DAMSTRA

Configure Risk Score Matrix

Safety

DAMSTRA

[DISCLAIMER]

This presentation document has been prepared by Damstra Technology Limited ("Damstra") and is intended for off line demonstration, presentation and educational purposes.

The information is not version controlled and as such is subject to change without notice.

Damstra does not accept any responsibility or obligation to inform users of this presentation of such changes.

This includes any copies of this presentation taken and modified outside of the Damstra domain.

Configure Risk Score Matrix

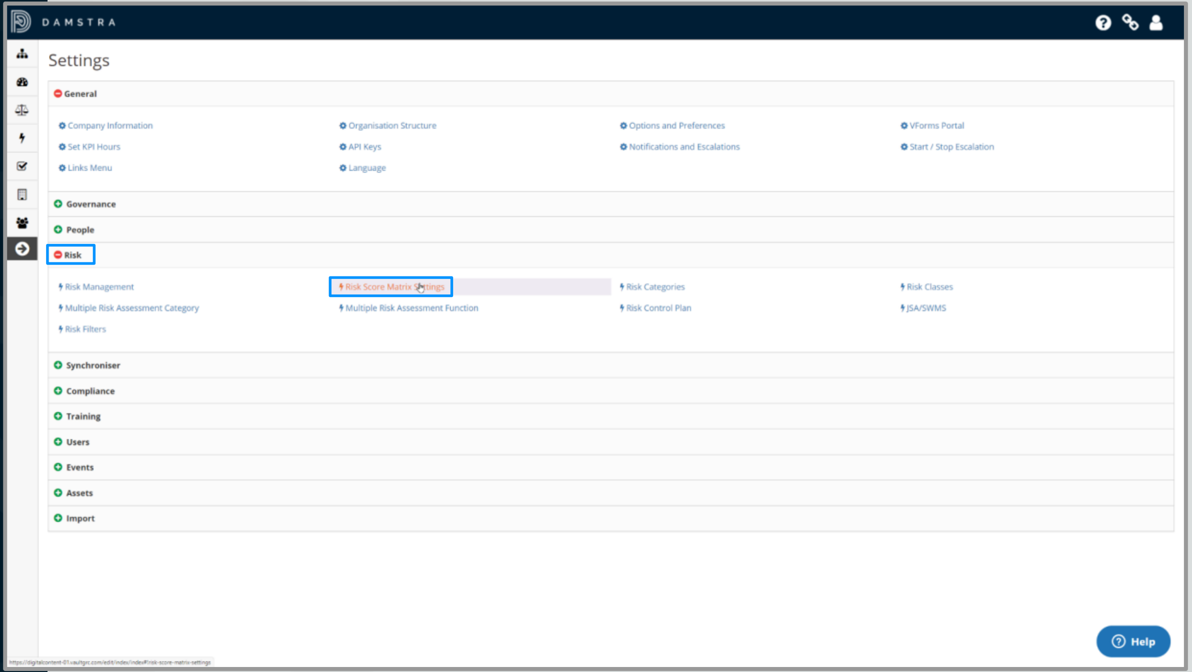
Introduction

An important part of the Risk Assessment process is to quantify the threat posed by a particular risk to health and safety in your workplace, both before and after control measures are implemented, by way of calculating a risk score.

In Damstra Safety, the Risk Score is automatically calculated when a user evaluates both risk probability and consequence.

This guide shows how to configure your system so that scores are calculated in line with the scoring scheme used by your Organisation.

Configure Risk Score Matrix Settings



Begin in Settings, which can be found under the *Profile* icon at the top of the screen.

Click to expand the '*Risk*' section, then **click** '*Risk Score Matrix Settings*'.

DAMSTRA

Configure Risk Score Matrix
Matrix Type

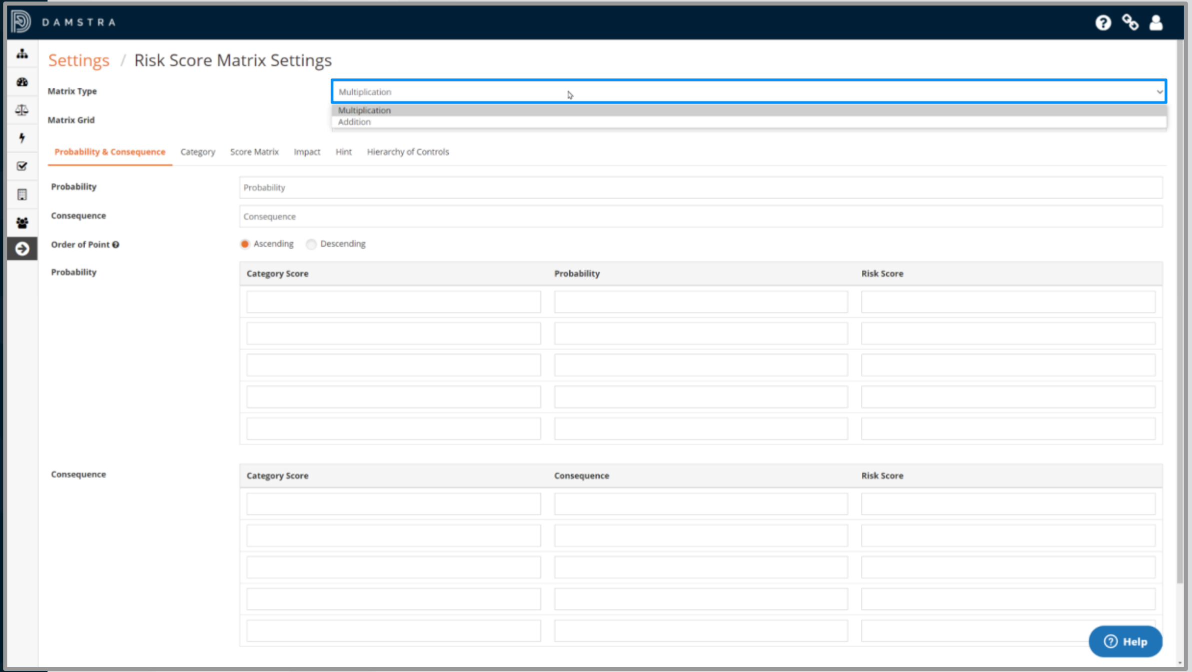
The Risk Score Matrix is where we define the values associated with probability and consequence, and the method your Damstra Safety system should use to calculate the resulting score.

