

**OHS017**

**OHS Risk assessment and control form**

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**UNSW**  
THE UNIVERSITY OF NEW SOUTH WALES

For additional information refer to [Risk Assessment and Control Form - guide to completing the form](#), [OHS Risk Assessment and Control Procedure](#), [OHS Risk Rating Procedure](#) and [the Hierarchy of Risk Controls](#).

Faculty/Division: University Services		School/Unit: Venues and Events		
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**Risk assessment name**    **Attending events in the Sir John Clancy Auditorium**

**Step 1: :- Identify the Activity and the location of the activity**

<b>Description of Activity</b>	<b>Audience member, general public and university visitors attending events in the Sir John Clancy Auditorium</b>
<b>Description of Location</b>	<b>Sir John Clancy Auditorium C24 – Gate 9 High St, Kensington</b>

**Step 2: :- Identify who may be at risk by the activity:** A number of people may be at risk from any activity. This may affect the risk controls needed. These people may include fellow workers, visitors, contractors and the public. The location of the activity may affect the number of people at risk

<b>Persons at Risk</b>	Visitors Audience members General public
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**Step 3 to 7:- Identify Hazards, Risks and risk controls.**

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 UNSW Risk Rating Procedure
3. Additional risk controls may be required to achieve an acceptable level of risk (Use hierarchy for risk controls).Re-rate the risk if additional risk controls used.

Tasks	Hazards (Step 3)	Associated risks (Step 4)	Existing risk controls	Risk rating with existing controls *			Additional risk controls required (Step 6)	Risk Rating with additional controls *		
				(Step 5)	C	L		R	(Step 7)	C
<i>Accessing and exiting site</i>	Traffic  Uneven surfaces  Theft  Crime	Injury from vehicle impact  Slips or falls  Injury from violent act  Loss of property	Shared traffic zones marked dedicated slow speed zones  Adequate Lighting at night  Security patrol university grounds  Emergency help points on campus  Rails and non-slip surfaces in place at high risk areas  Do not risk injury by confronting people threats	3	D	M	N/A			
<i>Waiting for event start</i>	Large volumes of people in confined space  Un sighted trip hazards	Slips or falls  Injury from accidental contact with other people	Adequate lighting in foyer space  Security cameras monitoring space for safety concerns  Venue staff in foyer to manage people movement  Trip hazards identified and removed where possible  First aid onsite  If suffering confinement related concerns quiet space is available. Notify venue staff	2	E	L	N/A			

Tasks	Hazards (Step 3)	Associated risks (Step 4)	Existing risk controls	Risk rating with existing controls *			Additional risk controls required (Step 6)	Risk Rating with additional controls *		
				(Step 5)	C	L		R	(Step 7)	C
<i>Entering/exiting auditorium and use of seating provided</i>	<p>Large volumes of people using egress</p> <p>Using stairs</p> <p>Folding tables attached to chairs with moving parts</p> <p>Folded chairs not down before use</p> <p>Moving in darkened space</p>	<p>Slips or falls</p> <p>Injury from accidental contact with other people</p> <p>Crushing and abrasions</p>	<p>Egress lighting</p> <p>Rails around stairwells</p> <p>Wheel chair areas provided</p> <p>Ensure side tables are securely stored</p> <p>Ensure chair bases are down before seating</p> <p>Allow stairs to be used by only 2 people at a time</p>	2	E	L	N/A			

**Step 8: :- List Emergency procedures and controls .List Emergency controls for how to deal with fires, spills or exposure to hazardous substances and/or emergency shutdown procedures**

**Fire**

Rescue persons from immediate danger/within the vicinity of the fire. Raise the alarm, call UNSW Security (02) 938 56666. When notifying an Emergency please ensure that you advise: Your name, phone, fire location, type of fire and any injuries sustained to yourself or others. Raise alarm via Push Break Glass alarm (if available). Contain the fire and smoke only if safe to do so, but ensure you have a safe exit path yourself. Evacuate yourself and others following all instructions from the fire wardens (if present).

**Medical/First Aid (Trained responder)**

If the person/s is in immediate danger, only then is it safe to move them. Remain calm - assess the patient (DRABCD). Raise the alarm – render first aid treatment. If the person requires further medical aid, call UNSW Security on Ext 56666. Advise your name & phone number (in case they need to call you back). Advise them of the patient's details – age, sex, description of injury. Advise them of the address – building name, floor, room number, street name and nearest cross street. Send another person to wait for the ambulance outside the building entrance or street location. If the person/s requires CPR, commence CPR after calling for help.

