HS017

HS Risk management form

For additional information refer to HS329 Risk Management Procedure

Faculty/Division: All			School/Unit: UNSW facilities wide	
Document number – HS017.1	Initial Issue date 21/8/2020	Current version V1.1	Current Version Issue date-8/9/2020	Next review date – 3months?

Risk management name **Implementation of face masks as PPE masks to reduce risk of COVID-19 on UNSW campuses**

Form completed by	Alex Tillman	*Signature*	*Date*
Responsible supervisor/ authorising officer		*Signature*	*Date*

Identify the activity and the location of the activity

Description of activity

The use and implementation of different types of masks as to reduce the risk of COVID-19 across UNSW buildings and campuses.

Where masks are to be used they must be appropriate to the level of protection required for both the user and the activity. Mask must be used in combination with the other health hygiene and spatial distance requirements used across campus.

Based on low levels of cases within NSW and Randwick LGA as of 8th September 2020

This assessment does not address occupants of student accommodation.

Description of location

All UNSW campuses.

Identify who may be at risk from the activity:

This may include fellow workers, students, 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 UNSW Staff, students, visitors and contractors

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
Australia Standard 4381:2015
SafeWork Australia: National guide for safe workplaces – COVID-19
SafeWork NSW: COVID-19-Coronavirus guides https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus
NSW Health guidance

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

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*		
Movement around outside campus for all persons	Biological - Organism/infection	Potential for high community transmission to UNSW community, vulnerable family /work members Asymptomatic spread of Covid Cause workplace shut down and affect productivity and reputation of UNSW.	• Safe Return to Campus - Compliance & Approval Process • Signage and Decals • Provision of hand washing facilities and hand sanitizer stations.	•	*2*	*D*	*L*		*Y*
Movement around campus where possible close contact (such as lift, busy corridors) for all persons	Biological - Organism/infection	Potential for high community transmission to UNSW community, vulnerable family /work members Asymptomatic spread of Covid Cause workplace shut down and affect productivity and reputation of UNSW.	• Safe Return to Campus - Compliance & Approval Process • Signage and Decals • Provision of hand washing facilities and hand sanitizer stations.	• Strong recommendation personally provided cloth mask constructed as per the guidance from NSW Health	*2*	*D*	*L*		
All person attending retail outlets/food outlets, service counters as a customer in close contact under 1.5m or under 4 square metres per person short term (less than 15 minutes accumulative over the course of a week in public health close contact)	Biological - Organism/infection	Potential for high community transmission to UNSW community, vulnerable family /work members Illness and death of individual Asymptomatic spread of Covid Cause workplace shut down and affect productivity and reputation of UNSW	• Strong recommendation of L2 surgical mask or cloth mask constructed as per the guidance from NSW Health • Safe Return to Campus - Compliance & Approval Process • Signage and Decals • Provision of hand washing facilities and hand sanitizer stations • Installation of customer barriers to reduce access and contact between staff and customer.	• Strong recommendation personally provided cloth mask constructed as per the guidance from NSW Health • Removal of excess furniture to discourage seating in close spaces and take-away.	*2*	*D*	*L*		*Y*

Worker front facing position such as retail outlet food outlets/ service counters in close contact under 1.5m or under 4 square metres per person	Biological - Organism/infection	Potential for high community transmission to UNSW community, vulnerable family /work members Illness and death of individual Asymptomatic spread of Covid Cause workplace shut down and affect productivity and reputation of UNSW	• Safe Return to Campus - Compliance & Approval Process • Signage and Decals • Provision of hand washing facilities and hand sanitizer stations • Implementation of customer barriers to reduce access and contact between staff and customer	• Mandatory use of a three-layer cloth mask constructed to NSW Health specifications. This is requisite Personal Protective Equipment (PPE) as a minimum measure • provide additional training in hygiene practices, hand washing correct PPE use and disposal, correct wearing, and removal/disposal of masks • If workers experiencing any upper respiratory symptoms after close contact work– individuals should go to Department of Health's Symptom checker, attend a COVID testing clinic or seek medical attention/advice from their doctor.	*3*	*D*	*M*		*y*
Working in close contact under 1.5m or under 4 square metres per person-planned infrequent (for greater than 15 minutes cumulative potential exposure over the course of a week). Such as moving heavy items , training demonstrations within laboratory or workshops	Biological - Organism/infection	Potential for high community transmission to UNSW community, vulnerable family /work members Illness and death of individual Asymptomatic spread of Covid Cause workplace shut down and affect productivity and reputation of UNSW	• Safe Return to Campus - Compliance & Approval Process • SWP/RMF for task • Close work plan: • Minimise the number of people and the frequency and length of time for close work. • Minimise the area where close work happens and the number of people who use the area. • Provide training in hygiene practices, hand washing correct PPE use and disposal, correct wearing, and removal/disposal of masks • Increased hygiene measure and list equipment that poses a higher risk of virus transmission and • have checklist for wipe down (eg microscope eye pieces- cover with cling film, keyboards, on /off switches. • Supply additional cleaning resources • All persons to download Covid safe app or keep record of contacts for contact tracing • Wear gloves, gowns, eye	• Mandatory use of a three-layer cloth mask constructed to NSW Health specifications,. This is requisite Personal Protective Equipment (PPE) as a minimum measure • provide additional training in hygiene practices, hand washing correct PPE use and disposal, correct wearing and removal/disposal of masks • If workers experiencing any upper respiratory symptoms after close contact work– individuals should go to Department of Health's Symptom checker, attend a COVID-19 testing clinic or seek medical attention/advice from their doctor • No cloth masks allowed in lab environments.	*2*	*D*	*L*		*Y*

