



RISK ASSESSMENT MATRIX

Determining the Level of Risk

This document can be used to identify the level of risk and help to prioritise any control measures.
Consider the **consequences** and **likelihood** for each of the identified hazards and use the table to obtain the risk level.

			Consequences				
			1 – Insignificant Dealt with by in-house first aid, etc	2 – Minor Medical help needed. Treatment by medical professional/hospital outpatient, etc	3 – Moderate Significant non-permanent injury. Overnight hospitalisation (inpatient)	4 – Major Extensive permanent injury (eg loss of finger/s) Extended hospitalisation	5 – Catastrophic Death. Permanent disabling injury (eg blindness, loss of hand/s, quadriplegia)
Likelihood	A -	Almost certain to occur in most circumstances	High (H)	High (H)	Extreme (X)	Extreme (X)	Extreme (X)
	B -	Likely to occur frequently	Moderate (M)	High (H)	High (H)	Extreme (X)	Extreme (X)
	C -	Possible and likely to occur at some time	Low (L)	Moderate (M)	High (H)	Extreme (X)	Extreme (X)
	D -	Unlikely to occur but could happen	Low (L)	Low (L)	Moderate (M)	High (H)	Extreme (X)
	E -	May occur but only in rare and exceptional circumstances	Low (L)	Low (L)	Moderate (M)	High (H)	High (H)

How to Prioritise the Risk Rating

Once the level of risk has been determined the following table may be of use in determining when to act to institute the control measures.

Extreme	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures.	Remove the hazard at the source. An identified extreme risk does not allow scope for the use of administrative controls or PPE, even in the short term.
High	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures. If these controls are not immediately accessible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe.	An achievable timeframe must be established to ensure that elimination, substitution or engineering controls are implemented. NOTE: Risk (and not cost) must be the primary consideration in determining the timeframe. A timeframe of greater than 6 months would generally not be acceptable for any hazard identified as high risk.
Medium	Take reasonable steps to mitigate the risk. Until elimination, substitution or engineering controls can be implemented, institute administrative or personal protective equipment controls. These "lower level" controls must not be considered permanent solutions. The time for which they are established must be based on risk. At the end of the time, if the risk has not been addressed by elimination, substitution or engineering controls a further risk assessment must be undertaken.	Interim measures until permanent solutions can be implemented: <ul style="list-style-type: none"> Develop administrative controls to limit the use or access. Provide supervision and specific training related to the issue of concern. (See Administrative Controls below)
Low	Take reasonable steps to mitigate and monitor the risk. Institute permanent controls in the long term. Permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence.	

Hierarchy of Control Controls identified may be a mixture of the hierarchy in order to provide minimum operator exposure.

Elimination	Eliminate the hazard.
Substitution	Provide an alternative that is capable of performing the same task and is safer to use.
Engineering Controls	Provide or construct a physical barrier or guard.
Administrative Controls	Develop policies, procedures practices and guidelines, in consultation with employees, to mitigate the risk. Provide training, instruction and supervision about the hazard.
Personal Protective Equipment	Personal equipment designed to protect the individual from the hazard.



RISK ASSESSMENT SUMMARY

Topic: Monarto Zoo – Day programs

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Issue No. 1

Review date:

Identify Hazards and subsequent Risks	Analyse Risks Evaluate Risks			Identify and evaluate existing risk controls			Further Risk Treatments
Hazards/Issues/Risks	Consequence	Likelihood	Risk level	What we are doing now to manage this risk.	Effectiveness of our strategies	New risk level	Further action needed Opportunities for improvement
Transport from school to Monarto and return	TEACHER RESPONSIBILITY						
Child gets lost	Insig-Minor	C	L-M	Sufficient free supervisors. Good maps, clear instructions	Good	L-M	Risk Management guidelines to teacher
Sunburn	Insig-Minor	C	L-M	Teacher notes. Responsibility info	Good	L-M	Risk Assessment Summary to teacher
Pedophile-related incidents	Minor-Major	D	L-H	Sufficient free supervisors. Teacher notes. Responsibility info Procedures – keep group together	Good	L-H	Risk Assessment Summary to teacher
Tripping on rough surfaces	Insig-Minor	B	Mod-H	Instructions to walk on tracks. Report hazardous areas. EO to carry first aid kit on walks Good time management	Good	Mod-H	
Injury when using tools / equipment	Ins-Mod	C	L-H	Clear safety instructions – demo use Sufficient free supervisors Safety equipment – gloves, goggles	Good	L-H	Safety procedures for all practical activities
Slipping on wet surfaces	Insig-Minor	B	Mod-H	Instructions to walk on tracks. Report hazardous areas. EO to carry first aid kit on walks Good time management	Good	Mod-H	
Snake bite	Minor-Catastrophic	E	H	Instructions to walk on tracks Radio / phone contact to Visitor Centre First aid trained staff, Ambulance	Good	H	
Escape of dangerous animal	Minor-Catastrophic	E	H	Zoos Evacuation/Invacuation plan. Radio/phone contact with EO led groups	Good	H	