First, select the way you'd like scoring to be calculated. Under the '*Matrix Type*' field, **choose** from:

● **Multiplication** - in which case the scores for probability and consequence are multiplied together,

● or **Addition** - whereby the scores will be added together to derive an overall Risk score.

In this example, we'll select 'Multiplication'.



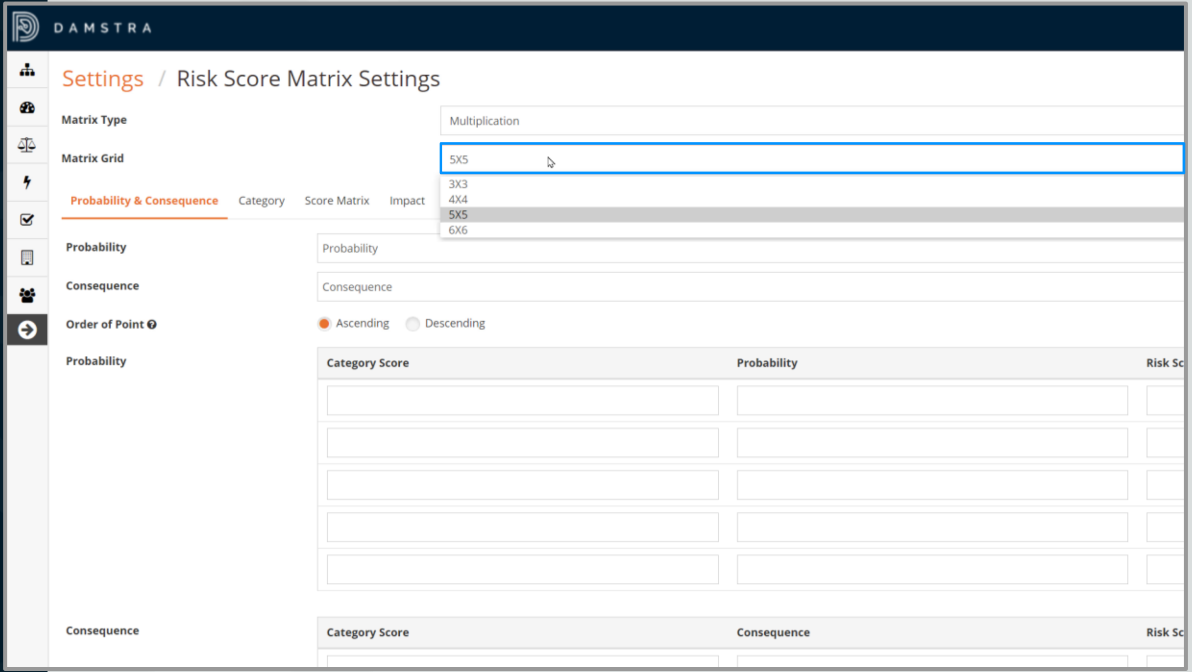
DAMSTRA

Configure Risk Score Matrix

Matrix Grid

Then, determine how many grades of probability and consequence your matrix should support via the '*Matrix Grid*' picklist. This may be 3x3, 4x4, 5x5 or 6x6.

For this example, we'll select '5x5', meaning five grades of probability and five grades of consequence.



