



NBB Risk Assessment process

Definitions

Hazard	Something with the potential to cause harm
Risk	The likelihood harm will be released
Risk Rating	An ranking using an estimation of the likelihood and severity of potential harm
Risk Assessment	A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking
Controls	An effective control barrier to prevent or reduce harm
Risk Register	A record of identified risks and suitable and sufficient controls

A risk assessment is simply a careful examination of what, and how we can cause harm to people, damage to property and the environment. It allows us to develop suitable and sufficient control strategies to reduce that harm to a level as low as reasonably practicable

Risk assessment is a simple 5 step process

Step 1	Identify the Hazards, record what can harm us
Step 2	Decide who or what can be harmed and how
Step 3	Evaluate the Risks and decide on precautions (control barriers)
Step 4	Record findings and take action
Step 5	Review the assessment and update as required

Risk Rating and Risk Prioritising

There will be times when the risk Rating is so high that it would be considered too dangerous to conduct an activity – e.g. motor cycle operations being conducted on sheet ice. In this scenario Injury and damage to property is most likely occur and potential severity could be serious injury (or worse). This scenario would be rated as an Intolerable Risk and the activity discontinued immediately

There are also activities where there exists a high likelihood that an injury will be suffered however the injury may have a low severity impact and would therefore be rated as a low risk activity – e.g. handling sheets of paper runs the risk of “paper cuts” to the fingers.

Prioritisation of risk allows us to focus on the major hazards first, details of all Hazards and threats must be recorded on the NBB Risk register, the register will be periodically reviewed and updated by the Risk owner.

If you see it.....You Own it



Calculating Risk Rating

To calculate the risk the system below is intended to be fairly simple to use. Once a Hazard has been identified decide what the severity impact is without a control strategy in place, then identify what the likelihood of that harm is been done then simply multiply the two numbers together to get your Risk rating.

Likelihood (Probability)	Severity (Impact)
5. Most Likely	5. Fatality
4. Probable	4. Major Injury, resulting in disability
3. Possible	3. Injury Requires, Doctor's or Hospital attendance
2. Unlikely	2. Minor Injury, 1st Aid required
1. Not Heard of	1. Minor Injury, 1st Aid not required

		Likelihood (Probability)				
		1 Not heard of	2 Unlikely	3 Possible	4 Probable	5 Most Likely
Severity (Impact)	1 Minor injury (No first aid required)	1	2	3	4	5
	2 First Aid Required	2	4	6	8	10
	3 Hospital Treatment	3	6	9	12	15
	4 Major Injury/Disability	4	8	12	16	20
	5 Fatality	5	10	15	20	25

Overall risk rating:

Trivial
Tolerable
Substantial
Intolerable

This document: NBB_RA00

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