**Name of volunteer group:** To be completed

**Site name:** To be completed

| Hazard | Associated risks (what could cause something/what could go wrong?) | Raw risk | | Raw risk rating | Controls in place (what have we got in place to prevent or reduce harm?) | Residual risk | | Residual risk rating |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| L | C | **L x C** | L | **C** | **L x C** |
| Fatigue | Breaks not taken  Dehydration  Lack of task rotation | 4 | 4 | 16 | Tasks are rotated  Regular breaks are taken  Hydration/nutritional levels are observed.  Work practices that involve rushing are discouraged  Workers arrive Fit for duty | 2 | 4 | 8 |
| Lack of personal hygiene | Infection  Cross contamination | 3 | 1.5 | 4.5 | Hands are regularly washed  Hand steriliser is available and used  Appropriate facilities are provided | 2 | 1.5 | 3 |
| Manual Handling | Incorrect lifting techniques  Items are stacked too high/low  Vulnerable people  Fatigue  Lack of training & supervision  Unstable loads  Lack of storage space  Poor lighting  Uneven ground | 4 | 4 | 16 | Loads are kept close to the body  Where possible loads are lifted between mid-thigh & shoulder height  Vulnerable individuals avoid manual handling where possible  Breaks are taken  Manual handling training and supervision is provided  Tasks are rotated  Heavy loads are broken down into smaller parts  Several workers are used to handle large, bulky loads rather than just one worker  Storage is well designed and appropriate  Refer to Code of Practice for manual handling | 3 | 1.5 | 4.5 |
| Noise | Hearing damage  Lack of ability to communicate | 5 | 4 | 20 | Appropriate hearing protection is worn (recommended Class 5 ear muffs)  Disposable ear plugs are available | 2 | 4 | 8 |
| Noxious Plants (growing on site) | Skin rashes  Respiratory irritation | 3 | 1.5 | 4.5 | Council representative is advised to arrange eradication | 1 | 1.5 | 1.5 |
| Handling waste materials | Slips, trips, falls  Noise  Soft mud | 4 | 1.5 | 6 | Good housekeeping  Appropriate footwear is worn  A first aid kit is available and up-to-date | 2 | 1.5 | 3 |
| Solar UV radiation | Sunburn  Melanoma  Dehydration | 4 | 4 | 16 | Loose clothing is worn  Sunscreen is applied  Wide brimmed sunhat is worn  Sunglasses are worn  Lip protection is applied  Skin is self checked regularly for early identification of skin cancer | 3 | 1.5 | 4.5 |
| Generator - mobile | Refuelling  Transporting  Towing (see trailers)  Fire  Spillage  Fumes  Untrained users | 3 | 4 | 12 | Engine is turned off before & during refuelling  Workers are trained as per SDS sheets  Spillage is cleaned up immediately  Fuel is stored safely  Users are trained | 2 | 4 | 8 |
| Mechanical equipment | Electrocution  Death  Operators are untrained & incompetent  Manufacturers recommendations are not adhered to    Entanglement  Crushing | 3 | 5 | 15 | Only trained & competent operators complete mechanical work  Loose clothing is not worn around machinery/equipment  All leads and cables are checked for damage | 2 | 4 | 8 |
| Poor housekeeping | Slips  Trips  Falls | 3 | 4 | 12 | Unnessary items are regularly cleared away  Items are safely stored  Spills are removed immediately  Pathways are clear | 2 | 1.5 | 3 |
| Wasps, bees, spiders & stinging insects | Stings  Bites  Infections  Allergic reactions | 3 | 1.5 | 4.5 | People with allergies carry own medication and they ensure co- workers know how to administer it  Nests are cordoned off and Council is informed  First aid kit is available & medical attention is sought if necessary | 3 | 1.5 | 3 |
| Uneven, steep or wet terrain/surface | No PPE is used  Lack of communication  Weather  Slip, trips & falls | 4 | 4 | 16 | Appropriate footwear is worn  A mobile telephone is carried  Location is notified prior to departure  Weather forecasts are checked  Tasks are cancelled during bad weather | 3 | 1.5 | 4.5 |
| Visitors & members of the public accessing the site | Vulnerable people e.g. children  Significant numbers of visitors attending & too many to supervise  Sign-in not completed  Unware of hazards & risks  Access not followed & unrestricted  Appropriate PPE is not used | 3 | 4 | 12 | Children are escorted & supervised by guardians  Numbers of visitors are limited & controlled  Adults are escorted by authorised staff  All visitors sign in  All visitors are inducted  Access is restricted  PPE is provided | 2 | 0.5 | 1 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Risk Assessment Process**

Risk Identification: Identify the likelihood and consequence for each risk using the tables and matrix that follows

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Likelihood** | **Hint** |  | **Consequence** | **Hint** |
| Rare | Once every 10 years, never heard of it happening |  | Less than minor | Minor injury, first aid not required |
| Unlikely | Event will seldom occur ie. every two years |  | Minor | First aid or minor treatment |
| Possible | Event will intermittently occur i.e. annually |  | Moderate | Medical treatment required |
| Likely | Event will occur in most circumstances ie. monthly |  | Major | Notifiable injury or illness, e.g. broken bones, hospitalisation |
| Almost certain | Event expected to occur in most circumstances ie. daily |  | Extreme | Loss of life; multiple notifiable injuries or illnesses; permanent severe disability |

Risk Scoring: Once the likelihood and consequence are decided, the risk score is determined by multiplying the scores together, based on this table (Likelihood x Consequence = Risk Score)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Likelihood** | **Risk Score** |  | **Consequence** | **Risk Score** |
| Rare | 1 |  | Less than minor | .5 |
| Unlikely | 2 |  | Minor | 1 |
| Possible | 3 |  | Moderate | 1.5 |
| Likely | 4 |  | Major | 4 |
| Almost certain | 5 |  | Extreme | 5 |

The risk matrix:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Almost Certain**  **(5)** | 2  Moderate | 5  High | 7  High | 20  Extreme | 25  Extreme |
| **Likely**  **(4)** | 2  Moderate | 4  Moderate | 6  High | 16  Critical | 20  Extreme |
| **Possible**  **(3)** | 1  Low | 3  Moderate | 4  High | 12  Critical | 15  Critical |
| **Unlikely**  **(2)** | 1  Low | 2  Moderate | 3  Moderate | 8  High | 10  Critical |
| **Rare**  **(1)** | 0  Low | 1  Low | 1  Low | 4  Moderate | 5  High |
|  | | **Less than minor**  **(.50)** | **Minor**  **(1)** | **Moderate**  **(1.5)** | **Major**  **(4)** | **Extreme**  **(5)** |
| **Consequence** | | | | |

Refer to [Policy 105 - Hazard and Risk Management](https://dms.wbopdc.govt.nz:9445/id:A2667947) for further information