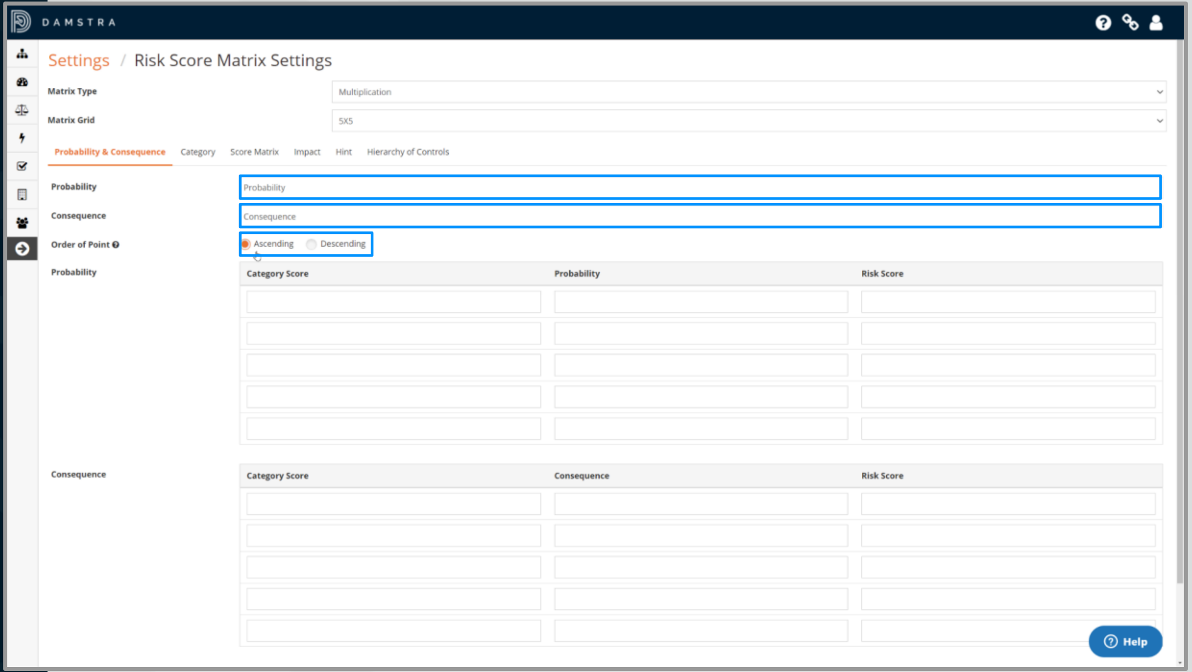
DAMSTRA

Configure Risk Score Matrix
Terminology and Order of Point

The *Probability & Consequence* tab allows you to customise the language used for each grade, and the score attributed to each one.

If your Organisation uses terms other than ‘Probability’ and ‘Consequence’, you may enter these here. Damstra Safety will then use your selected terms instead.

Under ‘*Order of Point*’, **select** ‘*Ascending*’ if a high score represents a high risk in your Organisation, or ‘*Descending*’ if a low score represents a high risk. We’ll leave this set to ‘Ascending’ for this example.

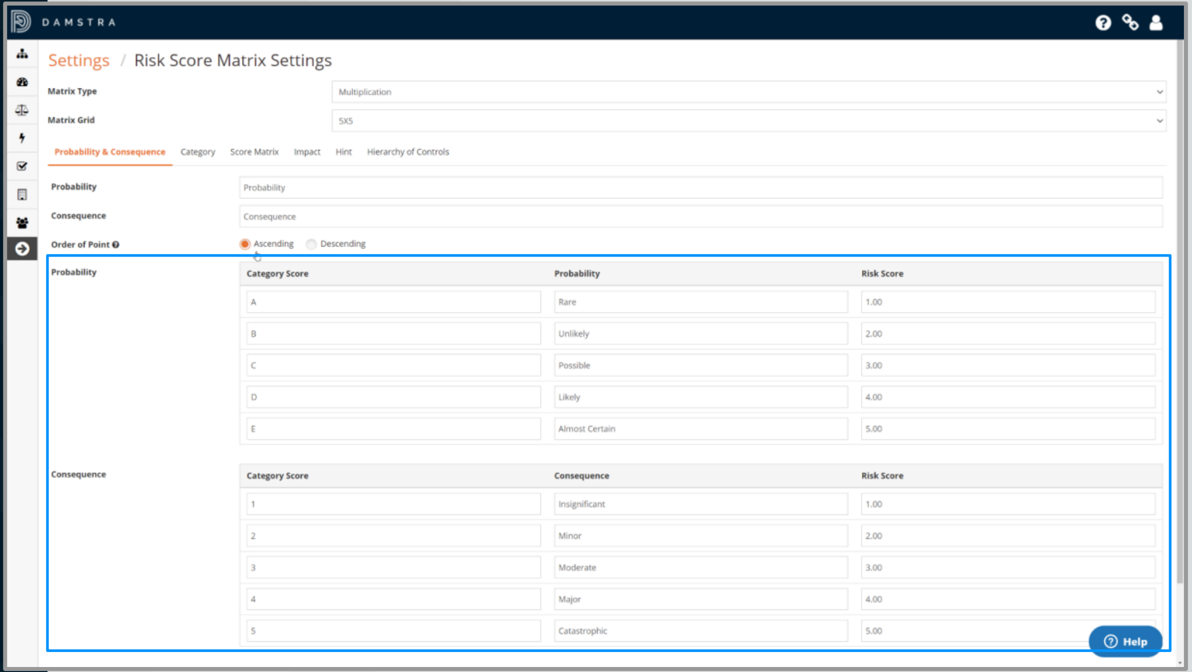


Configure Risk Score Matrix
Category Scores

In the tables labelled ‘Probability’ and ‘Consequence’, for each ‘grade’ enter:

- a **Category Score** - this is a single-character identifier for the selected grade,
- a **grade** in the form of a word or short phrase - for example ‘Almost Certain’ through to ‘Rare’ for Probability, and ‘Insignificant’ through to ‘Catastrophic’ for Consequence,
- a **Risk Score**, which will be used as part of the calculation of the overall Risk Score when a user completes a risk evaluation.

Note that changes are saved automatically with each input.



