

MANAGEMENT ASSESSMENT CRITERION

Risk Assessment: Consequence

No.	Level	Description (These are examples only. Consequences might be one of the following: Financial (Revenue & Costs), Information & Data, Property, People, Political, Provision of Service / Performance, Environment), Litigation
5	Catastrophic	(a) Threatens key services – unable to continue; (b) Major problems with the organisation; (c) Negative press; (d) Major loss of confidence
4	Major	(a) One key service unable to continue; (b) Negative press; (c) Loss of confidence
3	Moderate	(a) Would not threaten services – but may be subject of review or changed ways of working
2	Minor	(a) Threaten the efficiency/effectiveness of some services
1	Insignificant	(a) Dealt with by routine processes

Risk Assessment: Likelihood

No.	Level	Description
5	Almost certain	(a) The event is expected to occur in most conditions (b) Expected frequency range: Greater than one or more per annum
4	Likely	(a) The event will probably occur in most conditions (b) Expected frequency range: Between one in 5 years and one per annum
3	Possible	(a) The event should happen at some time (b) Expected frequency range: Between one in 10 years and one in 5 years
2	Unlikely	(a) The event could happen at some time (b) Expected frequency range: Between 1 in 100 years and 1 in 10 years
1	Rare	(a) The event may only occur in exceptional circumstances (b) Expected frequency range: Less than one in a hundred years

Risk Assessment Matrix

Likelihood		Consequence									
		Insignificant		Minor		Moderate		Major		Catastrophic	
		1	2	3	4	5					
A. Almost certain	5	M	60	H	70	H	80	E	90	E	100
B. Likely	4	M	50	M	60	H	70	H	80	E	90
C. Possible	3	L	40	M	50	M	60	H	70	H	80
D. Unlikely	2	L	30	L	40	M	50	M	60	H	70
E. Rare	1	L	20	L	30	L	40	M	50	M	60

Risk Assessment Legend

90-100	E	Extreme risk; immediate action required
70-80	H	High risk; senior management attention needed
50-60	M	Moderate risk; management responsibility must be specified
20-40	L	Low risk; manage by routine procedures

Hierarchy of control measures

The hierarchy of control is a sequence of options which offer you a number of ways to approach the control of hazards. Work your way down the list, and implement the best measure possible for your situation. Notice that the use of protective equipment is the last resort, to be used when all other control measures have been ruled out in the short term.

- Eliminate the hazard if possible**, remove the cause or source of the noise, by eliminating the machine, task or work process. If this is not practical, then:
- Substitute the hazard with a lesser risk** - use a less-noisy machine for the task, or introduce a less-noisy work process. If this is not practical, then:
- Isolate the hazard** - separate the noisy process or equipment from the workers by relocation or by changing the hours of operation so that the noisy task is carried out when the majority of workers are not in the vicinity. If this is not practical, then:
- Use engineering controls** - introduce enclosures and barriers around the noise source or between the source and the workers to modify the sound pathways and dampen the source of the noise. Improve maintenance procedures to ensure the effectiveness of sound damping and muffling equipment. If this is not practical, then:
- Use administrative controls** - use strategies such as rest breaks, pause exercises and job rotation establish hearing protection zones and use signage to warn workers of noise risks. If this is not practical, then:
- Use personal protective equipment** - provide protective equipment appropriate to the risk provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately.