

Activity / Task / Location: Big Day In Conference /Great Hall 3 April 2019	Reviewed / Approved By: Prof R.H. Middleton Signature and <i>R.H. Middleton</i> Date:
	Date: 19 March 2019

Risk Matrix

Likelihood

N.B. For more details regarding use of this matrix / definitions refer to final page of this document

		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Severe <i>Eg. Potential Fatality or Injury or Illness with permanent disability</i>	MEDIUM	MEDIUM	HIGH	EXTREME	EXTREME
	Major <i>Eg. Potential Lost Time Injury (but non-permanent disability)</i>	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
	Moderate <i>Eg. Potential Medical Treatment injury or illness (but no lost time)</i>	LOW	LOW	MEDIUM	MEDIUM	HIGH
	Minor <i>Eg. Potential First Aid injury</i>	LOW	LOW	LOW	MEDIUM	MEDIUM
	Minimal <i>Eg. Hazard or near miss requiring reporting and follow up action</i>	LOW	LOW	LOW	LOW	LOW

Actions required based on Risk Assessment

Extreme	An "extreme" risk requires immediate assessment and senior staff consideration is required; a detailed mitigation plan must be developed, and consideration should be given to ceasing the activity unless the risk can be reduced to a level of high or less; regular monitoring and reported on to the relevant management/steering committee; Target resolution should be within 1 month.
High	A "high" risk may also require immediate assessment and senior staff consideration; a mitigation plan must be developed; regular monitoring and reported on to the relevant management/steering committee. Target resolution (ideally reduction to medium or low level of risk) should be within 3 months.
Medium	A mitigation plan must be developed; existing controls need to be reviewed. Target resolution (ideally reduction to low level of risk) should be within 1 year.
Low	Risk is tolerable; manage by well established, routine processes/procedures and be mindful of changes to nature of risks.

Hazard Identification and initial Risk Rating			Control measures and Residual Risk Rating		Remaining Hazards	Actions required
What are the steps of the activity / items of equipment?	What are the potential hazards?	Risk Rating based on Risk Matrix	What control methods or measures will be used to reduce the likelihood and/or the consequence of an illness or injury from those hazards?	Residual Risk Rating based on Risk Matrix	What hazard remains?	What additional actions are required (by who and in what timeframe) to raise the level of control?
Prior to event	School students will be participants. They may require closer supervision and a greater level of care than University Staff and Students.	Minor	School student participants are being supervised by members of the school staff. This hazard form will be circulated to the supervising teachers prior to the event. So that they are aware of the hazards/arrangements.	Low	Minimal	None
Movement between drop off and the Great Hall at beginning and end of event.	Normal traffic	Minor	Student organisers will be located to guide participants to the Great Hall. University Security are aware that the event is taking place. Signage will direct the participants to the car parks and then to the Great Hall.	Low	Minimal	None
Student groups arriving and departing by bus.	Buses need to be instructed to use	Minor	Security Staff will be informed that the event is	Low	Minimal	None

	appropriate roadways and obey University traffic regulations.		taking place. They will monitor buses to ensure that they are driven and parked appropriately when on University grounds. Bus drivers will be provided with set down, pick up and parking information			
Some movement between Great Hall and Student Union during lunch break.	Normal outside walking area hazards including falling, tripping and similar.	Minor	University maps showing the location of the Great Hall and Student Union will be provided to participants.	Low	Minimal	None
Event – lectures, demonstrations and exhibitions.	Injuries within the Great Hall area during the event. Falling, tripping and similar hazards.	Minor	The building is appropriately outfitted for functions of this type. Organisers will monitor participant activities and movement. First aid kit will be available.	Low	Minimal	None
	Medical emergencies. Particularly participants with pre-existing conditions	Minor	Participants will be provided a form on arrival which they may use to describe any pre-existing medical conditions that may put them at risk.	Low	Minimal	None
	Need to evacuate building. Panic and/or confusion relating to evacuation procedures	Minor	Organisers will be briefed on evacuation routes and marshalling areas and assigned roles in the control of any evacuations that might be necessary.	Low	Minimal	None

			The exits are well signposted. Participants will be briefed on evacuation processes during the welcome session			
	Lost or Stolen property	Minor	There will be no storage areas available for the storage of personal property. Participants will be expected to keep all personal property with them at all times	Low	Minimal	None
	Disruptive Behaviour	Minor	Disruptive individuals will be asked to behave appropriately. If behaviour remains unacceptable they will be asked to leave and Security will be advised.	Low	Minimal	None

Summary of Requirements based on Risk Assessment		Review Period / Date
Personal Protective Equipment	No unusual risks – normal clothing is appropriate	
Other Equipment and Equipment Protection	First Aid Kit.	
Training Requirements	Students and staff assisting at the event and presenters will be briefed on emergency and evacuation procedures for the Great Hall, Purdue Annexe and surrounds.	
Procedures, SOPs etc	--	
Relevant Legislation etc.	WHS Act 2011 (NSW) & Regulations / Codes of Practice	