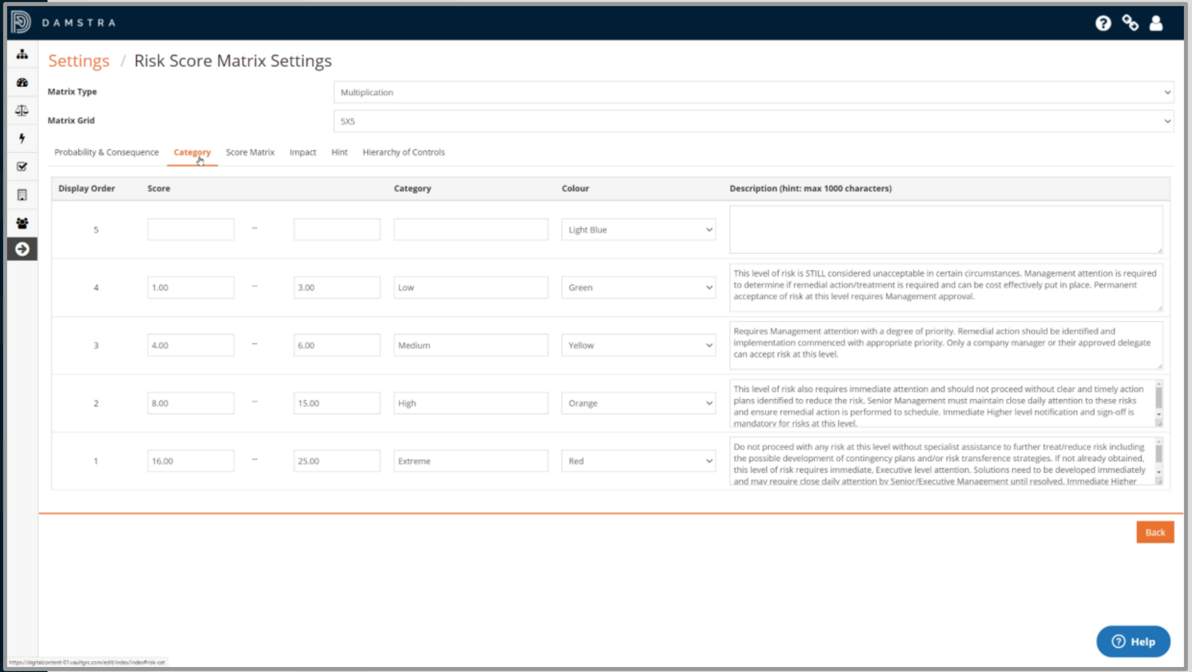
Configure Risk Score Matrix
Category Tab

The *Category* tab is where we can provide Users editing or viewing a particular risk assessment item with commentary around what the item's overall Risk Score means to your Organisation.

This is achieved by defining up to 5 risk score categories, each with an associated risk score range and colour code.

For each category, enter:

- the lower and upper values within the range,
- the 'category' name,
- the colour-coding you'd like to use…
- and a 'description' that will be displayed to users when a score in that range is calculated.

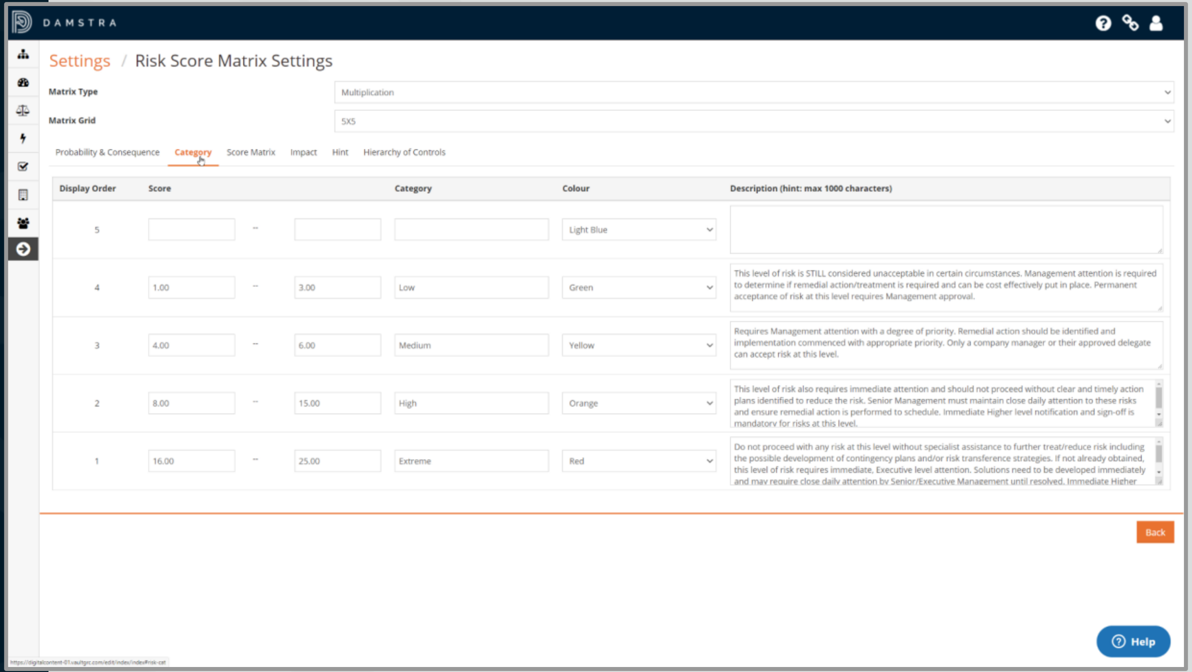


DAMSTRA

Configure Risk Score Matrix
Category Tab cont.

