


WHS Management System - Form



Form No	FM 3.6.1	Version	14	Date	Nov 2016	Review Date	Nov 2019
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WHS Risk Assessment Form

Process / Task:	Attending a Function in City Hall	The Higher the Residual Risk, the higher the priority for implementation of Controls		
Site Location:	Newcastle City Hall	<input checked="" type="checkbox"/> HIGH Residual Risk (25-20)	<input type="checkbox"/> MEDIUM Residual Risk (19-11)	<input checked="" type="checkbox"/> LOW Residual Risk (10-1)
Date of Assessment: (Date that the RAF was first completed or was Biennially Reviewed)	Reviewed: 2017	Eliminate or control the risk immediately. Written work procedure required. Eg SWMS. Communicate & train all employees then begin job.	Eliminate or control the risk before work commences. No formal written work procedure required. Communicate & train all employees then begin job.	No formal written work procedure required. Communicate & train all employees then begin job.
Assessment completed by:	Jetender Kaul			

Approved by: Chelsea Hunt (print name)  (signature)
 Note in ECM? Yes or A signature is used

Person's consulted during the development of this RAF: Commissioners, Lachlan Thomas

- WHS Regulation 2011
- Work Cover – Safety Guide: Violence in the Workplace Guide 2002
- AS 3725-2002 – Emergency Control organisation and procedures for buildings, structures and workplaces.
- AS/NZS 1680.1.1:2008 – Interior and workplace lighting – Specific applications – Circulation spaces and other general areas

Evaluation of available information
 (eg Safety Data Sheets, Manufacturers Manuals, other risk assessments):

Level of supervision required: Continuous Intermittent Infrequent Not required

WHS Safety Signs: Copy and paste in any applicable Safety Signs from FM 3.6.3 WHS Safety Signs

Minor Reviews or Updates: minor corrections, small additions or updates. All changes should be added in italics so that they are readily identifiable in the RAF.

Hazard / Danger Signs

PPE Required:

Last updated on: August 2017
 Last updated by: Jetender Kaul
 Previous version ECM No: 4764340

Injury mechanism totals 1/7/14 to 30/6/17:
 Manual Handling, 3; Struck Against, 3; Multiple mechanisms 1.
 INC0000436 Member of public - Slip off chair - first aid applied
 INC0000268 Aggressive member of the public

Records of past incidents, illness & disease from this process / task in past 3 years:

Potential emergency situations Slip, Trip ,Fall from this process / task:

Activity	Hazard	Initial Risk Rating		Can you Eliminate the Hazard?	Hierarchy of Control Measures if 'No', work through the controls sequentially. Tick and provide further detail on the control selected: Substitution, Isolation, Engineering, Administration, Personal Protective Equipment. Add the applicable WHS Safety Sign in the table on page 1	Residual Risk Rating		Person/s Responsible
		H/M/L	#			H/M/L	#	
Crossing Roads to arrive / leave City Hall	Slip / Trip / Strike against moving vehicles	M	18	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> Ensure Students / patrons are directed to use the RMS provided Zebra Pedestrian Crossings and traffic light controlled pedestrian crossings only. Organiser to assign staff / volunteer to provide assistance in crossing roads when required. 	L	4	Event Organiser / Staff / Volunteer
Accessing function rooms	Slip / trip / fall, elevator breakdown	M	13	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> Use safety marble stair hand rails and / or lift to access the different levels of City Hall. Routine maintenance of lift and lift phones operational as per statutory requirements. Routine maintenance / non slip treatment of floors. 	L	4	City Hall Commissionaires / NCC Mechanical Services

Seated during function	Fall off chair	M	13	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> Furniture routinely checked for maintenance issues and functionality. Adequate lighting of venue. 	L	4	City Hall Commissionaires
Crowd Management	Slip / Trip / Fall, Stranger Danger	M	13	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> Commissionaires to hold Accredited Security License 1A 1 C. Commissionaires and organiser to discuss safety and security issues prior to the start of the function. All potential hazards will be identified and indicated to event staff in the site induction prior to setting up the event. Safety site induction to be carried out by the commissionaires and organiser of the event. Commissionaires / organiser to communicate by means of Two Way Radio or Mobile phones. All available male and female amenities patrolled and checked at regular intervals by Commissionaires and delegated student supervisors by organiser of the event. 	L	4	City Hall Commissionaires / Event Organiser
Emergency Actions/ Evacuation	Slip / Trip / Fall, personal injury through incident type	M	18	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> A full fire safety orientation for all event staff by the City Hall Commissionaires prior to the event starting. City Hall Commissionaires trained in emergency procedures and emergency response and control for events. Commissionaires will be in charge of implementing the emergency evacuation plan and meet the Emergency Services at the appointed place. Commissionaires to contact appropriate emergency services in the event of an emergency. Provide a safe path of travel to the exits. 	L	4	City Hall Commissionaires / Event Organiser

						<ul style="list-style-type: none"> Commissionaires to check assembly area prior to the evacuation. Commissionaires to delegate members of catering staff to supervise and control entry points to the space during an evacuation. Event organiser to conduct head count and tick present evacuees against the guest check list at the assembly area. Commissionaires will direct evacuation with assistance from the event organisers and catering staff. Commissionaires to inspect all fire stairs and amenities from time to time. All risks and hazards continually monitored by the City Hall Commissionaires throughout the event and check control measures are in place at all times. 				
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*** Note: To put an 'X' in the boxes: Double click the box then select 'checked' ***

Risk Rating Matrix	CONSEQUENCE					LIKELIHOOD
	Catastrophic	Major	Moderate	Minor	Insignificant	
Almost Certain	25	26	20	16	11	Almost certain: Is expected to occur in most circumstances. (common)
Likely	24	27	17	12	7	Likely: Will probably occur in most circumstances (Has happened).
Possible	20	18	13	8	4	Possible: Might occur at some time (Could happen).
Unlikely	19	14	9	5	2	Unlikely: Could occur at some time (Not likely).
Rare	15	10	6	3	1	Rare: May occur only in exceptional circumstances (Practically impossible).
Implementation Priorities: High – 2 weeks, Medium – 1 month, Low – 3 months. Monitor and review risk control						