

Risk assessment involves considering the severity of consequences if a person is exposed to a hazard, combined with the likelihood of it happening. The level of risk will increase as the likelihood of injury or illness or its severity increases. A risk assessment can help determine:

- how severe a risk is
- whether existing control measures are effective
- what action you should take to control the risk, and
- how urgently the action needs to be taken

The process below can help you to assess the severity of the consequences and the likelihood of injury or illness occurring, and then to assess the risk for each hazard.

**Procedure:**

**1. Assessing severity**

The severity of the consequences can be rated by the degree of injury or illness that could occur as follows:

<b>Consequence</b>	<b>Description</b>	<b>Likelihood</b>	<b>Description</b>
<b>Insignificant</b>	Nothing required	<b>Rare</b>	Only occurs in exceptional circumstances
<b>Minor</b>	Minor injury requiring first aid (ie, small cut or twisted ankle)	<b>Unlikely</b>	Does not happen often
<b>Moderate</b>	Injury requiring medical treatment (ie, sprained muscle)	<b>Possible</b>	May occur, but not often
<b>Major</b>	Serious injury – specialist medical treatment or hospital (ie, broken bone)	<b>Likely</b>	Occurs occasionally
<b>Critical</b>	Loss of life, permanent disability (ie, neck or spine injury)	<b>Almost Certain</b>	A regular occurrence

**2. Assessing likelihood**

The likelihood of injury or illness occurring can be rated as followings:

<b>Assessed Risk Level</b>	<b>Risk Level</b>	<b>Actions</b>
<b>Low</b>	If incident occurs, little likelihood of injury	Undertake with existing mitigations
<b>Medium</b>	If incident occurs, some chance of injury requiring first aid	Additional rules or considerations may be needed
<b>High</b>	If incident occurs likely that the injury would require medical treatment	Controls will need to be in place before undertaken
<b>Extreme</b>	If incident were to occur, it would be likely that death or permanent injury would result	Consider alternatives to the activity or additional significant safety measures required.

**3. Assessing the level of risk**

The level of risk will increase as the likelihood of injury or illness and its severity increases, as the risk rating table below shows. Once the risk for each hazard has been assessed, identify and put in place appropriate control measures (see page 50), concentrating first on extreme and high risks.

**Risk rating table:**

<b>Likelihood</b>	<b>Consequence</b>				
	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Critical</b>
<b>Almost Certain</b>	<b>Medium</b>	<b>Medium</b>	<b>High</b>	<b>Extreme</b>	<b>Extreme</b>
<b>Likely</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>High</b>	<b>Extreme</b>
<b>Possible</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>	<b>High</b>	<b>High</b>
<b>Unlikely</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>	<b>Medium</b>	<b>High</b>
<b>Rare</b>	<b>Low</b>	<b>Low</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>

**Escalation Guide:**

In the event you assess an extreme risk, report this to the school/kura principal/tumuaki immediately.