If you'd like to use less than 5 categories, leave the score and category fields for any unrequired rows blank.

In this example, a risk assessment with a score of 20 is considered an 'Extreme' risk as it falls within the range of 16 to 25, and the score itself is presented to the User in a 'Red' cell, with the corresponding Description shown, and so on for all possible scores in the range.

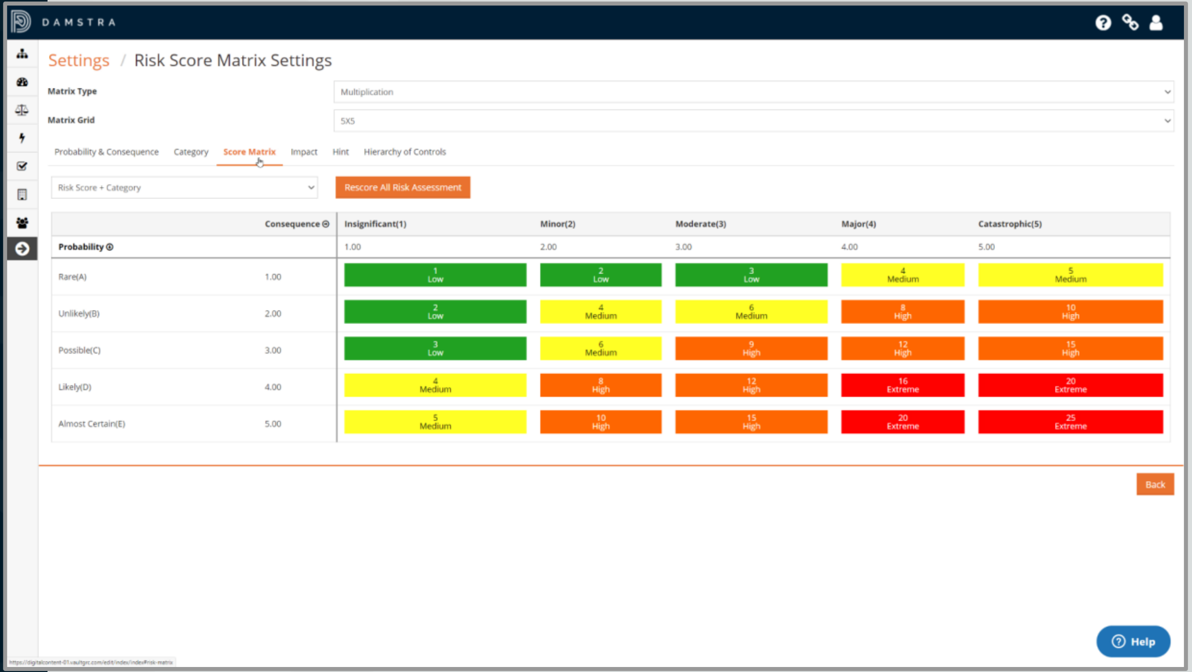


DAMSTRA

Configure Risk Score Matrix

Score Matrix Tab

The *Score Matrix* tab allows customisation of the way both scores and the score matrix are displayed to users when adding, editing, or viewing Risk Assessments in Damstra Safety. A preview based on the currently selected options is shown on-screen.

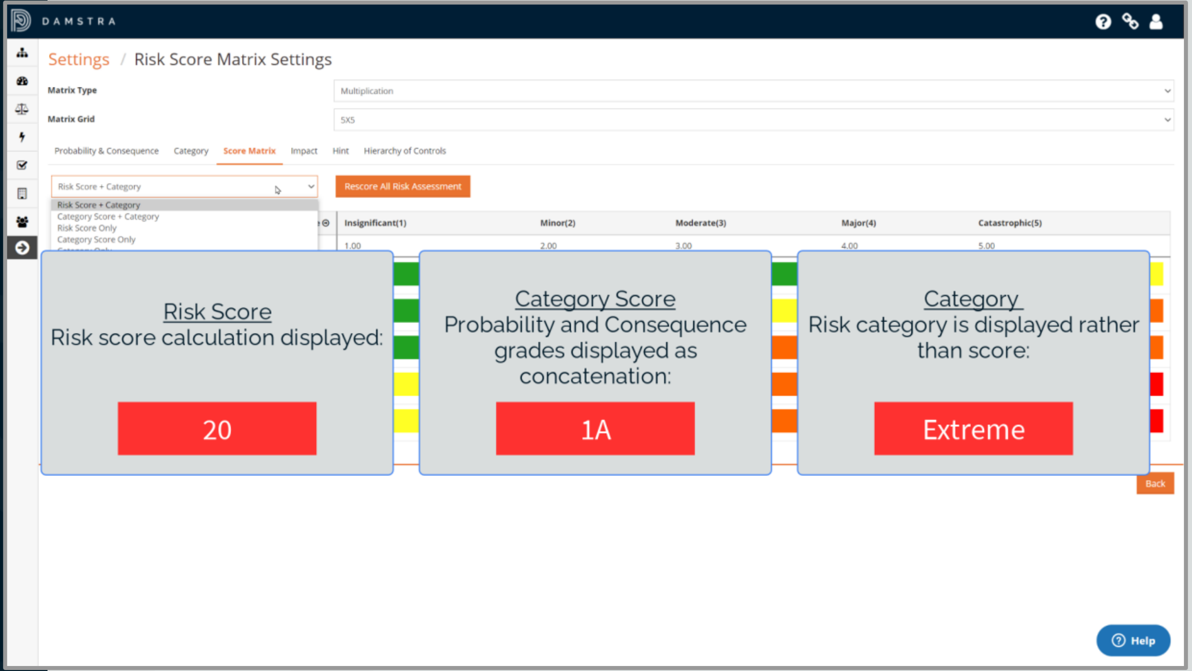


DAMSTRA

Configure Risk Score Matrix
Score Display Options

Numerous options are available for the way scores are shown, including:

