

# Canberra Fungi Group – Risk Assessment for Forays

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- Step 1: **Identify** the hazards<sup>1</sup>
- Step 2: **Assess** the risks<sup>2</sup> - Note there may be several risks associated with each hazard. List the Consequence (how bad would it be?), **Likelihood** & **Risk** rating for each risk -see Risk Matrix
- Step 3 & 4: List the **controls**<sup>3</sup> needed to remove or reduce the risks and record date completed
- Step 5: How will you **monitor**<sup>4</sup> the risk and check the controls work? Record review date

<sup>1</sup> **A Hazard** is something with the potential to cause harm, e.g. manual handling, ergonomic, substance, plant, radiation, vibration, noise, electrical, work environment.

<sup>2</sup> **Risk** is the likelihood that damage/personal injury will occur because of the hazard. Risks are assessed dependent on variables such as how often the situation occurs, how many people are exposed, skills and experience of individuals etc, as well as physical characteristics of the hazard, ie concentrations, speed, position in relation to other hazards etc. **Consequences** can be Catastrophic, Major, Moderate, Minor and Insignificant. **Likelihood** can be Almost certain, likely, Possible, Unlikely, Rare.

<sup>3</sup> **Controls** can include eliminating the hazard or minimising the likelihood of risk, eg by substituting a less hazardous substance or process, using training or safe work procedures or provision of Personal Protective Equipment.

<sup>4</sup> **Monitor** to ensure controls are being used and are sufficiently minimising the risk.

See Risk priority chart and risk score and statement below.

For further information see <http://www.deir.qld.gov.au/workplace/law/legislation/codes/index.htm>

Risk priority chart:

Likelihood How likely is it to happen?	Consequences: How severely it hurts someone (if it happens)?				
	Insignificant (no injuries)	Minor (first aid treatment only; spillage contained at site)	Moderate (medical treatment; spillage contained but with outside help)	Major (extensive injuries; loss of production)	Catastrophic (death; toxic release of chemicals)
Almost certain - expected in most circumstances	3 H	3 H	4 A	4 A	4 A
Likely – will probably occur in most circumstances	2 M	3 H	3 H	4 A	4 A
Possible – might occur at some time	1 L	2 M	3 H	4 A	4 A
Unlikely – could occur at some time	1 L	1 L	2 M	3 H	4 A
Rare - may occur, only in exceptional circumstances	1 L	1 L	2 M	3 H	3 H

Risk score and statement:

Score and statement	Action
4 A: Acute	<b>ACT NOW – Urgent - do something about the risks immediately. Requires immediate attention.</b>
3 H: High	<b>Highest management decision is required urgently.</b>
2 M: Moderate	<b>Follow management instructions.</b>
1 L: Low	<b>OK for now. Record and review if any equipment/ people/ materials/ work processes or procedures change.</b>

What could cause harm?	What could go wrong	Consequences	Likelihood	Control
Motor vehicle accident	Accident while travelling to & from a field trip.	Major	rare	Careful driving, regular maintenance of vehicles. Seat belts must be worn at all times. Compulsory third party insurance.
Animal (eg spider, ants or snake) bite	Participants may encounter snakes, spiders and other venomous animals.	Major	rare	Bites are a possibility but unlikely with due care taken. Participants should be encouraged to wear protective clothing and footwear. Each group should have access to a first aid kit including compression bandages in snake season. Participants must not attempt to handle snakes or spiders. Safety briefing for participants at start of foray should identify this risk. Participants should also identify to other observers the occurrence of snakes and ants nest during the foray.
Falls and slips	Participants may fall or slip in rugged terrain. Potential for sprain and broken limbs.	Moderate	Unlikely	Foray locations will be identified so that participants may choose foray sites based on their physical capabilities. Appropriate care must be taken, and suitable footwear worn. Avoid dangerous terrain. Safety briefing for participants at start of foray should identify this risk.
Scratches/abrasions/ Cuts	Participants could get minor cuts and scratches from equipment, rocks, spiny plants etc	Moderate	Unlikely	Care when walking and studying fungi. Participants should wear protective clothing and enclosed footwear. Each group should have access to a first aid kit.
Fungi	Risk of allergic reaction, or poisoning	Major	rare	Participants are not permitted to eat or collect wild fungi and encouraged to not inhale spores; hand sanitiser should be available to participants handling fungi. Exceptions for collecting given to trained authorised personnel.
Exposure	Extended exposure to cold and/or wet weather or sun and heat	Minor	Unlikely	Participants will be advised to wear suitable clothing for the weather. Wet weather gear or sun protection when appropriate. Participants will have access to their own transport and can leave if necessary. Forays usually finish within 2 ½ hours.
Dehydration	Dehydration from inadequate drinking water.	Minor	Unlikely	Participants will be advised to take sufficient water.
Lost	A participant could become lost in the field.	Minor	Unlikely	Stay in a close group/ within sight or hearing. One group member notes attendee numbers, and participants must register and advise designated member if leaving early. Leaders will have contact details of all participants and preferably emergency contact details. Most forays are short and do not cover significant ground.

<b>What could cause harm?</b>	<b>What could go wrong</b>	<b>Consequences</b>	<b>Likelihood</b>	<b>Control</b>
Cutting/digging tools	Participants may accidentally cut themselves with these tools.	Moderate	Unlikely	Participants should exercise care with sharp instruments. Groups have access to a first aid kit.
Fire	Fire could pose a risk to participants	Major	Rare	If bushfire occurs, the foray will be stopped and participants will evacuate. Foray leader has access to mobile phone.
Dangerous weather, like high winds	Weather conditions may increase the risks of being outside	Major	Rare	Check weather reports and cancel foray in heavy rain and winds.
Water (drowning)	Participants who are unable to swim, like young children, must be accompanied at all times by a responsible adult.	Major	Rare	Participants must take responsibility for their own safety. We will not be sampling or looking for marine fungi. All forays are searching for terrestrial specimens.