

# 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 - Design modification - Guarding permanently fixed physical barrier interlocked physical barrier presence sensing systems
5	Administrative controls
6	Personal Protective Equipment
7	Other – Advise client

<b>Hazard Identification</b>		<b>Risk Assessment</b>					<b>Control Method</b>	
	<b>DESCRIPTION OF IDENTIFIED HAZARD</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>Score A x B x C</b>	<b>Risk Priority</b>	<b>Description</b>	<b>Final Risk</b>
<b>CONFERENCE SET UP</b>								
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	
<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	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