

OHS Risk Assessment and Control Form

Schools on Campus - Generic Risk Assessment 2025
On-campus Tours, Workshops and Activity Days

WESTERN SYDNEY
UNIVERSITY



Step 1: Who has conducted the Risk Assessment	Step 4: Documentation and initial approval
Risk Assessment completed by (name): Sarah Chae Staff / Student Number: 30061630 Signature: S.CHAE Date: Prepared 15.01.25; Applies throughout 2025	Authorised by (name): Claudia Steinhoff Staff number: 30013742 Signature:  Date: 15/01/2025

For additional information refer to the OHS Risk Assessment and Control Procedure, the OHS Risk Rating Procedure and the Hierarchy of Risk Controls.

Step 2: Identify the activity		
Faculty/School/Unit: School of Computer, Data and Mathematical Science and School of Engineering, Design and Built Environment	Location: WSU Campuses	Who may be at risk by the activity?

Describe the activity: Participants visit campuses to take part in tours, conferences or multi-workshop events featuring different academic activities run by academics and student groups. The cohort from each high school is accompanied by one or more school staff. One or more University Schools Engagement staff are always present and sometimes University students (mentors and helpers). This risk assessment covers workshops that include lower risk activities such as listening to lectures, watching demonstrations, taking part in discussions, solving puzzles, doing work on computers etc. i.e. workshops where there is no significant physical activity and no exposure to hazards such as chemicals etc. Workshops held in laboratories or outdoors are subject to supplementary risk assessments carried out by academic/technical staff in charge of laboratories or professional staff running outdoor activities.	Various campuses and buildings are used. Some School Students may arrive and later be picked up by buses. Buses would have seatbelts. Drop off and pick up points are determined in consultation with Security staff.	School students, accompanying school staff, University students, University staff, guest presenters
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Steps 3: Identify the hazards, risks, and rate the risks

1. An activity may be divided into tasks. For each task identify the hazards and associated risks.
2. List existing risk controls and determine a risk rating using the UWS Risk Rating Procedure.
3. Additional risk controls may be required to achieve an acceptable level of risk. Re-rate the risk if additional risk controls used.

Add additional lines if required

Risks	Hazards	Associated risks	Risk rating with existing controls			Existing risk controls	Evaluation of existing control effectiveness*	Additional Risk Controls	Risk Rating with additional controls		
			L	I	R				L	I	R
Setting up/packing up tables and equipment	Organisers may suffer injuries due to movement of equipment	Injury to self or others	Possible	Moderate	Moderate	- Follow WHS procedures for lifting & inspection of area and surrounds - Relevant staff to complete the online module "Manual Handling"	2	- Ongoing inspection of equipment & surrounds - Sufficient staff to lift heavy or awkward items	Unlikely	Minor	Low
Bus travel to and from campus	School students and staff may suffer injuries if buses are involved in accidents	Injury to self or others	Possible	Major to minor	Moderate	- Use of reputable companies with experienced drivers - Buses do not travel at high speeds - Buses have seat belts - Accidents covered by bus company insurance	1		Possible	Major to minor	Moderate

Slips, trips and falls	Students, staff or others may suffer injuries if they slip on polished floor surfaces or trip on uneven surfaces, don't ascend/descend stairs safely, push each other, or run in the grounds	• Injury to self or others	Unlikely	Minor	Low	• Car park & road surface maintained as evenly as possible • No storage in corridors • No trailing electrical leads/cables • Floors clean and not slippery	2	• Supervision of participants by teachers and University staff • Most of the time participants and staff will be indoors and seated • Venues inspected prior to events • Supervision when moving between venues • Students and staff taking responsibility for own safety	Rare	Minor	Very low
Crossing roads throughout campus/struck by vehicles	Pedestrians could suffer injury if struck by cars entering/leaving car park or moving in it, crossing roads, or when alighting from and getting back on to buses Vehicle drivers could suffer injury trying to avoid striking a pedestrian	• Injury to self or others • Damage to vehicles	Unlikely	Moderate	Moderate	• Pedestrian crossings • Entrance and exit to car parks clearly marked • 40 kph speed limit and speed bumps	2	• University and school staff, sometimes University students also, supervising participants when moving between venues/ crossing roads • People taking responsibility for their own safety	Unlikely	Moderate	Moderate
Fire	Staff and public may suffer serious injuries from smoke inhalation, burns, structural collapse	Injury to self or others	Unlikely	Minor	Low	• University emergency management plan in place	2	• Supervision of school students by teachers and University staff	Unlikely	Minor	Low

Adverse reaction to food or drink	Visitors may become ill if they have allergies to particular foods or drinks	Illness, sometimes violent can result	Unlikely	Minor	Low	• Campus Security staff are on call and trained in first aid • School staff also trained in first aid • Some program staff trained in first aid	3	• Participants asked beforehand to advise special dietary requirements and these taken into account in catering • Teachers aware of allergies etc • Reputable caterer used many times previously • Signs used where food contains traces of nuts • People taking responsibility for their own safety	Unlikely	Minor	Low
Provision of first aid services	With the influx of additional people to the campus there is the possibility of minor to major injuries requiring first aid treatment	• Injury to self or others	Possible	Minor	Moderate	• University Security are trained in first aid as are school staff and some University program staff	2	• University guides & school staff are made aware of first aid procedures & access to University security. Emergency contact details are provided	Unlikely	Minor	Low

L = likelihood I= Impact R = risk rating from the UWS Risk Rating Procedure on the following page.

