

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:

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

2. Assessing likelihood

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

Assessed Risk Level	Risk Level	Actions
Low	If incident occurs, little likelihood of injury	Undertake with existing mitigations
Medium	If incident occurs, some chance of injury requiring first aid	Additional rules or considerations may be needed
High	If incident occurs likely that the injury would require medical treatment	Controls will need to be in place before undertaken
Extreme	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:

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

Escalation Guide:

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