OUSA Event Hazard Risk Assessment and Management

Use this page for task and occupational related hazard assessment of short term work or activity for Confined Space work.

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| **Work/Activity Details /Risk Assessment** |
| Description of Event/Project: |  | Location |  | Time |  |
| Risk assessment conducted by: |  | Date: |  |  |  |

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| **Atmospheric Hazard** | **Task Related Hazard** | **Significant**Yes or no | **Hazardous Event Associated Risk**(i.e. what may occur to lead the hazard to cause harm) | **Like-lihood**(L value) | **Conse-quence**(C value) | **Risk Rating**L x C | **Hazard Action/Risk Control Plan**Update controls as required | **Residual Risk Rating** | **Eliminated or minimised** |
|  | **Injuries to Crowd** | **Yes** | Congestion of foot traffic through event space | 2 | 1 | 2 | The capacity is far larger than expected attendance. Correct layout of event space allowing space for main pathways to be used | 1x1=1 | minimised |
|  |  | **No** | Unruly behaviour | 2 | 2 | 4 | UC security aware of event, & will be called if required.  | 1x3=3 | minimised |
|  |  | **No** | Marquees falling over | 2 | 2 | 4 | Attending stalls instructed to bring weights/pegs if bringing their own marquee.Marquees will be checked. | 1x2=2 | minimised |
|  |  | **No** | Tripping on cords | 3 | 2 | 6 | All cords covered with yellow jackets/tapped down to avoid tripping | 1x1=1 | minimised |
|  |  | **Yes** | Cars moving within the site and high pedestrian areas | 2 | 3 | 6 | All stalls advised that no cars are allowed on site from 8:50am. UC Security to stop vehicles entering central campus by closing Barrier Arm. | 1x3=3 | minimised |
|  |  | **No**  | Melted Ice making the footpath slippery | 2 | 2 | 4 | Tarp sits under the ice block to capture water. Site situated next to drain. Slippery when wet signage placed to make students aware | 1x3=3 | minimised |
|  | **Injuries to Participants** | **No** | Ice Chips flying off the block and hitting participant in the eye. | 2 | 2 | 4 | Participants and wear goggles, crowd made to stand back  | 1x2=2 | minimised |
|  |  |  | Ice block falling over onto participants | 2 | 2 | 4 | Manage the melting of the ice with a spade/hair dryer so its balanced and doesn’t fall over | 1x2=2 | minimised |
|  |  |  | Tools breaking | 2 | 2 | 4 | Participant wear goggles, crowd made to stand back. All objects blunt edged | 1x2=2 | minimised |
|  | **Injuries to Event Staff** | **No**  | Manual handling injury moving equipment | 2 | 2 | 4 | Use correct lifting technique. Staff trained in manual handling. Correct PPE worn by contractors/UCSA staff involved | 1x2=2 | minimised |
| **Environment** |  | **Yes** | Heavy rain | 3 | 2 | 6 | Outdoor stalls will be moved onto concrete, undercover, or cancelled depending on the excessiveness of the rain. The decision to cancel the outdoor stalls will be made before 8.30am by the Event Manager in consultation with other UCSA staff. | 2x2=4 | minimised |
|  |  | **yes** | Earthquakes | 2 | 4 | 8 | Follow UC evacuation procedures. Stallholders will receive a brief induction on safety procedures on arrival. | 2x2=4 | minimised |
|  |  | **yes** | Storms and high winds | 2 | 4 | 8 | In case of high winds/stormy weather event will be postponed/cancelled | 2x2=4 | eliminated |
|  | **Pre-existing medical condition** | **No** | Asthma, diabetes, allergies…of club members, students, staff… | 3 | 1 to 3 | 3 to 9  | Have cell phone at venue in case of emergency; inform staff and stallholders of where first aid kit is located via induction onto site. | 3x2=6 | minimised |
| **Excessive Noise** |  | **YES** | Noise above 85db | 5 | 3 | 15 | Providing hearing protection. Regularly monitoring workplace noise levels. Isolating the noise from employees  | 3x2=6 | minimised |
|  | **Intoxication from Alcohol** | **YES** | Visitors arrive intoxicated. Poor behaviour/ judgement | 4 | 4 | 16 | Refuse entry - have dedicated security at all entry points. Ensure all entry points communicate clearly of suspected intoxicated visitors. Set expectations – clear signage on alcohol policy. Limit alcohol drinks or only allow purchase of 1 at a time. Provide qualified First Aiders | 3x2=6 | minimised |

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| Person in Control of Work/Activity ……………………………………………………………………Position ……………………………………………………………………Signature ……………………………… Date ……………… | Name ……………………………………………………………………Position ……………………………………………………………………Signature …………………………………………………………………… Date ……………… |
| **Hazards not eliminated on completion of work must be recorded on Hazard Register** |

**How to use this form:**

1. List all the known or potential hazards associated with the proposed field activity.

2. Consider whether hazard is significant.

3. Identify the hazardous event that would lead to the hazard causing harm.

4. Consider the likelihood of it occurring and the consequence if it did occur.

5. Use the Risk Rating Matrix below to rate the hazard risk.

6. Identify suitable control options for the hazard that will reduce the risk levels.

7. Use the Risk Rating Matrix to calculate the residual risk.

8. Record the residual risk rating score against the hazard.

9. Determine if the controls eliminate, isolate or minimise the hazard.

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| **Risk Rating Matrix** |
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|  **Result** **Likelihood** | Minor (1) | Moderate (2)(first aid only) | Severe (3)(serious harm) | Major (4)(permanent disabling injury) | Catastrophic (5)(Loss of life, > $1m costs) |
| Rare (1) | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |
| Unlikely (2) | Low (2) | Low (4) | Medium (6) | Medium (8) | High (10) |
| Moderate (3) | Low (3) | Medium (6) | Medium (9) | High (12) | High (15) |
| Likely (4) | Low (4) | Medium (8) | High (12) | High (16) | Critical (20) |
| Almost certain (5) | Medium (5) | High (10) | High (15) | Critical (20) | Critical (25) |

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| **Risk Categories**

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| Critical & High | Risk treatment strategies to be approved by Supervisor/Manager. |
| Medium | Risk treatment strategies to be implemented by Person in Control of Work/Activity and any specialist support as required. Strategies to be approved by persons with specialist knowledge or experience. |
| Low | Risk acceptable – to be managed under normal control procedures (e.g. planning, training, information, supervisor and review). |

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| **Risk**: the chance of something happening that will impact on your work.**Significant**: can cause serious harm.**Residual Risk**: The levels of risk remaining after all control measures have been implemented. |