

**Risk Assessment Information**

<b>Unit Name</b>	<b>Division of Marketing</b>	<b>Campus</b>	<b>Wagga</b>	<b>Task/Class No.</b>	
------------------	------------------------------	---------------	--------------	-----------------------	--

Task / process title (what task are you risk assessing?)

**Big Day In conference**

Is this risk assessment being conducted on (please circle):

A task	<b>An activity</b>	Pre equipment purchase	Pre equipment commissioning	Already commissioned equipment	After an incident	Other:
						Please specify.

Present/participating in the assessment (leave blank or indicate N/A if not present)

Position	Name	Signature	Date
OHS Representative (e.g. HSR, Zone Rep)			
Employee	<b>Brogan Finnerty</b>	<b><i>Brogan Finnerty</i></b>	<b>18/2/2019</b>
Supervisor/Manager			
Other			

## Risk Assessment Results

Item/ Step being assessed	Specific task step/ activity	Potential Hazards (What can harm people in this process?)	Existing Control Measures (What's already in place to protect people?)	Refer to Risk Score (attached)			Additional Control Measures Needed to reduce 'Risk Score' (What else is needed to better protect people?)	Responsible Person (Who will implement controls?)	By when?
				Likelihood	Consequence	Risk Score			
Bag storage / cloaking		There are no bag storage facilities. Students should keep personal belongings with them at all times. There are no cloaking facilities.		1	1	1 (Low risk)	Ensure that hats and other loose items are stored in bags. Report any lost property to staff		
Student Behaviour		Disruptive students will be asked to behave in an appropriate manner. If behaviour remains unacceptable. CSU will notify the teacher/school.		1	1	1 (Low risk)	Outline a code of conduct expected of student whilst on excursion. Ensure students are aware that exams may be in progress and not to make noise on the tour and disturb any staff or students.		
Access							Stroller, wheelchair, lift and ramp access available at main entrance of hall		

### Notes/Comments

- Add additional rows dependent on number of steps in your task, activity, etc
- Any item/step with a risk score above acceptable risk should aim to implement additional control measures aimed at lowering the risk score to either acceptable risk or low risk (in other words, the likelihood or consequence should be treated with a control in order to further reduce the risk).

# RISK SCORE

What is the **LIKELIHOOD** of an incident occurring from this hazard?

		4. Very likely Could happen any time	3. Likely Could happen sometime	2. Unlikely Could happen, but very rarely	1. Very unlikely Could happen, but probably never will
What is the severity of the outcome for this type of hazard ( <b>CONSEQUENCE</b> )?	4. Kill or cause permanent disability	<b>Very High Risk</b> 16	<b>Very High Risk</b> 12	<b>High Risk</b> 8	<b>Substantial Risk</b> 4
	3. Long term illness or serious injury	<b>Very High Risk</b> 12	<b>High Risk</b> 9	<b>Substantial Risk</b> 6	<b>Moderate Risk</b> 3
	2. Medical attention and several days off work	<b>High Risk</b> 8	<b>Substantial Risk</b> 6	<b>Moderate Risk</b> 4	<b>Acceptable Risk</b> 2
	1. First Aid needed	<b>Substantial Risk</b> 4	<b>Moderate Risk</b> 3	<b>Acceptable Risk</b> 2	<b>Low Risk</b> 1