



# OHS Risk Assessment and Control Form

Schools on campus - Generic Risk Assessment 2022  
 – generic on-campus workshop/activity days



| Step 1: Who has conducted the Risk Assessment   | Step 4: Documentation and initial approval   |
|---|--|
| Risk Assessment completed by (name): Sarah Chae<br>Staff / Student Number: 30061630<br>Signature: <br>Date: Applies throughout 2022; prepared 18/03/2022 | Authorised by (name): Sara Baker<br>Staff number: 30051649<br>Signature: <br>Date: 18/03/2022 |

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 Sciences and School of Engineering Design and Environment   | Location: WSU Campuses  | Who may be at risk by the activity?  |
| Describe the activity:<br><b>Participants visit campuses to take part in 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.</b> | Describe the location<br><b>Various campuses and buildings are used.</b><br><br>Students arrive and are later picked up by buses organised by the University. Buses have seatbelts. Drop off and pick up points are determined in consultation with Security staff. | <b>School students, accompanying school staff, University students, University staff, guest presenters</b> |

### 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                      | <ul style="list-style-type: none"> <li>• Injury to self or others</li> </ul> | Possible                           | Moderate       | Moderate | <ul style="list-style-type: none"> <li>• Follow WHS procedures for lifting &amp; inspection of area and surrounds</li> <li>• Relevant staff to complete the online module "Manual Handling"</li> </ul>                                       | 2   | <ul style="list-style-type: none"> <li>• Ongoing inspection of equipment &amp; surrounds</li> <li>• Sufficient staff to lift heavy or awkward items</li> </ul> | Unlikely                             | Minor          | Low      |
| Bus travel to and from campus              | School students and staff may suffer injuries if buses are involved in accidents | <ul style="list-style-type: none"> <li>• Injury to self or others</li> </ul> | Possible                           | Major to minor | Moderate | <ul style="list-style-type: none"> <li>• Use of reputable companies with experienced drivers</li> <li>• Buses do not travel at high speeds</li> <li>• Buses have seat belts</li> <li>• Accidents covered by bus company insurance</li> </ul> | 1   | <ul style="list-style-type: none"> <li>•</li> </ul>  | 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   | <ul style="list-style-type: none"> <li>Injury to self or others</li> </ul>                             | Unlikely | Minor    | Low      | <ul style="list-style-type: none"> <li>Car park &amp; road surface maintained as evenly as possible</li> <li>No storage in corridors</li> <li>No trailing electrical leads/cables</li> <li>Floors clean and not slippery</li> </ul> | 2 | <ul style="list-style-type: none"> <li>Supervision of participants by teachers and University staff</li> <li>Most of the time participants and staff will be indoors and seated</li> <li>Venues inspected prior to events</li> <li>Supervision when moving between venues</li> <li>Students and staff taking responsibility for own safety</li> </ul> | Rare     | Minor    | Very low |
| Crossing roads throughout campus/struck by vehicles | <p>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</p> <p>Vehicle drivers could suffer injury trying to avoid striking a pedestrian</p> | <ul style="list-style-type: none"> <li>Injury to self or others</li> <li>Damage to vehicles</li> </ul> | Unlikely | Moderate | Moderate | <ul style="list-style-type: none"> <li>Pedestrian crossings</li> <li>Entrance and exit to car parks clearly marked</li> <li>40 kph speed limit and speed bumps</li> </ul>   | 2 | <ul style="list-style-type: none"> <li>University and school staff, sometimes University students also, supervising participants when moving between venues/ crossing roads</li> <li>People taking responsibility for their own safety</li> </ul>   | 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      | <ul style="list-style-type: none"> <li>University emergency management plan in place</li> </ul>   | 2 | <ul style="list-style-type: none"> <li>Supervision of school students by teachers and University staff</li> </ul>   | 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      | <ul style="list-style-type: none"> <li>• Campus Security staff are on call and trained in first aid</li> <li>• School staff also trained in first aid</li> <li>• Some program staff trained in first aid</li> </ul> | 3 | <ul style="list-style-type: none"> <li>• Participants asked beforehand to advise special dietary requirements and these taken into account in catering</li> <li>• Teachers aware of allergies etc</li> <li>• Reputable caterer used many times previously</li> <li>• Signs used where food contains traces of nuts</li> <li>• People taking responsibility for their own safety</li> </ul> | 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 | <ul style="list-style-type: none"> <li>• Injury to self or others</li> </ul> | Possible | Minor | Moderate | <ul style="list-style-type: none"> <li>• University Security are trained in first aid as are school staff and some University program staff</li> </ul>  | 2 | <ul style="list-style-type: none"> <li>• University guides &amp; school staff are made aware of first aid procedures &amp; access to University security. Emergency contact details are provided</li> </ul>  | 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: <b>Setting up/packing up tables and equipment</b>         | Date: February-December 2022 | Pooled-Engagement                                       |
| Risk control: <b>Bus travel</b>   | Date: February-December 2022 | Pooled-Engagement                                       |
| Risk control: <b>Slips, trips and falls</b>                             | Date: February-December 2022 | Pooled-Engagement                                       |
| Risk control: <b>Crossing roads throughout campus/struck by vehicle</b> | Date: February-December 2022 | Pooled-Engagement                                       |
| Risk control: <b>Fire</b>   | Date: February-December 2022 | Pooled-Engagement                                       |
| Risk control: <b>Adverse Reaction to Food or Drink</b>                  | Date: February-December 2022 | Pooled-Engagement, teachers, caterers, students, guests |
| Risk control: <b>Provision of First Aid Services</b>                    | Date: February-December 2022 | Pooled-Engagement, Security, teachers, Venues           |