			protection, face masks (surgical unless you are doing heavy breathing (hard physical work) in which case P2 mask for short periods required. Reusable PPE be stored separately / wiped down after each use /changed frequently. • Individuals will be encouraged to download and have the COVIDSafe App active whilst on campus or have an alternative method of recording contacts such as a diary						
Working in close contact under 1.5m or under 4 square metres per person-planned frequently .	Biological - Organism/infection	Potential for high community transmission to UNSW community, vulnerable family /work members Illness and death of individual Asymptomatic spread of Covid Cause workplace shut down and affect productivity and reputation of UNSW	• Safe Return to Campus - Compliance & Approval Process • SWP/RMF for task • Close work plan : • Minimise the number of people and the frequency and length of time for close work. • Minimise the area where close work happens and the number of people who use the area. • Provide training in hygiene practices, hand washing correct PPE use and disposal, correct wearing and removal/disposal of masks • Increased hygiene measure and list equipment that poses a higher risk of virus transmission and • have checklist for wipe down (eg microscope eye pieces- cover with cling film, keyboards, on /off switches. • Supply additional cleaning resources • All persons to download Covid safe app or keep record of contacts for contact tracing • Wear gloves, gowns, eye protection, face masks (surgical unless you are doing heavy breathing (hard physical work) in which case P2 mask for short periods required. Reusable PPE be stored separately / wiped down after each use /changed frequently.	• Mandatory use of a three-layer cloth mask constructed to NSW Health specifications, unless in a wet laboratory environment where L2or L3 is required. This is requisite Personal Protective Equipment (PPE) as a minimum measure • provide additional training in hygiene practices, hand washing correct PPE use and disposal, correct wearing and removal/disposal of masks • If workers experiencing any upper respiratory symptoms after close contact work– individuals should go to Department of Health's Symptom checker, attend a COVID-19 testing clinic or seek medical attention/advice from their doctor • If the work involves external people such as visitors/contractors ensure that they are registered for contact tracing	*3*	*D*	*M*		*Y*

			• Individuals will be encouraged to download and have the COVIDSafe App active whilst on campus or have an alternative method of recording contacts such as a diary. • Reduce the number of other contacts for the close working teams • Split teams into rosters						
Accessing teaching space with the possibility of non compliance to spatial distances requirements	Biological - Organism/infection	Potential for high community transmission to UNSW community, vulnerable family /work members Illness and death of individual Asymptomatic spread of Covid Cause workplace shut down and affect productivity and reputation of UNSW	• Safe Return to Campus - Compliance & Approval Process • Signage and Decals • Provision of hand washing facilities and hand sanitizer stations	• Personal provision of a three- layer cloth mask is strongly recommended constructed as per the guidance from NSW Health	*2*	*D*	*L*		*Y*
Provision/ receiving face to face teaching/ demonstrations	Biological - Organism/infection	Potential for high community transmission to UNSW community, vulnerable family /work members Illness and death of individual Asymptomatic spread of Covid Cause workplace shut down and affect productivity and reputation of UNSW	• Safe Return to Campus - Compliance & Approval Process • Signage and Decals • Provision of hand washing facilities and hand sanitizer stations • Physical distancing encouraged within room	• Personal provision of a three- layer cloth mask is strongly recommended constructed as per the guidance from NSW Health	*2*	*D*	*L*		*Y*
All person attending office-based environment compliant to the 1.5m or under 4 square metres per person-	Biological - Organism/infection	Potential for high community transmission to UNSW community, vulnerable family /work members Illness and death of individual Asymptomatic spread of Covid Cause workplace shut down and affect productivity and reputation of UNSW	• Safe Return to Campus - Compliance & Approval Process • Signage and Decals • Provision of hand washing facilities and hand sanitizer stations.	• Adequate ventilation • Personal provision of a three- layer cloth mask is strongly recommended constructed as per the guidance from NSW Health • WFH preferred where available.	*2*	*D*	*L*		*Y*
Vulnerable/High risk population attending any activity on campus	Biological - Organism/infection	Potential for high community transmission to UNSW community, vulnerable family /work members Illness and death of individual Asymptomatic spread of Covid Cause workplace shut down and affect productivity and reputation of UNSW	• Safe Return to Campus - Compliance & Approval Process • Signage and Decals • Provision of hand washing facilities and hand sanitizer stations	• Personal provision of an appropriate mask as recommended by your health care professional is strongly recommended. • WFH preferred where available.	*4*	*D*	*M*		*Y*