**Medical/First Aid (Un-Trained responder)**

If the person/s is in immediate danger, only then is it safe to move them. Remain calm and reassure the victim that help is on its way. Raise the alarm – Send someone to get help. If the person requires further medical aid, call UNSW Security on Ext 56666. Advise your name & phone number (in case they need to call you back). Advise them of the patients' details – age, sex, description of injury. Advise them of the address – building name, floor, room number, street name and nearest cross street. Send another person to wait for the ambulance outside the building entrance or street location. Remain with the person until help arrives.

**Step 10:- List legislation, standards and codes of practice relevant to this risk assessment**

**Legislation**

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

**Codes of Practice**

Model Code of Practice - Managing the Work Environment and Facilities (2011)

**UNSW Policy**

HS105 WHS Policy 2012

**UNSW Emergency Procedures**

EM043 Code Red Emergency

EM044 Code Blue Emergency

EM046 Code Yellow Emergency

**Step 11:- Authorisation**

**Authorised by:**

**Date:**

**Signature:**

UNSW Concise OHS Risk Rating Table (OHS696) (Refer to OHS328 OHS risk rating procedure and/or OHS307 Hazard and Incident Reporting Procedure )

Step 1 – Consider the Consequences	Step 2 – Consider the Likelihood	Step 3 – Calculate the Risk																																											
<p>What are the consequences of this event occurring? Consider what <u>could reasonably</u> happen with existing controls in place or if an incident has occurred consider what <u>could have reasonably</u> happened as well as what actually happened. Look at the descriptions and choose the most suitable Consequence.</p>	<p>What is the likelihood of the consequence identified in step 1 happening? Look at the descriptions and choose the most suitable Likelihood</p>	<p>1. Take the consequences rating (1-5) and select the correct column</p> <p>2. Take the likelihood rating(A-E) and select the correct row</p> <p>3. Select the risk rating where the two ratings cross on the matrix below.</p> <p><b>VH = Very high, H = High, M = Medium, L = Low</b></p>																																											
<p><b>5. Severe</b> : death or permanent disability to one or more persons</p> <p><b>4. Major</b> : hospital admission required</p> <p><b>3. Moderate</b> :medical treatment required</p> <p><b>2. Minor</b> : first aid required</p> <p><b>1. Insignificant</b>: injuries not requiring first aid</p>	<p><b>A. Almost certain</b>: expected to occur in most circumstances</p> <p><b>B. Likely</b>: will probably occur in most circumstances</p> <p><b>C. Possible</b>: could occur at some time</p> <p><b>D. Unlikely</b>: is not likely to occur in normal circumstances</p> <p><b>E. Rare</b>: may occur only in exceptional circumstances</p>	<table border="1"> <thead> <tr> <th colspan="2" rowspan="2"></th> <th colspan="5" style="background-color: #4b0082; color: white;">CONSEQUENCES</th> </tr> <tr> <th style="color: purple;">1</th> <th style="color: purple;">2</th> <th style="color: purple;">3</th> <th style="color: purple;">4</th> <th style="color: purple;">5</th> </tr> </thead> <tbody> <tr> <th rowspan="5" style="background-color: #0000ff; color: white; writing-mode: vertical-rl; transform: rotate(180deg);">LIKELIHOOD</th> <th style="background-color: #0000ff; color: white;">A</th> <td style="background-color: #90ee90;">M</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ff0000;">VH</td> <td style="background-color: #ff0000;">VH</td> </tr> <tr> <th style="background-color: #0000ff; color: white;">B</th> <td style="background-color: #90ee90;">M</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ff0000;">VH</td> </tr> <tr> <th style="background-color: #0000ff; color: white;">C</th> <td style="background-color: #add8e6;">L</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ffff00;">H</td> <td style="background-color: #ff0000;">VH</td> </tr> <tr> <th style="background-color: #0000ff; color: white;">D</th> <td style="background-color: #add8e6;">L</td> <td style="background-color: #add8e6;">L</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #ffff00;">H</td> </tr> <tr> <th style="background-color: #0000ff; color: white;">E</th> <td style="background-color: #add8e6;">L</td> <td style="background-color: #add8e6;">L</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #90ee90;">M</td> <td style="background-color: #90ee90;">M</td> </tr> </tbody> </table>			CONSEQUENCES					1	2	3	4	5	LIKELIHOOD	A	M	H	H	VH	VH	B	M	M	H	H	VH	C	L	M	H	H	VH	D	L	L	M	M	H	E	L	L	M	M	M
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Risk level	Required action
<b>Very high</b>	<b>Act immediately:</b> The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.
<b>High</b>	<b>Act today:</b> The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. (iii) the risk assessment has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared. (v) The supervisor must review and document the effectiveness of the implemented risk controls.
<b>Medium</b>	<b>Act this week:</b> The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk assessment has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared.
<b>Low</b>	<b>Act this month:</b> Managed by local documented routine procedures which must include application of the hierarchy of controls.