

Hazard Identification, Risk Assessment and Control Work Sheet

Risk Assessment Values

Measure		Ratings					
A	Likelihood	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	Exposure	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
C	Possible Consequence	Noticeable	Important	Serious	Very Serious	Disaster	Catastrophic
		1	3	7	15	40	100

Risk Score Decision Table

	Score	Risk	Action	Risk Priority
AxBxC=	> 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 - Design modification - Guarding permanently fixed physical barrier interlocked physical barrier 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 A x B x C	Risk Priority	Description	Final Risk
CONFERENCE SET UP								
GL team sets up conference in accordance with set procedures	Slips, trips and falls over cables and equipment Manual handling injuries from lifting equipment	3	1	7	21	4	Tape down cords/cables Team lifting	
CONFERENCE SESSIONS								
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	
CONFERENCE BREAKS								
Morning Tea and Lunch Break from conference	Slips, trips and falls over cables and equipment	3	1	7	21	4	Tape down cords/cables Notify staff of any spillages and breakages that occur	
	Slips, trips and falls due to spillages near water stations, morning tea stations and foyer area	3	1	7	21	4		
	Broken glass/crockery	3	1	3	9	5		

CONFERENCE PACK DOWN							
GL team packs down conference in accordance with set procedures	Slips, trips and falls over cables and equipment Manual handling injuries from lifting equipment	3	1	7	21	4	Tape down cords/cables Team lifting
COVID-19							
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.	Symptoms reported in identified cases of COVID-19 novel coronavirus include: <ul style="list-style-type: none"> • fever • a cough • sore throat • fatigue • shortness of breath 	1	0.5	15	7.5	5	Anyone who has fever (or history of fever) OR acute respiratory symptoms (cough, sore throat, shortness of breath) should see a doctor immediately. There is no specific treatment for COVID-19 infection and there is currently no vaccine for COVID-19 novel coronavirus.
Transmission of COVID-19	<ul style="list-style-type: none"> • Direct contact with a person while they are infectious • Direct or indirect contact with respiratory droplets (such as when a person coughs or sneezes) • Direct contact with objects and surfaces which are contaminated by respiratory droplets • Current medical advice from the World Health Organisation (WHO) indicates that COVID-19 is not an airborne virus. As such, the WHO does not consider air conditioning to be a factor in spreading COVID-19 at this time. 	1	0.5	15	7.5	5	Control measures are set out in the GRIP Leadership COVID Safe Event Plan (see attached)