

## Hazard Identification, Risk Assessment and Control Work Sheet

### ***Risk Assessment Values***

| Measure  |                             | Ratings                |                               |                          |                            |                       |                                     |
|----------|-----------------------------|------------------------|-------------------------------|--------------------------|----------------------------|-----------------------|-------------------------------------|
| <b>A</b> | <b>Likelihood</b>           | Practically Impossible | Conceivable but very unlikely | Remotely possible        | Unusual but possible       | Possibly could happen | Might well be expected at some time |
|          |                             | 0.2                    | 0.5                           | 1                        | 3                          | 6                     | 10                                  |
| <b>B</b> | <b>Exposure</b>             | Very Rare (yearly)     | Rare (a few per year)         | Unusual (once per month) | Occasional (once per week) | Frequent (daily)      | Continuous                          |
|          |                             | 0.5                    | 1                             | 2                        | 3                          | 6                     | 10                                  |
| <b>C</b> | <b>Possible Consequence</b> | Noticeable             | Important                     | Serious                  | Very Serious               | Disaster              | Catastrophic                        |
|          |                             | 1                      | 3                             | 7                        | 15                         | 40                    | 100                                 |

### ***Risk Score Decision Table***

|               | Score     | Risk              | Action                           | Risk Priority |
|---------------|-----------|-------------------|----------------------------------|---------------|
| <b>AxBxC=</b> | > 400     | Unacceptable Risk | Consider discontinuing operation | 1             |
|               | 200 – 400 | High Risk         | Immediate action required        | 2             |
|               | 70 – 200  | Substantial Risk  | Correction needed                | 3             |
|               | 20 – 70   | Medium Risk       | Attention required               | 4             |
|               | < 20      | Low Risk          | Perhaps Acceptable               | 5             |

### ***Proposed Control Method***

| Order of Preference | Control Method   |
|---------------------|--|
| 1                   | Elimination  |
| 2                   | Substitution   |
| 3                   | Isolation  |
| 4                   | Engineering Controls<br><ul style="list-style-type: none"> <li>- Design modification</li> <li>- Guarding</li> </ul> permanently fixed physical barrier<br>interlocked physical barrier<br>presence sensing systems |
| 5                   | Administrative controls  |
| 6                   | Personal Protective Equipment  |
| 7                   | Other – Advise client  |

| Hazard Identification  |  | Risk Assessment |   |   |                    |                  | Control Method   |               |
|--|--|-----------------|---|---|--------------------|------------------|--|---------------|
|  | DESCRIPTION OF IDENTIFIED HAZARD   | A               | B | C | Score<br>A x B x C | Risk<br>Priority | Description  | Final<br>Risk |
| <b>CONFERENCE SET UP</b>                                     |  |                 |   |   |                    |                  |  |               |
| GL team sets up conference in accordance with set procedures | Slips, trips and falls over cables and equipment   | 3               | 1 | 7 | 21                 | 4                | Tape down cords/cables   |               |
|  | Manual handling injuries from lifting equipment  |                 |   |   |                    |                  | Team lifting   |               |
| <b>CONFERENCE SESSIONS</b>                                   |  |                 |   |   |                    |                  |  |               |
| GL team conducts conference sessions                         | Slips, trips and falls over cables and equipment   | 3               | 1 | 7 | 21                 | 4                | Tape down cords/cables   |               |
|  | Trips and falls up/down stairs/tiered seating due to movement during session                     | 3               | 1 | 7 | 21                 | 4                | Ensure students do not run in conference centre – safety procedures at start of conference             |               |
|  | Falls due to students swinging/standing on chairs  | 3               | 1 | 7 | 21                 | 4                | Ensure staff take responsible care of their students – make staff aware of this at start of conference |               |
|  | Throwing objects into crowd (prizes)   | 3               | 1 | 3 | 9                  | 5                | Hand out prizes rather than throw into crowd   |               |
|  | Trips and falls due to on stage activities   | 3               | 1 | 7 | 21                 | 4                | Precautionary methods to reduce onstage falls  |               |
| <b>CONFERENCE BREAKS</b>                                     |  |                 |   |   |                    |                  |  |               |
| Morning Tea and Lunch Break from conference                  | Slips, trips and falls over cables and equipment   | 3               | 1 | 7 | 21                 | 4                |  |               |
|  | Slips, trips and falls due to spillages near water stations, morning tea stations and foyer area | 3               | 1 | 7 | 21                 | 4                | Tape down cords/cables   |               |
|  | Broken glass/crockery  | 3               | 1 | 3 | 9                  | 5                | Notify staff of any spillages and breakages that occur   |               |

| CONFERENCE PACK DOWN  |   |   |     |    |     |   |   |  |
|---|---|---|-----|----|-----|---|---|--|
| GL team packs down conference in accordance with set procedures   | <p>Slips, trips and falls over cables and equipment</p> <p>Manual handling injuries from lifting equipment</p>  | 3 | 1   | 7  | 21  | 4 | <p>Tape down cords/cables</p> <p>Team lifting</p>   |  |
| COVID-19  |   |   |     |    |     |   |   |  |
| <p>COVID-19 is a disease caused by a new form of coronavirus. It was first reported in December 2019 in China and has since been declared a pandemic.</p> | <p>Symptoms reported in identified cases of COVID-19 novel coronavirus include:</p> <ul style="list-style-type: none"> <li>• fever</li> <li>• a cough</li> <li>• sore throat</li> <li>• fatigue</li> <li>• shortness of breath</li> </ul>   | 1 | 0.5 | 15 | 7.5 | 5 | <p>Anyone who has fever (or history of fever) OR acute respiratory symptoms (cough, sore throat, shortness of breath) should see a doctor immediately. Encourage attendees to get COVID-19 vaccination.</p> |  |
| Transmission of COVID-19  | <ul style="list-style-type: none"> <li>• Direct contact with a person while they are infectious</li> <li>• Direct or indirect contact with respiratory droplets (such as when a person coughs or sneezes)</li> <li>• Direct contact with objects and surfaces which are contaminated by respiratory droplets</li> </ul> | 1 | 0.5 | 15 | 7.5 | 5 | <p>Control measures are set out in the GRIP Leadership COVID Safe Event Plan (see attached)</p>   |  |