Hazard Reporting Form

Any coach, staff members, student or parent who identifies a hazard should complete this form: for example, a new hazard that is not entered into the hazard register, or for an existing hazard that has been entered into the risk register, which has not been correctly managed to eliminate or mitigate risk.

Your name:	Date observed:	Location:	Notification to:

What is the Hazard?				
What is the risk? *(refer to Risk Classification Score over the page)*	**LOW**	**MEDIUM**	**HIGH**	**EXTREME**
Who is at risk?				
Any immediate action taken: **(please describe)**				
Comments:				
Signature of person notifying this hazard:		**Date:**		

Health and safety representative report including analysis and action taken:			
Corrective Action?	**Actioned completed**	**Action incomplete***	**Action Not required**
Action required to minimise, mitigate or remove Hazard?			
Comments:			
Signature of health and safety representative:		**Date entered into the Hazard/Risk register::**	

NEW ZEALAND JU JITSU FEDERATION

1. Scoring risk assists us to prioritise risk so that high scoring risks are eliminated / managed first.
2. When assigning a Risk Score – use Table 1 below by:-
3. First determining what the **consequence** of the hazard/risk are going to be (i.e. will it kill someone – or will the person only require at worst first aid?).
    a. Next consider what the **likelihood** will be of the hazard/risk occurring (i.e. will is almost certainly occur or will it be rare?).
    b. Use the key descriptions and explanation (below) to determine both the consequences and the likelihood.

CONSEQUENCE	
Extreme	Fatality
High	Permanent disability
Medium	Lost time injury
Minor	Medical provider involved
Insignificant	First Aid

LIKELIHOOD	
Almost Certain	Expected to happen at any time.
Likely	Will probably occur at least once in the next 4-12 Months.
Possible	Is expected to occur within the next 1-2 years
Unlikely	Event may occur at some time in the next 2-5 years.
Rare	Unlikely to occur – only in exceptional circumstances.

Table 1: RISK SCORING MATRIX

			IMPACT				
Risk Matrix			Insignificant	Minor	Medium	High	Extreme
			1	2	3	4	5
PROBABILITY	Rare	1	Low	Low	Low	Moderate	Moderate
	Unlikely	2	Low	Low	Moderate	High	High
	Possible	3	Low	Moderate	High	High	Extreme
	Likely	4	Low	Moderate	High	Extreme	Extreme
	Almost Certain	5	Moderate	High	High	Extreme	Extreme

4. Using Table 2 - the score will fall into one of the four classifications.

Table 2: RISK CLASSIFICATION

RISK CATEGORY		ACTION REQUIRED
EXTREME	1 (15 – 25)	**Intolerable** • Operation/activity should be discontinued until level of risk can be reduced. • Consider options for reducing the impact or probability of the risk. • Consider external advice (legal or risk advisor).
HIGH RISK	2 (8 – 12)	**Tolerable level of risk – significant management and monitoring required.** • Action should be taken to ensure risk level is 'as low as reasonably practicable' (ALARP). • Consider options for reducing the impact or probability of the risk. • If level of risk is ALARP, continue to manage using documented operating procedures. • Increase monitoring of controls to ensure effectiveness in managing the risk.
MEDIUM RISK	3 (4 – 6)	**Tolerable level of risk – follow operating procedures** • Ensure risk level is 'as low as reasonably practicable' (ALARP). • If level of risk is ALARP, continue to manage using standard operating procedures with normal monitoring protocols
LOW RISK	4 (1 – 3)	**Tolerable level of risk** • Maintain existing controls. No additional controls required.

5. Respond as necessary and seek assistance from your H&S rep if required.