**HS Risk management form - HS017**

For additional information refer to HS329 [Risk Management Procedure](https://www.unsw.edu.au/content/dam/pdfs/governance/policy/2022-01-policies/HS329.pdf)

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| Faculty/Division: ALL UNSW | School/Unit: All |
| Document numberHS-RA-02 | Initial Issue dateMarch 2010 | Current version**4.0** | Current Version Issue date August 2022 | Next review dateAugust 2025 |

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| **Risk management name** | **Delivering timetabled class lectures and seminars; marking activities** |

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| Form completed by | (Insert name of person completing the form) | *Signature* | *Date* |
| Responsible supervisor/authorising officer | (Insert name of responsible supervisor/authorising officer) | *Signature* | *Date* |

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| **Identify the activity and the location of the activity:** | **Identify who may be at risk from the activity:** This may include fellow workers, 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 |
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| **Description of activity** | **Persons at risk** |
| The delivery of time-tabled lectures, seminars and workshops in low-risk environments such as CATS rooms and meeting rooms – inclusive of those that occur after hours (6pm-8am Mon-Fri and all day on weekends, public holidays, university holidays/shutdowns)**Note:** Where the term ‘lecturer’ is used – this can apply to any UNSW staff member in charge of teaching or assisting the person in charge of teaching. | Workers, students, visitors, members of the public. |
| **Description of location** | **How they were consulted on the risk** |
| All UNSW – CATS rooms, meeting rooms | HS CommitteesLecturers consulted in the development of the RMFWhere necessary, lecture/seminar attendees are provided with a safety briefing. |
| **List legislation, standards, codes of practice, manufacturer’s guidance etc used to determine control measures necessary** |
| Work Health and Safety Act 2011Work Health and Safety Regulation 2017Code of Practice Hazardous Manual Tasks August 2019Code of Practice Managing the Work Environment and Facilities August 2019 |