## Categories of Risk

| Risk Category                             | Description  |
|---|--|
| Academic<br>(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<br>(Course curriculum / quality) | Quality/ standard of academic program/ course contents, planning strategy for course offerings, approvals and monitoring process for courses and units   |
| Academic<br>(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<br>(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

| Impact        | Likelihood |          |          |          |                |
|---------------|------------|----------|----------|----------|----------------|
|               | 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 | <b>(5) Catastrophic</b> <ul style="list-style-type: none"> <li>Potential financial impact of \$500,000 (\$50,000)(a) or more</li> <li>Detrimental impact on operations or major projects</li> <li>Sustained loss in reputation</li> <li>Sustained impact on services or quality</li> <li>Loss of public confidence in the University</li> <li>Contractual, legislative or regulatory non-compliance with certain litigation, prosecution or penalties</li> <li>Life threatening</li> </ul> | <b>Critical</b><br><b>&gt; 20</b>     | Issue represents a control weakness which could cause a severe disruption to or have a severe adverse effect on operations and objectives |
| (4) Likely         | <b>(4) Major</b> <ul style="list-style-type: none"> <li>Potential financial impact of \$200,000 (\$20,000) or more</li> <li>Major impact on operations or major projects</li> <li>Serious loss in reputation</li> <li>Serious impact on services or quality</li> <li>Probable loss of public confidence in the University</li> <li>Contractual, legislative or regulatory non-compliance with probable litigation, prosecution or penalties</li> <li>Extensive injuries</li> </ul>         | <b>High</b><br><b>≥ 13 &amp; ≤ 19</b> | Issue represents a control weakness which could cause a major disruption to or have a major adverse effect on operations and objectives   |

|                     |  |  |  |
|---------------------|--|--|--|
| <b>(3) Possible</b> | <b>(3) Moderate</b> <ul style="list-style-type: none"> <li>• Potential financial impact of \$100,000 (\$10,000) or more</li> <li>• Moderate impact on operations or major projects</li> <li>• Short-term loss in reputation</li> <li>• Moderate decline in services or quality</li> <li>• Possible loss of public confidence in the University</li> <li>• Contractual, legislative or regulatory non-compliance with potential for litigation, prosecution or penalties</li> <li>• Minor injuries</li> </ul> | <b>Moderate</b><br><b>≥ 5 &amp; ≤ 12</b> | Issue represents a control weakness which could cause a disruption to or have an adverse effect on operations and objectives |
| <b>(2) Unlikely</b> | <b>(2) Minor</b> <ul style="list-style-type: none"> <li>• Potential financial impact of \$50,000 (\$5,000) or more</li> <li>• Minor impact on operations or major projects</li> <li>• No loss in reputation</li> <li>• Minor impact on services or quality</li> <li>• No loss of public confidence in the University</li> <li>• Contractual, legislative or regulatory non-compliance but unlikely to result in litigation, prosecution or penalties</li> <li>• Potential for injury</li> </ul>              | <b>Low</b><br><b>≥ 3 &amp; ≤ 4</b>       | Issue represents a minor control weakness which could cause a minimal but reportable effect on operations and objectives     |
| <b>(1) Rare</b>     | <b>(1) Insignificant</b> <ul style="list-style-type: none"> <li>• Potential financial impact less than \$50,000 (&lt; \$5,000)</li> <li>• Impact can be absorbed – insignificant effect on operations and objectives</li> </ul>  | <b>Very Low</b><br><b>≤ 2</b>            | Issue represents an insignificant control weakness   |

### 3. Evaluation of Control Effectiveness

| Well Designed Control? |                   | Effectively Implemented ? |               |
|------------------------|-------------------|---------------------------|---------------|
| 3                      | Needs improvement | 3                         | Deficient (b) |
| 2                      | Adequate          | 2                         | Marginal      |
| 1                      | Strong            | 1                         | Effective     |