Questions to ask in order to determine the hazards relating to the task:

<p>A Could people be injured or made sick by things such as:</p> <ul style="list-style-type: none"> • Noise • Light • Radiation • Toxicity • Infection • High or low temperatures • Electricity • Moving or falling things (or people) • Flammable or explosive materials • Things under tension or pressure (compressed gas or liquid; springs) • Any other energy sources or stresses • Biohazardous material • Laser 	<p>D What could go wrong?</p> <ul style="list-style-type: none"> • What if equipment is misused? • What might people do that they shouldn't • How could someone be killed? • How could people be injured? • What may make people ill? • Are there any special emergency procedures required?
<p>B Can workplace practices cause injury or sickness?</p> <ul style="list-style-type: none"> • Are there heavy or awkward lifting jobs? • Can people work in a comfortable posture? • If the work is repetitive, can people take breaks? • Are people properly trained? • Do people follow correct work practices? • Are there adequate facilities for the work being performed? • Are universal safety precautions for biohazards followed? • Is there poor housekeeping? Look out for clutter • Torn or slippery flooring • Sharp objects sticking out • Obstacles 	<p>E Are procedures or organisational systems missing or not being followed?</p> <ul style="list-style-type: none"> • Standard Operating Procedures? • Risk Assessments? • Induction or training? • Management of change? • Safety Inspections? • Hazard reporting? • Contractor Management?
<p>C Imagine that a child was to enter your work area?</p> <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? 	<p>F What kinds of injuries could possibly occur?</p> <ul style="list-style-type: none"> • Broken bones • Eye damage • Hearing problems • Strains or sprains • Cuts or abrasions • Bruises • Burns • Lung problems including inhalation injury/ infection • Skin contact • Poisoning • Needle-stick injury • Psychological illness or injury

How to Assess Risk

Step 1 – Consider the Consequences		Step 2 – Consider the Likelihood		Step 3 – Calculate the Risk Rating						
<p>What are the potential consequences of an incident occurring? Consider what could reasonably happen as well as what may actually happen.</p> <p>Look at the descriptions and choose the most suitable Consequence.</p>		<p>What is the likelihood of the consequence identified in step 1 happening?</p> <p>Consider this with the current controls in place.</p> <p>Look at the descriptions and choose the most suitable Likelihood.</p>		<p>A. Take Step 1 rating and select the correct column.</p> <p>B. Take Step 2 Rating and select the correct line.</p> <p>C. The calculated risk rating is where the two ratings cross</p>						
Consequence		Likelihood		LIKELIHOOD						
					Rare	Unlikely	Possibly	Likely	Almost Certain	
Serious	Potential Fatality or Injury or Illness with permanent disability	Almost Certain	The event could be expected to occur in most circumstances: "This is a common problem here".	CONSEQUENCE	Serious	MEDIUM	MEDIUM	HIGH	EXTREME	EXTREME
Major	Potential Lost Time Injury requiring time off work (but non-permanent disability)	Likely	The event has a reasonable chance of occurring in usual conditions: "It has happened here before".		Major	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
Moderate	Potential medical treatment Injury or Illness but no lost time	Possible	The event might occur occasionally, has occurred sometime: "Has infrequently happened here before".		Moderate	LOW	LOW	MEDIUM	MEDIUM	HIGH
Minor	Potential First Aid Injury	Unlikely	The event has a small chance of occurring. "It has not happened here but has occurred elsewhere".		Minor	LOW	LOW	LOW	MEDIUM	MEDIUM
Minimal	No injury but hazard exists or near miss occurred requiring reporting and follow up action	Rare	Very unlikely to occur. "It would be extremely rare for it to occur here".		Minimal	LOW	LOW	LOW	LOW	LOW

Controlling the Risk: Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source. For a risk that is assessed as "extreme" or "high", steps should be taken immediately to minimize risk of injury. The method of ensuring that risks are controlled effectively is by using the "hierarchy of controls". The Hierarchy of Controls are:



Control Type	Example
Eliminate	Removing the hazard, eg taking a hazardous piece of equipment out of service.
Substitute	Replacing a hazardous substance or process with a less hazardous one, eg substituting a hazardous substance with a non-hazardous substance.
Engineering	Redesign a process or piece of equipment to make it less hazardous, Isolating the hazard from the person at risk, eg using a guard or barrier, or containing the hazard in an enclosure.
Administrative	Adopting safe work practices or providing appropriate training, instruction or information.
Personal Protective Equipment (PPE)	The use of personal protective equipment could include using gloves, glasses, earmuffs, aprons, safety footwear, dust masks. NOTE: This is a last resort control and should be used in conjunction with higher level controls.