Hazard Risk Assessment and Management 

Use this form for hazard risk assessments for event planning

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event Details** | | | | |
| Type of event: | xxx | Location of Event: | xxx |
| Risk assessment conducted by: | xxx | Date/Time of Event: | xxx |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Hazardous Event (****i.e. what may occur to lead the*  *hazard to cause*  *harm****)*** | ***Significant Yes or no*** | ***Hazard Description*** | ***Likelihood***  *(L value)* | ***Consequence***  *(C value)* | ***Risk Rating*** *L x C* | ***Hazard Action/Control Plan***  *Update controls as required* | ***Residual Risk Rating*** | ***Eliminated or minimised*** |
| Injury | Yes | Heavy signage/ Merchandise movements  *Signs assembled/ carried incorrectly* | 2 | 2 | 4 | *Only people aware of correct assembly of signs to make them up. Ensure signage is properly and adequately secured to wall, floor or other surface as required. Ensure any larger signage is weighed down. Observe wind throughout day – if strong gusts monitor any hazardous signage Carry grass signage by handle with prongs facing down toward ground. Ensure grass signs are inserted in to ground asap – ensure any spare signage is leant up against a tree/vertical surface and aren’t laid on ground.* | 2 | Minimised |
| Slip, trip, fall, injury | no | Loose cables/equipment, uneven floor | 3 | 3 | 9 | *Tape or cover any loose cables/equipment with mats. Inspect site pre-event to identify any loose cables.*  *Cables will be regularly monitored to ensure they remained*  *covered* | 4 | Minimised |
| Electrocution | yes | Unsafe electricity and/or equipment | 3 | 5 | 15 | *Ensure all equipment that has either been certified (tested and tagged) by UC FM or UCSA.*  *Only authorised people are to operate electrical equipment –*  *including the installation of all electrical equipment, wires and*  *cables.* | 6 | Minimised |
| Exceed capacity of venue | yes | Too many attendees | 2 | 5 | 10 | *Recommended capacities recorded on the site plan.*  *Staff and UC hosts to guide students to the best place to stand.* | 5 | Minimised |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Hazardous Event (****i.e. what may occur to lead the*  *hazard to cause*  *harm****)*** | ***Significant Yes or no*** | ***Hazard Description*** | ***Likelihood***  *(L value)* | ***Consequence***  *(C value)* | ***Risk Rating*** *L x C* | ***Hazard Action/Control Plan***  *Update controls as required* | ***Residual Risk Rating*** | ***Eliminated Isolated or minimised*** |
| Injury | yes | Stress/fatigue | 5 | 2 | 10 | *Monitor staff and provide support through:*   * *Encourage/require staff to take breaks* * *Monitoring and adjusting of workloads to match abilities* * *Ensure staff eat and drink regularly* * *Contact number for Health Centre to all staff* * *Providing Morning tea for staff volunteers* | 7 | Minimised |
| Catering | Yes | Food allergies | 2 | 4 | 8 | *Food clearly labelled for attendees to choose appropriately. Allergies have been accommodated for – dairy-free, gluten-free, soy and coconut milk.*  *Copy of caterers food safety plan has been obtained, is extra vigilant and advisors staff not to work if unwell.*  *Catering should only be served by professional food handlers and include no self-serve items (including buffets and platters).*  *Everyone to be seated for food and drink service.* | 4 | Minimised |
| Unwell, cold and flu like symptoms. (Covid-19) | No | Nausea and/or vomiting. | 2 | 2 | 4 | *Below steps will be followed:*   * *Ministry of Health guidelines for events and gatherings and the Ministry of Education Tertiary advice* * *All staff/visitors are aware of good hygiene practice.* * *Email attendees to remind them to stay at home if unwell.* * *Hand sanitiser is available at check-in.* * *List of attendees is available if required for further notification.* | 3 | Minimised |
| Site evacuation | no | Fire, bomb threat, earthquake etc. | 2 | 2 | *4* | *In case of a fire, all UC Security on 6111 or 0800 823 637*  *Attendees to follow the directions of UCSA staff.*  *In case of armed incident head into the nearest building and take cover.*   * *Undercroft* * *North Arts* * *C Block* * *Rehua*   *Clyde Road Car park and Ilam field are next evacuations points off campus in the case of earthquake*  *UC Security will assist with any evacuation required.* | 4 | Minimised |
| Police enforced lockdown | yes | Armed threat/attack | 3 | 5 | *15* | *Brief staff in emergency procedures at all venues.*  *Additional security on campus while on high security alert (NZ).*  *Ensure employer is briefed on assembly points and emergency*  *procedures and must provide their phone number, plus a contact*  *number for their organisation.* | 8 | Minimised |
| Weather event | Yes | Rain, large wind, heat | 3 | 2 | 6 | *Wet weather venue will be in the Tī Kouka.* | 3 | Minimised |

Additionally, all staff/visitors on day briefed on H&S aspects and how they can be of assistance.

|  |  |
| --- | --- |
| Person in Control of Work/Activity …………………………………  Position ………………………  Signature …………………………………………………………………… Date …………. | Name ………………………………………………  Position ………………………  Signature …………………………………………………………………… Date ……………… |
| **Hazards not eliminated on completion of work must be recorded on Hazard Register** | |

**How to use this form:**

|  |  |
| --- | --- |
| * List all the known or potential hazards associated with the proposed event * Consider whether hazard is significant. * Identify the hazardous event that would lead to the hazard causing harm. * Consider the likelihood of it occurring and the consequence if it did occur. * Use the Risk Rating Matrix below to rate the hazard risk. * Identify suitable control options for the hazard that will reduce the risk levels. * Use the Risk Rating Matrix to calculate the residual risk. * Record the residual risk rating score against the hazard. * Determine if the controls eliminate or minimise the hazard. | **Hazard Control Key:**  *E = Eliminate the Hazard*  *M= Minimise the likelihood the hazard will cause harm* |

|  |
| --- |
| **Risk Rating Matrix** |
| **Risk Matrix**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Result**  **Likelihood** | Minor (1) | Moderate (2)  (first aid only) | Severe (3)  (Notifiable Event) | Major (4)  (permanent disabling injury) | Catastrophic (5)  (Loss of life, > $1m costs) | | Rare (1) | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) | | Unlikely (2) | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) | | Moderate (3) | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) | | Likely (4) | Low (4) | Medium (8) | High (12) | High (16) | Critical (20) | | Almost certain (5) | Medium (5) | High (10) | High (15) | Critical (20) | Critical (25) | |
| **Risk Categories**   |  |  | | --- | --- | | Critical & High | Risk treatment strategies to be approved by Supervisor/Manager. | | Medium | Risk treatment strategies to be implemented by Person in Control of Event and any specialist support as required. Strategies to be approved by persons with specialist knowledge or experience. | | Low | Risk acceptable – to be managed under normal control procedures (e.g. planning, training, information, supervisor and review). | |
| **Risk**: the chance of something happening that will impact on your event  **Significant**: results in a Notifiable Event.  **Residual Risk**: The levels of risk remaining after all control measures have been implemented. |

**In the Event of a Lockdown**

In the event of a lockdown remain inside, move into a safe area in the building, stay away from windows and await further instruction. If you are outsidewhen the emergency notification is received, proceed to the nearest building. If the nearest building has been locked upon your arrival, leave campus for a safe location.

**Further instruction**: UC’s emergency personnel and/or communications team will advise when the lockdown has been lifted and it is safe to leave the building.