

Guiding Notes for
Risk Assessment steps
of CHARM

DRAFT
Incorporating Disaster Risk Management
in NAP

PART II
BRIEF GUIDE
for National FACILITATORS
in the
IDENTIFICATION and ASSESSMENT of
COMMUNITY RISKS
Towards the Development of NAP

1. ESTABLISH THE RISK MANAGEMENT CONTEXT

1-1 TASKS

- A. Determine the management mechanism that will guide the management and implementation of risk reduction activities at the village, district, island, provincial and national levels within the context of development planning processes.
- B. Establish risk criteria or risk measuring RULES at the village, tikina, island and provincial levels.

1-2(i) How to Do It “A”

- Identify existing systems, processes, practices and plans for development planning.
- Develop an agreed process for communicating and consulting with representatives of key stakeholders.
- Develop an agreed process to facilitate monitoring and review of programmes.
- Determine best structure such as committees and working groups to be used for the risk reduction management process.
- Identify development projects being implemented and determine existing risks.
- Determine future risks of proposed development projects (future risks).

1-2(ii) How to Do It “B”

Risk measuring RULES comprise a set of factors by which to measure risks; these are developed with the full involvement of the community in light of what is “acceptable or not acceptable” to the community. Risk measuring RULES are based on economic, social/cultural, health and/or other sectoral impacts as determined by the community most affecting them eg.

- Potential loss of life or injury;
- Damage to key buildings, roads, power and water services;
- Trade and economic loss;
- Environment damage and loss of food resource;
- Spread of pests and diseases;
- Damage to traditional sites, fishing grounds and marine reserves.

2. IDENTIFY RISK

2-1 TASKS

- A. List all the risks that have affected the village and island communities ie identify the risks associated with all the hazards;
- B. List all the risks that you consider may affect the village and island communities in the future ie identify vulnerable sectors and potential areas of impact.

2-2 (i) HOW TO DO IT “A”

Identify the risks associated with all the hazards

A risk is a combination of the impact of a hazard and the vulnerability of the village /island community. As well as listing all risks that result from the interaction of a hazard with a vulnerable community, it is necessary to also identify the less obvious risks that are associated with these hazards.

One of the suggested ways of establishing risks is to do it through brainstorming.

Get some paper and write down the thoughts of the team on interactions between all hazards and the community.

Write a list of risks that reflect what the problems are in your communities.

Risk statement should be short and to the point.

NOTE: Risk identification is extremely important and it is good to take time to ensure everyone understands. Risk identification should be done as thoroughly as possible because a risk missed at this stage may not be picked up later.

2-2 (ii) HOW TO DO IT “B”

Identify vulnerable sectors and potential areas of impact.

Identify the key sectors that could potentially be affected by the hazards; some sectors maybe vulnerable to a range of risks eg agriculture sector.

Reference should be made to the ISLAND / PROVINCE / NATIONAL development priorities.

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of CHARM

3. ANALYSE RISK

3-1 TASKS

- A. Conduct an Analysis of the likelihood and consequences of the risks associated with all hazards for the village and island communities.
- B. Determine the level of risk and give each risk a risk rate.

3-2 HOW TO DO IT

By using the descriptors provided below, (a) Determine the likelihood of occurrence of the risks; (b) Determine the possible consequences (for each risk); (c) Rate the risk in accordance with their potential consequences and the likelihood of occurrence as the guiding principle.