- **Risk Score** - in which case the Risk Score calculation is displayed to the user,
- **Category Score** - in which case the Category Scores for both the selected Probability and Consequence grades are displayed as a concatenation, e.g., 1A, 3B
- **Category** - in which case the risk category name is displayed, rather than a score.
- Or **a combination of two** of these things, for example Risk Score + Category.

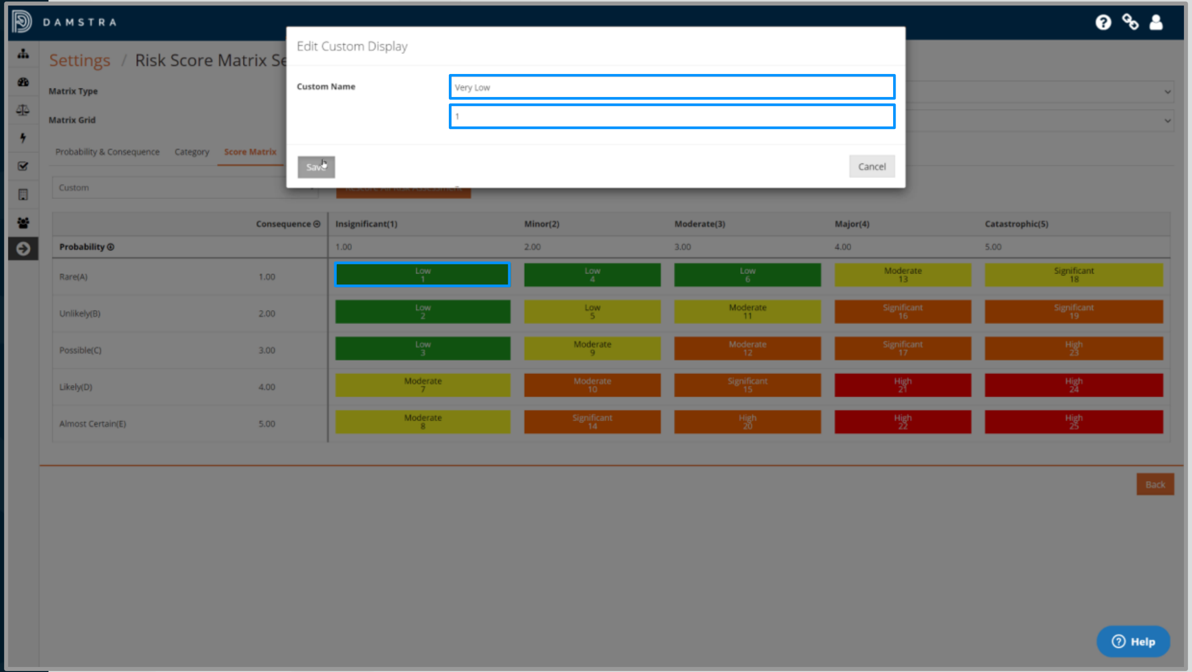


DAMSTRA

Configure Risk Score Matrix
Custom Score Display

A '*custom*' option allows each tile in the Risk Score Matrix to be independently configured with any grade name and score by clicking on a tile and entering the required values. If chosen, this will override the calculated Risk Scores and the range-based category names added to the *Category* tab.

In all cases, the score or category is displayed together with the colour defined in the *Category* tab.

