**This risk assessment can be used for DAISI activities in the South Pacific.** Date \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_

**1. Context - explain activity and locations**

*This box will expand as you type.*

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|  |

**2. Outcome** (Result of exposure) Fatality Physical or psychological injury to staff or student Disease

Matrix - Table of risk rating

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **LIKELIHOOD OF EXPOSURE**  |  |  |
| **CONSEQUENCES** | Almost never  | Unlikely | Possible | Likely  | Almost certain  |
| Insignificant  | 1 Very Low | 1 Very Low | 1 Low | 4 Low | 5 Medium |
| Minor | 1Very  Low | 1 Low | 6 Medium | 8 Medium | 10 High |
| Moderate | 1 Low | 6 Medium | 9 Medium | 12 High | 15 High |
| Major | 4 Medium        | 8 Medium | 12 High | 16 High | 20 Extreme |
| Catastrophic  | 12 High  | 10 High  | 15 Extreme  | 20 Extreme | 25 Extreme |

2016 matrix

Near hit/miss Damage to machinery/property etc Breach of legislation, prosecution, adverse publicity

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| --- |
|  **Definition of terms** |
| **Likelihood of occurrence** | **Consequence/Impact** |
| **RARE** | Likely to occur only in very exceptional circumstances | **INSIGNIFICANT** | No personal injury. No adverse publicity  |
| **UNLIKELY** | Could occur at some time | **MINOR** | Minor personal injury . Minor adverse publicity |
| **POSSIBLE** | May occur at some time | **MODERATE**  | Serious personal injury – Adverse publicity  |
| **LIKELY** | Will probably occur at least once | **MAJOR** | Multiple Serious Personal Injury or significant Adverse Publicity and damage  |
| **ALMOST CERTAIN**  | Is expected to occur in most circumstances | **SEVERE**  | Fatality(ies) – Government intervention  |

**Notes to Assist in Completion of this Form**

**Instruction and Key (Rating) for Risk Identification and Assessment**

**Instructions**

**1. Context** – Explain the nature of the activity and all the factors which have the potential to impact on that activity. The persons involved, their level of experience or training, environmental factors, economic constraints, geographical location, equipment used, legislative requirements etc

 **2. Outcome** – Identify all possible outcomes including worst case scenario. You can identify more than one outcome

**3. Hazard/ Risk Issue** – Provide a general category for issue of concern e.g. Design, manual task, environment, process, research activity, laboratory work, field trip. Detail all things that can go wrong (causes of injury) as a result the activity (use more forms if necessary). You can identify several risks associated with one hazard. You can assess all risks individually or as a group (i.e. overall subjective assessment).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3. Hazard or Risk**  | **Current controls - design, substitution, isolation, engineering, administration, protective equipment( PPE)**  |  **Risk calculation using matrix**  | **Risk** **Rating** | **Proposed additional controls** \* = preferred controlS = short term only E= eliminate  |
|  Likelihood | Consequence |
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*Add extra rows as required by pressing the tab key at the end of the last row*

**Note:*****Short term controls or permanent controls must be implemented for risks of High or critical (Rating 12 or higher)***

**Instructions cont.**

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**4. Controls** – Controls may include eliminating the hazard, substituting an item or process for a less hazardous option, isolating or separating the hazard, using administrative controls such as instructions, rules, policies, code of conduct statements, brief and debrief procedures, training, limiting exposure, rotating people or tasks etc .

**5. Risk rating –** Use Know Risk matrix to establish the combination or likelihood and consequence for inherent risk (number)

**6. Proposed additional control.**  If risk is high you will need to identify additional short term or permanent controls to eliminate of minimise risk. Once submitted, your proposal will be reviewed by the DAISI CEA and Board of Directors with suggestions, alterations or approval given (as appropriate)

Report sent to: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ Review Date: \_\_\_\_/\_\_\_\_/\_\_\_

Version 22/1/2015

Rename 29/10/2015

Matrix change 23/11/2015

Update 23/2/2016