

EXAMPLE

Hazard Risk Assessment and Management



You are required to fill in this form – please see separate attachment for an example and guide on how to fill this in

Activity Details /Risk Assessment					
Type of activity:	Lectures	Location:		BEIMS No. <i>(if applicable)</i>	
Risk assessment conducted by:		Date:		Time:	

Hazard Description	Significant Yes or no	Hazardous Event Associated Risk (i.e., what may occur to lead the hazard to cause harm)	Likelihood (L value)	Consequence (C value)	Risk Rating L x C	Hazard Action/Risk Control Plan Update controls as required	Residual Risk Rating	Eliminated or minimised
Tripping	no	Cables, furniture	3	2	6	Check space for hazards when packing in	3	M
Illness	no	Personal causes	2	2	4	First aid and contact sheets in place, H&S also with the School	2	M
Earthquake	Yes	Natural causes	2	5	10	Follow room protocols for evacuation or drop cover and hold	8	M
Fire	Yes	Electrical faults	1	5	5	Follow evacuation protocols	3	M
Catering	yes	Chocking	1	3	3	First aid on hand	2	M
catering	Yes	Allergies	2	3	6	Food clearly labelled for attendees to choose appropriately. Allergies have been accommodated for – dairy-free, gluten-free, soy and coconut milk.	3	M
Catering	No	Covid Level2	2	2	4	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.	2	M
COVID-19 outbreak or contact	Yes	Virus outbreak	3	5	15	Completed UC Public Events Checklist Emergency management plan is up to date. Briefed event staff on how to practice good hygiene and making it easy for staff and attendees to practice good hygiene (see below). Workers have signed into event briefing meeting and received the information. Attendance is recorded at your event of both workers and attendees	5	M

						Social distancing and face coverings are enforced If there is a suspected case or contact at the event UC Security 0800 823 637		

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

How to use this form:

1. List all the known or potential hazards associated with the proposed field activity.
2. Consider whether hazard is significant.
3. Identify the hazardous event that would lead to the hazard causing harm.
4. Consider the likelihood of it occurring and the consequence if it did occur.
5. Use the Risk Rating Matrix below to rate the hazard risk.
6. Identify suitable control options for the hazard that will reduce the risk levels.
7. Use the Risk Rating Matrix to calculate the residual risk.
8. Record the residual risk rating score against the hazard.
9. 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

Likelihood \ Result	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 Work/Activity 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 work.

Significant: results in a Notifiable Event.

Residual Risk: The levels of risk remaining after all control measures have been implemented.

COVID-19 Compliance:

All attendees are expected to keep note of where they have been, both on and off campus - this includes the use of the Covid Tracer App to scan the QR codes located at the entrances of all UC buildings. The event facilitator must brief attendees on the location of QR codes and they should have alternative systems available for people who do not have a phone to scan a QR code. Non-UC attendees must scan in or use an alternative system. Any alternative systems must be retained for at least 30 days and must protect the privacy of those using it.