* refer to section 4: Evaluation of Control Effectiveness

Step 5: Implement the risk controls

Indicate briefly what risk control was implemented, when and by whom. Add more lines if required.

Risk control: Setting up/packing up tables and equipment	Date: January-December 2024	Pooled-Engagement
Risk control: Bus travel	Date: January-December 2024	Pooled-Engagement
Risk control: Slips, trips and falls	Date: January-December 2024	Pooled-Engagement and Security/Venues
Risk control: Crossing roads throughout campus/struck by vehicle	Date: January-December 2024	Pooled-Engagement
Risk control: Fire	Date: January-December 2024	Pooled-Engagement
Risk control: Adverse Reaction to Food or Drink	Date: January-December 2024	Pooled-Engagement, teachers, caterers, students, guests
Risk control: Provision of First Aid Services	Date: January-December 2024	Pooled-Engagement, Security, Teachers, Venues

Categories of Risk

Risk Category	Description
Academic (Course load/ logistics)	Student load by course and campus, Staff student ratios, teaching loads, admission processes and standards, student progression and retention rates , mode of delivery, changes of student profile and market demands, course and unit coordination capacity and load of academics, levels of administrative and technical support for academic course and unit delivery
Academic (Course curriculum / quality)	Quality/ standard of academic program/ course contents, planning strategy for course offerings, approvals and monitoring process for courses and units
Academic (Research)	Research income, research load, research work and staff, research capacity, Intellectual property, patents, ethical conduct in research etc.
Behavior	UWS community's risk culture: staff & students' reckless (disasters), conservative (opportunities lost), observation of policies and procedures. Student demonstrations, terrorism, fraud, corrupt conduct, activists seeking to damage UWS.
Environmental	Water, soil, air contamination, asbestos, waste management, incidents causing damages, injury/ death, environmentally triggered emergencies.
Financial	Reductions in income, liquidity, financial loss, insurances, debt, budget overruns, tenders.
Infrastructure	The physical fabric of the University, buildings, roads, pathways, utilities (electricity, water).
International	Overseas ventures/ reputation/ program disaster, relationships with overseas universities.
Legal	Contracts and agreements, high profile litigation - financial and reputational impact.
Legislation	Breach, financial penalty/ impact on reputation, laws, regulations, codes, affecting UWS.
Organisation	Strength of policies and procedures, planning, staffing, morale, training, ethical culture, leadership and management.
Political	Ability to respond to major changes in education policies, level of government consultation.
Reputation (local/ international)	Damaging media reports, employability of graduates, research links, regional involvement.
Technology	Strategic direction of IT, reliance on ecommerce/ email/ internet, student records system, library.

1. Risk Rating Matrix

	Likelihood				
Impact	Rare	Unlikely	Possible	Likely	Almost certain
Catastrophic	moderate	moderate	high	critical	critical
Major	low	moderate	moderate	high	critical
Moderate	low	moderate	moderate	moderate	high
Minor	very low	low	moderate	moderate	moderate
Insignificant	very low	very low	low	low	moderate

2. Classification of Audit Recommendations and Risk Issues

Likelihood (L)	Impact (I)	Rating (L) X (I)	Definition
(5) Almost certain	(5) Catastrophic - Potential financial impact of \$500,000 (\$50,000)(a) or more - Detrimental impact on operations or major projects - Sustained loss in reputation - Sustained impact on services or quality - Loss of public confidence in the University - Contractual, legislative or regulatory non-compliance with certain litigation, prosecution or penalties - Life threatening	Critical > 20	Issue represents a control weakness which could cause a severe disruption to or have a severe adverse effect on operations and objectives
(4) Likely	(4) Major - Potential financial impact of \$200,000 (\$20,000) or more - Major impact on operations or major projects - Serious loss in reputation - Serious impact on services or quality - Probable loss of public confidence in the University - Contractual, legislative or regulatory non-compliance with probable litigation, prosecution or penalties - Extensive injuries	High ≥ 13 & ≤ 19	Issue represents a control weakness which could cause a major disruption to or have a major adverse effect on operations and objectives

(3) Possible	(3) Moderate - Potential financial impact of \$100,000 (\$10,000) or more - Moderate impact on operations or major projects - Short-term loss in reputation - Moderate decline in services or quality - Possible loss of public confidence in the University - Contractual, legislative or regulatory non-compliance with potential for litigation, prosecution or penalties - Minor injuries	Moderate $\geq 5 \text{ \& } \leq 12$	Issue represents a control weakness which could cause a disruption to or have an adverse effect on operations and objectives
(2) Unlikely	(2) Minor - Potential financial impact of \$50,000 (\$5,000) or more - Minor impact on operations or major projects - No loss in reputation - Minor impact on services or quality - No loss of public confidence in the University - Contractual, legislative or regulatory non-compliance but unlikely to result in litigation, prosecution or penalties - Potential for injury	Low $\geq 3 \text{ \& } \leq 4$	Issue represents a minor control weakness which could cause a minimal but reportable effect on operations and objectives
(1) Rare	(1) Insignificant - Potential financial impact less than \$50,000 (< \$5,000) - Impact can be absorbed – insignificant effect on operations and objectives	Very Low ≤ 2	Issue represents an insignificant control weakness

3. Evaluation of Control Effectiveness

Well Designed Control?		Effectively Implemented ?	
3	Needs improvement	3	Deficient (<i>b</i>)
2	Adequate	2	Marginal
1	Strong	1	Effective