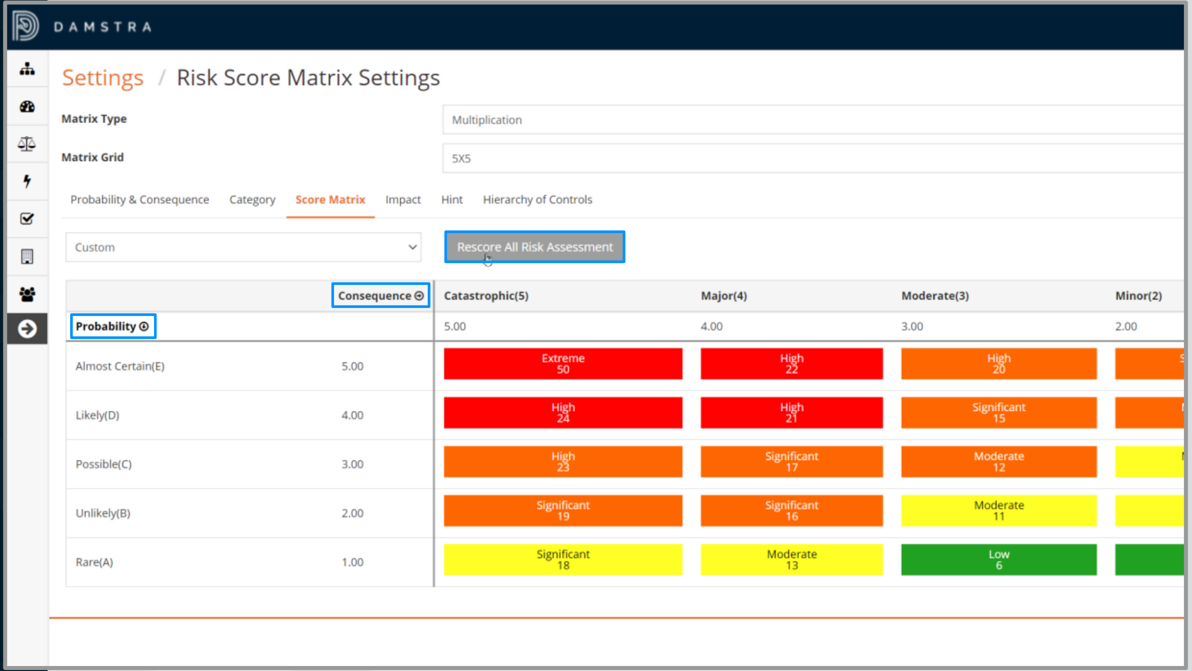


DAMSTRA

Configure Risk Score Matrix
Reordering and Rescoring

Where the Risk Score Matrix itself is displayed to Users while working on a Risk Assessment, this is laid-out with the ‘Probability’ grades along the vertical axis, and ‘Consequence’ grades along the horizontal. Options are available on the ‘Score Matrix’ tab to specify whether these axes should be displayed in ascending or descending order.

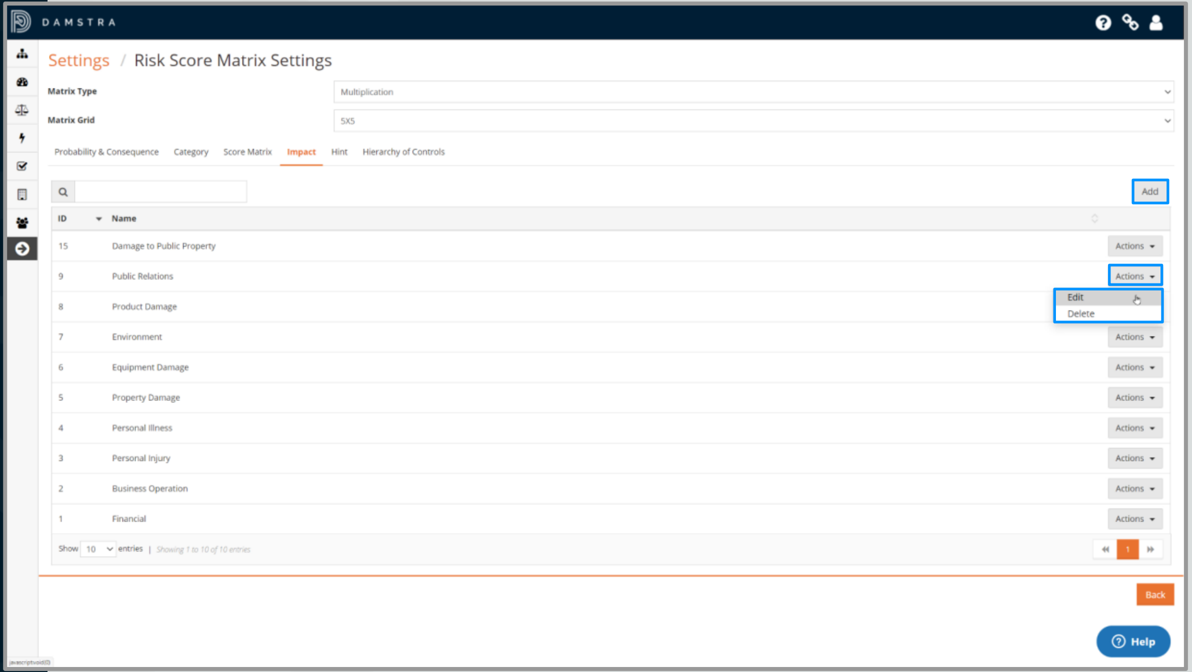
If changes are made to your Risk Score Matrix settings after risk assessments have been entered, these can be recalculated using the updated scoring scheme by **clicking** the “*Rescore All Risk Assessment*” button. Note that this may take some time to complete and should be carried out after hours to avoid a performance impact for your Damstra Safety users.



Configure Risk Score Matrix
Impact Tab

The *Impact* tab is where we can define the picklist options that will be available to users in the '*Impact*' field when entering a risk evaluation. All impacts to either the business or its workers that your Organisation would like to consider when evaluating a risk should be included here.

To add a new option, **click** *'Add'*, enter the impact name, and **click** *'save'*. The new Impact is displayed in the register and is now available for selection in Risk evaluations. To edit or delete an existing impact, **click** *'Actions'*, then select the appropriate option.