Working in close contact under 1.5m or under 4 square metres per person-unplanned or emergency such as chemical spill, first aid	Biological - Organism/infection	Potential for high community transmission to UNSW community, vulnerable family /work members Illness and death of individual Asymptomatic spread of Covid Cause workplace shut down and affect productivity and reputation of UNSW	• Follow UNSW emergency procedures • Wear surgical mask in addition to gown /gloves /eye protections if possible • Make note of duration of close contact get and give contact details of involved persons and ask to report any Covid repercussion to department of health.	•	*3*	*D*	*M*		*Y*
Inappropriate or incorrect use of any face masks may increase the risk of COVID-19	Biological - Organism/infection	Spread Covid to vulnerable family /work members Asymptomatic spread of Covid Cause workplace shut down and affect productivity and reputation of school	• Follow manufacturer's directions when put mask on and off • Individuals requiring a surgical mask must watch this NSW Government video https://www.youtube.com/watch?v=qk6ai3JUL9U&feature=youtu.be It demonstrates how to wear and use a surgical mask appropriately • Wash hands before putting mask on. • Ensure appropriately fitted disposable P2/N95 mask or surgical mask – these must be fitted properly and disposed of upon exit or saturation of the mask/filter, as biological waste ensure the masks fits over the nose • Take mask off when away from other people • Dispose of single-use masks responsibly in the rubbish bin. For safety, where possible, put it into a sealed bag before putting it in the bin to ensure others won't touch it. • Wash hands immediately after removal	•	*4*	*D*	*M*		*Y*

Risk Rating Matrix

RISK RATING METHODOLOGY AND MATRIX

Consider the Consequences

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?

5. Severe: death or permanent disability to one or more persons

4. Major: hospital admission required

3. Moderate: medical treatment required

2. Minor: first aid required

1. Insignificant: injuries not requiring first aid

Consider the Likelihood

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.)?

A. Almost certain: expected to occur in most circumstances

B. Likely: will probably occur in most circumstances

C. Possible: might occur occasionally

D. Unlikely: could happen at some time

E. Rare: may happen only in exceptional circumstances

Calculate the Risk

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.

VH = Very high, H = High, M = Medium, L = Low

		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

Risk level	Required action
Very high	**Act immediately**: 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	**Act today:** 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	**Act this week**: 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	**Act this month:** 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

Follow all unsw guidelines and department of health direction for covid
Follow UNSW Emergency Management Plan
When in doubt report incident, via the covid reponse team 'bat-phone' (0430 930 141)
Get contact details of people in close contact
Report incidence to supervisor

Implementation			
Additional control measures needed:	**Resources required**	**Responsible person**	**Date of implementation**
Provision of training material on the use of all types of masks to ensure safe, storage, handling and disposal.			
Continual review and update based on NSW Health advice			

REVIEW			
Scheduled review date:	3 months after start?		
Are all control measures in place?	Check before starting		
Are controls eliminating or minimising the risk?	Yes – new route to help minimise the risks as well.		
Are there any new problems with the risk?			
Review by: (name)			
Review date:	TBA		

Acknowledgement of Understanding

All persons performing these tasks must sign that they have read and understood the risk management (as described in HS329 Risk Management Procedure).

Note: 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)

Risk management name and version number:	**I have read and understand this risk management form**	
Name	Signature	Date