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| **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 implemented4. Rate the risk once all controls are in place using the risk rating matrix (below and in HS329 Risk Management Procedure)SHADED GREY AREASIf you need to determine whether it’s reasonably practicable to implement a control based on the risk, complete the shaded grey columnsFeel free to resize the boxes to suit your situation/the amount of text you need to use |
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| *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* |
| *Preparing course material* | * Ergonomic; poor workstation set-up
 | * Overuse
* Musculoskeletal injury
 | * Take regular rest/pause breaks
* Adjust workstation in accordance to [HS114 Workstation Checklist](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsafety.unsw.edu.au%2Fsites%2Fdefault%2Ffiles%2Fdocuments%2FHS114_Workstation_Checklist_3.2.docx&wdOrigin=BROWSELINK)
* Set dedicated time aside to prepare – transfer phone/email to a colleague where possible, avoid making appointments on preparation days
* Workload management
 |  | *3* | *D* | *M* |  | *Y* |
| *Transporting heavy/awkward class materials* | * Manual handling; poor technique
 | * Musculoskeletal injury
 | * Use trolleys
* Use backpacks
* Ensure transporting equipment is not overloaded and items are fulling contained within (i.e., not overhanging)
* Ensure paths of travel are clear with even surfaces and well lit
* Seek assistance when required
* Follow [HS432 Hazardous Manual Tasks Procedure](https://www.gs.unsw.edu.au/policy/documents/HS432.pdf)
* Online training HSEEMT - Ergonomics & Manual Tasks; HSEERF – Ergonomic Refresher
 |  | *3* | *D* | *M* |  | *Y* |
| *Speaking / standing / sitting for prolonged periods* | * Fatigue; inadequate rest
 | * Fatigue
* Anxiety
 | * Prepare and organise notes, presentations and handouts in advance of delivery
* Ensure regular breaks are scheduled
* Use a microphone to avoid straining the voice
* Take regular sips of water
* Use a chair or stool to sit on intermittently
* Rotate between sitting and standing where possible
* Where teaching is conducted online i.e., Teams – consider features such as recording; an assistant available to manage the Chat, etc.
 |  | *3* | *D* | *M* |  | *Y* |
| *Using unfamiliar computer / AV equipment* | * Plant and equipment; inappropriate operation
 | * Stress
* Electric shock
 | * Receive instruction on how to operate equipment
* Visual inspection of equipment prior to use
* Scheduled testing and tagging program for electrical equipment
* Check electrical equipment for current test tags
* Report faults to equipment to CATS/IT/Estate Management
* Isolate equipment from use where faults/damage is identified
* Report hazards/incidents associated with equipment use in myUNSW – Health, Safety, Env
 |  | *3* | *D* | *M* |  | *Y* |
| *Teaching new subject matter* | * Psychological; excessive workload
 | * Stress related harm
 | * Lecturer has sufficient competency to deliver course
* Lecturer has sufficient time given to prepare the course
* Lecturer has completed training on how to develop and deliver a course
* Lecturer experienced in the subject matter
* Lecturer seeks advice from other experienced colleagues/s
* Practice in front of a friendly audience where possible
 |  | *3* | *D* | *M* |  | *Y* |
| *Violent / unruly students* | * Psychological; violence
 | * Stress
* Personal injury
 | * UNSW students are known to the university and can be easily tracked
* Lecturer has experience in dealing with inappropriate student behaviour
* If necessary, a colleague attends to provide support
* Stop the class if a student/s express threatening behaviour
* Make students aware of the UNSW Student Code of Conduct and consequences of misconduct
* Refer to student counselling services available to students
* Refer to the Employee Assistance Program (EAP) available to UNSW staff
* Mental Health First Aid training available to UNSW staff
* Lecturer aware of UNSW Security contact details
* Staysafe@UNSW app available on mobile phones
 |  | *3* | *D* | *M* |  | *Y* |
| *Delayed emergency response* | * Fire / Explosion
 | * First aid event / injury
* Evacuation or lock-down event
* Natural disaster event
 | * UNSW Emergency Procedures Poster/Flipchart available in the room
* Lecturer familiar with building evacuation procedure – closest Fire Exits and Assembly point
* Lecturer familiar with the nearest First Aid facilities
* Lecturer aware of building First Aid officers
* Lecturer aware of UNSW Security contact details
* Staff and students are automatically registered to UNSWalert - SMS Emergency Notification System to receive instant text messages in the event of an emergency
* Lecturer aware of the Staysafe@UNSW app available on mobile phones
* At beginning of semesters, participants are briefed by the lecturer in the building Emergency Procedures
 |  | *4* | *E* | *M* |  | *Y* |
| *Working after hours* | * Fire / explosion
 | * Delayed emergency response resulting personal injury / illness or fire
 | * UNSW Emergency Procedures Poster/Flipchart available in the room
* Lecturer familiar with building evacuation procedure – closest Fire Exits and Assembly point
* Lecturer familiar with the nearest First Aid facilities
* Lecturer aware of building First Aid officers
* Lecturer aware of UNSW Security contact details
* Staff and students are automatically registered to UNSWalert - SMS Emergency Notification System to receive instant text messages in the event of an emergency
* Lecturer aware of the Staysafe@UNSW app available on mobile phones
* Advise students of the Staysafe@UNSW app available on mobile phones
* Advise students to leave the building in groups and remain in well-lit areas
* Advise students of the availability of the free Night Shuttle Bus which runs Monday-Friday 6.30pm – 11.30pm during term
* Advise students of the Safety Escort service – where you can request a Safety Escort to your car or other mode of transport, on or off campus, by calling UNSW Security on 9385 6000 or by visiting one of the [Help Points](https://www.estate.unsw.edu.au/sites/default/files/documents/KENC-Help-Points.pdf)
* Ensure the building is open to students (swipe card access) during the planned time of the course
* Ensure local bathroom facilities are open for students to access
 |  | *4* | *E* | *M* |  | *Y* |
| *Slips, trips, falls* | * Slip, trip, fall – fall on same level
 | * Sprain/strain injuries
 | * Ensure students do not leave bags or trailing cables in walkways
* Visually check the space for any slip/trip/fall hazards at the commencement of a lecture and remove them where possible or isolate
* If students are sitting on steps/stairs, ensure there is sufficient access for others
* Report any identified safety hazards or incidents in myUNSW – Health, Safety, Env
 |  | *2* | *C* | *M* |  | *Y* |
| *Poor facilities* | * Building
 | * Personal injury
* Thermal discomfort
* Overcrowding
 | * Classes conducted in appropriate CATS theatres and rooms are setup for the delivery of lectures/seminars
* Sufficient lighting and temperature control in teaching spaces
* Lecturer to complete a visual inspection of the space at the commencement of a lecture (chairs/tables/lighting, etc.)
* Seek assistance from others if moving items (e.g., chairs and tables) around the room
* Open windows/doors where possible to allow increased airflow
* Regular inspection program of teaching spaces
* Report any complaints of noise interference to UNSW Estate Management and/or CATS
* Report any identified safety hazards or incidents in myUNSW – Health, Safety, Env
 |  |  |  |  |  |  |
| *Marking and assessments* | * Unrealistic deadlines
 | * Stress related disorders
* Physical injury
 | * Regular workload monitoring
* Casual assistance provided for marking
* Rotate tasks where possible
* Take regular/rest pause breaks
* Regular stretching exercises and eye breaks
* Remove excess clutter from workspace
 |  | *3* | *D* | *M* |  | *Y* |