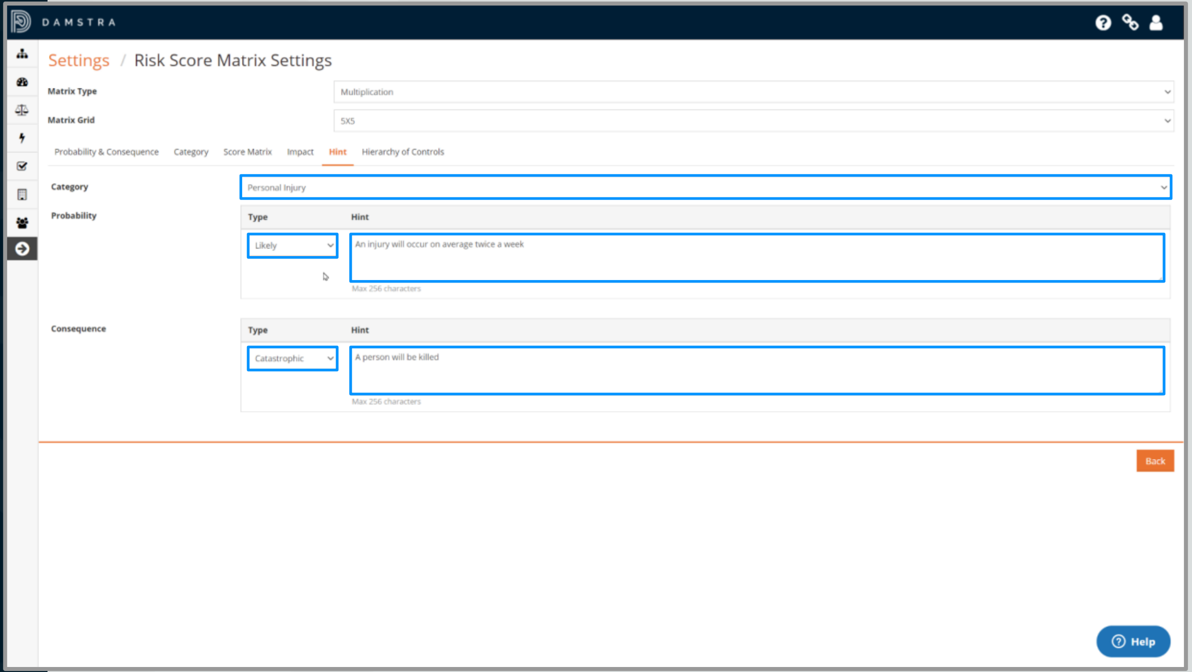


Configure Risk Score Matrix
Hint Tab

The *Hint* tab allows us to configure short definitions for each combination of impact category and probability or consequence that will be displayed when the user hovers over a question mark to reveal contextual help.

These hints are useful for giving guidance to users as they evaluate risk, ensuring a consistent approach to rating probability and consequence.

To enter a hint, simply **select** the impact category, then for both 'Probability' and 'Consequence', **select** a grade and **type** the hint to be shown.

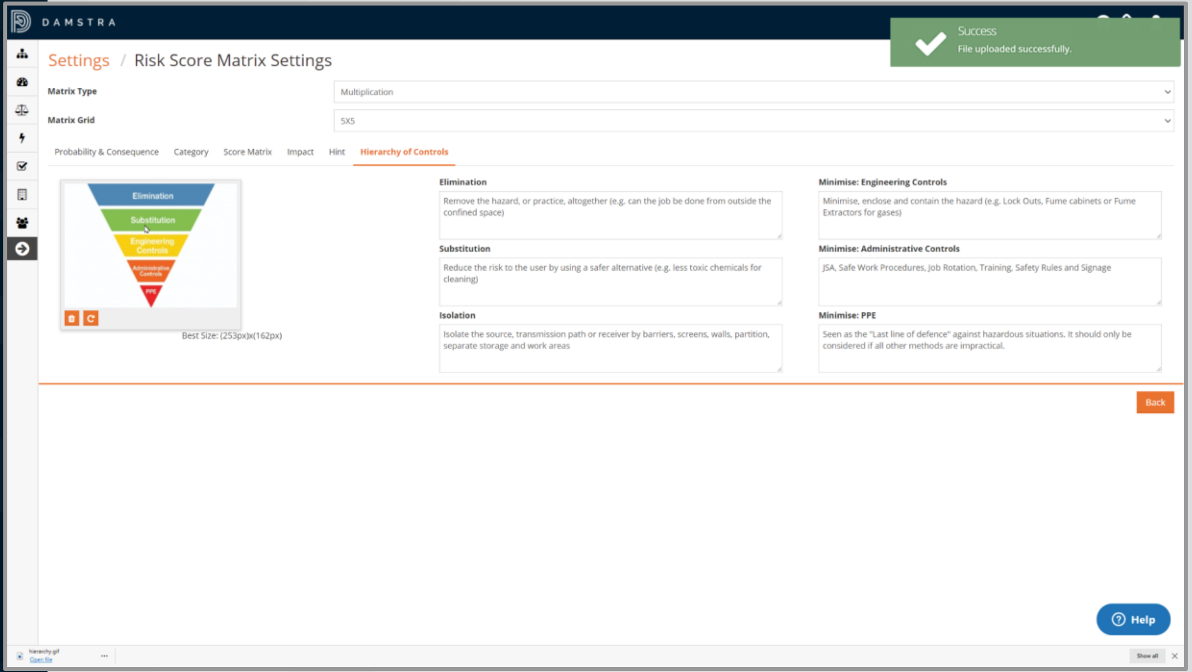


DAMSTRA

Configure Risk Score Matrix
Hierarchy of Controls Tab

The *Hierarchy of Controls* tab allows customisation of control definitions that the user will see when clicking on the '*Show Hierarchy of Controls*' button on the 'Control Measures' tab. Simply enter the definition your Organisation uses for each of the six Control Types.

If your Organisation has a preferred diagram for these controls, this may be uploaded here, otherwise a default diagram will be displayed.



DAMSTRA