

## HS Risk management form

For additional information refer to HS329 [Risk Management Procedure](#)

Faculty/Division: Division of Finance and Operations			School/Unit: UNSW Hospitality	
Document number HS017	Initial Issue date 18.8.18	Current version V1	Current Version Issue date 10.8.18	Next review date TBC

**Risk management name** **Attending events on campus**

Form completed by		Signature	Date
Responsible supervisor/ authorising officer	Padaric Meredith-Keller	Signature	Date

**Identify the activity and the location of the activity**

**Description of activity** Audience member, general public and university visitors attending events in Hospitality managed spaces

**Description of location** Science Theatre F13 – Gate 2 High St or Gate 14 Barker St  
Clancy Auditorium C24 – Gate 9 High St or Gate 11 Botany St  
Scientia Conference Centre G19 – Gate 11 Botany St  
Conference and Residential Centre – Gate 11 Botany St

**Identify who may be at risk from the activity:**

This may include fellow workers, visitors, contractors and the public. The types of people may affect the risk controls needed and the location may affect the number of people at risk

**Persons at risk** Visitors  
Audience members  
General public

**How they were consulted on the risk**

**List legislation, standards, codes of practice, manufacturer's guidance etc used to determine control measures necessary**

Work Health and Safety Act 2011  
Work Health and Safety Regulation 2017

**Identify hazards and control the risks.**

1. An activity may be divided into tasks. For each task identify the hazards and associated risks. Also list the possible scenarios which could sooner or later cause harm.
2. Determine controls necessary based on legislation, codes of practice, Australian standards, manufacturer's instructions, safety data sheets etc.
3. List existing risk controls and any additional controls that need to be implemented
4. Rate the risk once all controls are in place using the risk rating matrix (below and in HS329 Risk Management Procedure)

**SHADED GREY AREAS**

If you need to determine whether it's reasonably practicable to implement a control based on the risk, complete the shaded grey columns

Feel free to resize the boxes to suit your situation/the amount of text you need to use

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Task/ Scenario	Hazard	Associated harm	Existing controls	Any additional controls required?	Risk Rating			Cost of controls (in terms of time, effort, money)	Is this reasonably practicable  Y/N
					Consequences	Likelihood	Risk		
Accessing and exiting site	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	N/A	3	D	M		
Waiting for event start	Large volumes of people in confined space  Unsighted 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		
Entering/exiting auditorium and use of seating	Large volumes of people using egress	Slips or falls  Injury from accidental contact	Egress lighting  Rails around stairwells  Wheel chair areas provided		2	E	L		

<i>provided</i>	<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>with other people</p> <p>Crushing and abrasions</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>						
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## Risk Rating Matrix

RISK RATING METHODOLOGY AND MATRIX																																																			
<b>Consider the Consequences</b> Consider: What type of harm could occur (minor, serious, death)? Is there anything that will influence the severity (e.g. proximity to hazard, person involved in task etc.). How many people are exposed to the hazard? Could one failure lead to other failures? Could a small event escalate?		<b>Consider the Likelihood</b> Consider: How often is the task done? Has an accident happened before (here or at another workplace)? How long are people exposed? How effective are the control measures? Does the environment effect it (e.g. lighting/temperature/pace)? What are people's behaviours (e.g. stress, panic, deadlines) What people are exposed (e.g. disabled, young workers etc.)?		<b>Calculate the Risk</b> 1.Take the consequences rating and select the correct column  2.Take the likelihood rating and select the correct row  3. Select the risk rating where the two ratings cross on the matrix below.  <b>VH = Very high, H = High, M = Medium, L = Low</b>																																															
<b>5. Severe:</b> death or permanent disability to one or more persons  <b>4. Major:</b> hospital admission required  <b>3. Moderate:</b> medical treatment required  <b>2. Minor:</b> first aid required  <b>1. Insignificant:</b> injuries not requiring first aid		<b>A. Almost certain:</b> expected to occur in most circumstances  <b>B. Likely:</b> will probably occur in most circumstances  <b>C. Possible:</b> might occur occasionally  <b>D. Unlikely:</b> could happen at some time  <b>E. Rare:</b> may happen only in exceptional circumstances		<table><tr><th colspan="2"></th><th colspan="5">CONSEQUENCES</th></tr><tr><th colspan="2"></th><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th></tr><tr><th rowspan="5">LIKELIHOOD</th><th>A</th><td>M</td><td>H</td><td>H</td><td>VH</td><td>VH</td></tr><tr><th>B</th><td>M</td><td>M</td><td>H</td><td>H</td><td>VH</td></tr><tr><th>C</th><td>L</td><td>M</td><td>H</td><td>H</td><td>VH</td></tr><tr><th>D</th><td>L</td><td>L</td><td>M</td><td>M</td><td>H</td></tr><tr><th>E</th><td>L</td><td>L</td><td>M</td><td>M</td><td>M</td></tr></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
Very high	<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
High	<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 and (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and (iii) the document has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared and (v) the supervisor must review and document the effectiveness of the implemented risk controls
Medium	<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 controls and (ii) the document has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared.
Low	<b>Act this month:</b> Managed by local documented routine procedures which must include application of the hierarchy of controls.

**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.

<b>Implementation</b>			
<b>Additional control measures needed:</b>	<b>Resources required</b>	<b>Responsible person</b>	<b>Date of implementation</b>
<b>REVIEW</b>			
Scheduled review date:			
Are all control measures in place?			
Are controls eliminating or minimising the risk?			
Are there any new problems with the risk?			
<b>Review by: (name)</b>			
<b>Review date:</b>			

<b>Acknowledgement of Understanding</b>		
All persons performing these tasks must sign that they have read and understood the risk management (as described in HS329 Risk Management Procedure).		
<b>Note:</b> for activities which are low risk or include a large group of people (e.g. open days, BBQ's, student classes etc), only the persons undertaking the key activities need to sign below. For all others involved in such activities, the information can be covered by other methods including for example a safety briefing, induction, and/or safety information sheet (ensure the method of communicating this information is specified here)		
<b>Risk management name and version number:</b>	<b>I have read and understand this risk management form</b>	
Name	Signature	Date