

2021 RISK ASSESSMENT FORM



Residential Association:

Activity/event/function:

Activity/event/function date:

On/offsite:

Location:

Approximate attendees:

Event Timeframe:

Submitted by:

As part of the governance and support structure for University of Newcastle Residential Associations, Associations are required to demonstrate diligence, planning and care in the events and activities they organise.

Completing the Risk Assessment comprises five steps:

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|-------------------------------|---------------------------------|
| 1. Identify Potential Hazards | 4. Complete the Risk Assessment |
| 2. Identify Controls | 5. Submit |
| 3. Calculate the Risk | 6. Approval |

If you have any difficulty with any aspect of the Risk Assessment, the Student Living Support Team can assist.

Please note: Student Living must approve all Risk Assessments before any approval for an event is given.

1. Potential Hazards

Identify potential hazards by examining every aspect of your event/activity/function using the following table as a guide. Write these in the first column of the Risk Assessment form.

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|--|--|
| A) Could people be injured or made sick by things such as: | <ul style="list-style-type: none">• Noise, light, objects moving or falling• High or low temperatures or electricity• Flammable or explosive materials |
| B) What could go wrong? | <ul style="list-style-type: none">• What if equipment is misused?• What might people do that they shouldn't• What may make people ill? |
| C) Could the set-up and pack-up procedures cause injury or sickness? | <ul style="list-style-type: none">• Are there heavy or awkward lifting jobs?• Are people trained/inducted for the work performed?• Obstacles, clutter, slip hazards or sharp objects |
| D) What injuries could happen to people? | <ul style="list-style-type: none">• Broken bones, strains or sprains• Eye damage or hearing problems• Cuts, abrasions, burns, bruises, poisoning or rashes |
| E) Imagine that a child was to enter your work area: | <ul style="list-style-type: none">• What would you warn them to be extra careful of?• What would do to reduce the harm to them? |
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2. Controls

Risk Control emphasizes controlling the hazards at the source using the “hierarchy of controls”. What will you do to reduce the risk? Write this in column two.

Hierarchy of Controls

Eliminate	Removing the hazard, e.g. taking a hazardous piece of equipment out of service.
Substitute	Replacing a hazardous substance or process with a less hazardous one.
Isolation	Isolating the hazard from the person at risk, e.g. using a guard or barrier.
Engineering	Redesign a process or piece of equipment to make it less hazardous.
Administrative	Adopting safe work practices or providing appropriate training, instruction or information.
Equipment	Could include using gloves, glasses, earmuffs, aprons, safety footwear, dust masks.

3. Calculate the Risk

Step 1 - Consider the Consequences

What are the consequences of an incident occurring? Consider what could reasonably happen. Look at the descriptions below and choose the most suitable Consequence.

Step 2 - Consider the Likelihood

What is the likelihood of the consequence identified in Step 1 happening? Consider this with the current controls in place. Look at the descriptions and choose the most suitable Likelihood.

Step 3 - Calculate the Risk

- Take the consequence and Likelihood scales
- The calculated risk score is where the two ratings intersect.

You should repeat this three-step process for each potential hazard you identify at your event/activity/function.

Three Step Risk Matrix

CONSEQUENCE		LIKELIHOOD	
Serious	Extensive injury / permanently maimed or death	Almost Certain	Can be expected to occur (>85 % chance)
Major	Long term injury or illness	Likely	Reasonable chance (>50 % chance)
Medium	Medical Attention required with time off work	Possible	Might occur occasionally (20 - 49 % chance)
Minor	First Aid required / Hazard or Near Miss event	Unlikely	A small chance of occurring (6 -19% chance)
Insignificant	No injury or hazard or near miss requiring follow up	Rare	Exceptionally unlikely to occur (<5 % chance)

	Rare	Unlikely	Possible	Likely	Almost Certain
Serious	Medium	Medium	High	Extreme	Extreme
Major	Medium	Medium	Medium	High	Extreme
Medium	Low	Low	Medium	Medium	High
Minor	Low	Low	Low	Medium	Medium
Insignificant	Not applicable for health and safety risk context				

Hazard identification and initial risk rating			Control measures and residual risk rating		Actions required
What are the steps of the activity/items of equipment?	What are the potential hazards?	Initial Risk Rating	What control methods or measures will be used to reduce the likelihood and/or the consequence of an illness or injury?	Residual Risk Rating	What additional actions are required (by who and in what time frame) to raise the level of control?
<i>Operational and Policy risks: This includes risks to facilities and property, event staff and includes possible risks related to breaching any policies, rules or agreements that may be in place.</i>					
<i>Health and Safety Risks: This includes all potential risks to attendees. This includes risks such as injury and illness, intoxication, slips, trips and falls, as well as mental health and other concerns</i>					

Hazard identification and initial risk rating			Control measures and residual risk rating		Actions required
What are the steps of the activity/items of equipment?	What are the potential hazards?	Initial Risk Rating	What control methods or measures will be used to reduce the likelihood and/or the consequence of an illness or injury?	Residual Risk Rating	What additional actions are required (by who and in what time frame) to raise the level of control?
<i>Reputational Risks: Reputational risk relates to the risks that could threaten or undermine the culture or community, as well as the image of both the Association, and the University of Newcastle more broadly.</i>					

4. Complete the Risk Assessment

Using the information from the three steps above, please complete the Risk Assessment, addressing the three primary areas of risk; Operation and Policy, Health and Safety, and Reputation.

5. Submit

Please forward the completed Risk Assessment to the Student Living Support Team, studentlivingsupport@newcastle.edu.au. Once the Support team review this, they will contact you to update on your application.

All risk assessments are due at a minimum of four weeks before your event date. If you have any difficulty completing the assessment please email us to make an appointment and we will assist you.

6. Approval

Student Living must approve all Risk Assessments before any approval for an event is given. Your Student Living Support Coordinator will notify you of any amendments required to your Risk Assessment. Once amendments have been made Student Living Support will notify you of the outcome and if your event is approved to proceed.

COVID-19 Safety Plan

Wellbeing of staff, students, and visitors	Controls in place
Exclude staff, students and visitors who are unwell	
Provide staff and students with information on COVID-19 including when to get tested, physical distancing and cleaning	
Display conditions of entry	
Is Personal Protective Equipment (PPE) required	
Will there be external visitors	

Physical Distancing	Controls in place
Comply with maximum room/venue occupancy level based on 4m ² or 2m ² rule (depending on current health orders from NSW Public Health)	
Where reasonably practicable, ensure staff and students always maintain 1.5 metres physical distancing	
Comply with NSW Health advice regarding public transport	
Where reasonably practicable, all furniture arranged as required to comply with physical distancing	
Manage gatherings that may occur prior/after the event or outside the premises	

Hygiene and Cleaning	Controls in place
Encourage appropriate hygiene practices	
Provide alcohol-based hand sanitizer at multiple locations throughout venue (including entry and exit points)	
Clean surfaces thoroughly, particularly at all high contact areas	
Any staff or students involved in food service must complete the COVID-19 awareness for food service training found at foodauthority.nsw.gov.au/covid-19-awareness-food-service-training	
Clean cutlery and tableware. No sharing of utensils.	