○ **Measures of Likelihood, Potential Consequences and Levels of Risk**

A qualitative scale of likelihood and consequences for determining levels of risk is described in the Joint Australia/New Zealand Risk Management Standard (Joint AS/NZS 4360:1999) and reproduced below:

Likelihood Levels

Likelihood Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some stage or time
D	Unlikely	Is not expected to occur but could occur at some stage
E	Rare	May occur only in exceptional circumstances

Potential Consequence Descriptors

Consequent (Impact) Level	Descriptor	Description
1	Insignificant	No injuries, some/little damage, small number displaced for a short time, little disruption to community. Some impact on environment with no lasting effects, some/low financial losses.
2	Minor	Some injuries requiring medical treatment, possible deaths, minor building and infrastructure damage, minor temporary displacement, some community disruption. Significant impact on environment with some long-term effects, significant impact on revenue capacity and moderate financial loss
3	Moderate	Medical treatment required, loss of life is low, moderate building and infrastructure damage, temporary displacement, significant community disruption. Serious impact on environment with long term effects, high impact on revenue capacity and high financial loss.
4	Major	Extensive injuries, number of deaths, high level of building and infrastructure damage requiring external assistance, significant number displaced for short period, community functioning with difficulty. Severe impact on environment with long-term effects, serious impact on revenue capacity and major financial loss.
5	Catastrophic	Massive injuries requiring extended medical treatment, numerous fatalities, wholesale and severe building and infrastructure damages requiring external resources, large number displaced for significant period, community only partially functioning. Severe permanent damage to the environment severe impact on revenue capacity and huge financial loss.

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• **Levels of Risk for Risk Rating**

Consequence	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood					
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (possible)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

4. EVALUATE RISK

4-1 TASKS

- A. Decide what risks are acceptable and what risks are unacceptable
- B. Rank the Unacceptable Risks in order of priority for risk reduction measures.

4-2 HOW TO DO IT

Compare each risk rating assigned during the analysis process with the risk evaluation RULES as discussed in *Establish the Context*.

Rank all risks in order of priority for reduction measures. Document all acceptable risks. At this stage, the future focus of the process should be on those risks judged unacceptable. The acceptable risks also need to be documented as any of them may become unacceptable in the future.

There is no formal process or format to assist with determining the acceptability or otherwise of risks. **Decision can only be reached following extensive consultations with all community members (village, women, youth, small business, etc)**

5. RISK REDUCTION MEASURES

5-1 TASKS

- A. Identify risk reduction options;
- B. Select the best options that can be used to reduce risks;
- C. Select a strategy for recommendation;
- D. Plan and implement the risk reduction project.

5-2 HOW TO DO IT

1) **List risks** – in rank order from evaluation process

2) **Determine the risk reduction option for those risks**

Identify the full range of risk reduction options to eliminate or reduce risks to acceptable levels.

3) **Decide which are the best options for the Unacceptable risks.**

Assess the options based on factor such as:

- Cost and benefit
- Risk severity and potential for its reduction
- Sustainability of economic and social goals

4) **Select and prioritise appropriate Risk Reduction measures**

Discuss the risk reduction options until a single measure or mix of measures emerges as the most sensible, efficient and cost effective way of dealing with the identified risk. A suggested way of selecting risk reduction measures is to choose a mix of the following strategies

- “Must Do”, “Should Do”, and “Could Do”.
- List the risk reduction measure in order of priority.

5) **Allocate responsibilities by matching Risk Reduction Measures against Core Business Functions.**

- What can be done at the village level
- What can be done at Island Council / District / Province level
- What needs to be submitted to Government for inclusion in Strategic Development Plans or agencies whose core business it is to attend to these risks.
- What can be submitted to NGO for donor funding

6) **Identify and Assess existing and proposed projects against the Risk Reduction Measures (Gap Analysis)**

Once core functions have been identified, agencies will be required to identify existing and proposed projects associated with their agency and determine if the risk reduction measures you want implemented by them are included in their plans.

7) **Develop an Implementation Plan**

This can best be done on a sector by sector basis (Agriculture, environment, fisheries). Ensure timelines, linkages with other agencies and the first things required are identified so as to have a coordinated approach in the implementation of activities. Determine where external assistance is required

8) **Coordinate and implement Risk Reduction Plans**

Coordinate the implementation of the endorsed measures in accordance with the Provincial approved bottoms up approach. Monitor the progress of the implementation of risk reduction measures.

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