**Risk Rating Matrix**

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| 1. **RISK RATING METHODOLOGY AND MATRIX**
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| 1. **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? | **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.)? | 1. **Calculate the Risk**

1.Take the consequences rating and select the correct column2.Take the likelihood rating and select the correct row3. Select the risk rating where the two ratings cross on the matrix below.**VH = Very high, H = High, M = Medium, L = Low**

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|  | **CONSEQUENCES** |
|  | **1** | **2** | **3** | **4** | **5** |
| **LIKELIHOOD** | **A** | 1. **M**
 | 1. **H**
 | 1. **H**
 | 1. **VH**
 | 1. **VH**
 |
| **B** | 1. **M**
 | 1. **M**
 | 1. **H**
 | 1. **H**
 | 1. **VH**
 |
| **C** | 1. **L**
 | 1. **M**
 | 1. **H**
 | 1. **H**
 | 1. **VH**
 |
| **D** | 1. **L**
 | 1. **L**
 | 1. **M**
 | 1. **M**
 | 1. **H**
 |
| **E** | 1. **L**
 | 1. **L**
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 | 1. **M**
 | 1. **M**
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| **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 | **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 |

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| **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. |

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| **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** |
| Lecturer must ensure they are familiar with location of the nearest building First Aid officers and/or how to summon first aid assistance from UNSW SecurityLecturer must ensure they are familiar with location of the Emergency Assembly Point for the building they are teaching in and the nearest Fire Exits. Students may seek instruction from the lecturer in the event of an emergencyLecturer must ensure they are familiar with the UNSW Emergency Procedures i.e., familiarity with the audible evacuation alarms, etc.UNSW Emergency Management website: [Emergencies | Estate Management | UNSW Sydney](https://www.estate.unsw.edu.au/security/emergencies)Call UNSW emergency Ext. 56666Follow UNSW Emergency flipchart​ instructions: [UNSW Emergency Procedures.pdf](https://www.estate.unsw.edu.au/sites/default/files/documents/UNSW%20Emergency%20Procedures.pdf) |

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| **Implementation** |
| **Additional control measures needed:** | **Resources required** | **Responsible person** | **Date of Implementation** |
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| **REVIEW** |
| Scheduled review date:  |  |  |  |
| Are all control measures in place? |  |  |  |
| Are controls eliminating or minimising the risk? |  |  |  |
| Are there any new problems with the risk? |  |  |  |
| **Review by: (name)** |  |  |  |
| **Review date:** |  |  |  |

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