloud	Overcast	Showers	Heavy Rain	Storm			
Wave Height	<0.5	-1	-1.5	-2	-2.5	-3	-3.5	-4	
Surf Conditions	Glassy	Slight Chop	Choppy	Rough	Very Rough				

Operational Risk Assessment Form- Part B

Hazards	Risk Description	Raw Risk Assessment				Control Measures	Risk Assessment				Alternative Control Measures	Decisions	
		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Residual Risk Magnitude	Acceptable Risk?
ENVIRONMENT													
Weather Conditions					Y/N					Y/N			Y/N
Wave Conditions					Y/N					Y/N			Y/N
Rips/Current					Y/N					Y/N			Y/N
Natural Debris					Y/N					Y/N			Y/N
Rubbish					Y/N					Y/N			Y/N
Pollution					Y/N					Y/N			Y/N
Stingers					Y/N					Y/N			Y/N
Holes					Y/N					Y/N			Y/N
Structures					Y/N					Y/N			Y/N

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Operational Risk Assessment Form- Part B (Continued)

Hazards	Risk Description	Raw Risk Assessment				Control Measures	Risk Assessment				Alternative Control Measures	Decisions	
		Likelihood	Consequences	Risk Magnitude	Acceptable Risk?		Likelihood	Consequences	Risk Magnitude	Acceptable Risk?		Residual Risk Magnitude	Acceptable Risk?
PEOPLE													
Lifeguards					Y/N					Y/N			Y/N
Public					Y/N					Y/N			Y/N
Support Crew/s					Y/N					Y/N			Y/N
Competitors					Y/N					Y/N			Y/N
Supporters					Y/N					Y/N			Y/N
Spectators					Y/N					Y/N			Y/N
Water Safety					Y/N					Y/N			Y/N
Officials					Y/N					Y/N			Y/N
					Y/N					Y/N			Y/N
EQUIPMENT													
IRBs					Y/N					Y/N			Y/N
ATVs					Y/N					Y/N			Y/N
Boat / Canoe					Y/N					Y/N			Y/N
Skis					Y/N					Y/N			Y/N
Boards					Y/N					Y/N			Y/N
Vehicles - Beach					Y/N					Y/N			Y/N
Vehicles - Road					Y/N					Y/N			Y/N
					Y/N					Y/N			Y/N
					Y/N					Y/N			Y/N
					Y/N					Y/N			Y/N

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.

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 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.

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)	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.