**Risk Assessment**

**RISK ASSESSMENT**

 A Risk Assessment is a simple tool to look at an activity such as a task, project or event to identify health and safety risks that are likely to pose a threat to a person’s safety or impact operations of the Glenorchy City Council (GCC) and to establish appropriate risk controls to minimise harm.

**KEY CONSIDERATIONS (COVID-19)**

Key considerations include (but are not be limited to) the following:

* What are the current legal requirements (e.g. public health orders, health directions) for my area and how do they apply to activity/ task I want to do?
* Does the nature of the activities undertaken increase the risk of my personnel being exposed to COVID-19?
	+ Does the activity require regular and close contact between people? Have measures been put in place to reduce the risk where it is not practical to achieve physical distancing requirements? e.g. sneeze screen/ minimise length of time in close contact
	+ Are arrangements in place to ensure that there is at least 2 square metres of space per attendee, being a member of the public, staff, labour hire personnel, student or volunteer? E.g. booking a hall or function centre off-site to ensure sufficient space
	+ Does the activity require equipment to be isolated after use and sanitised before being brought back into service?
	+ Can processes or practices reasonably be modified?
	+ Is working from home or modified shift arrangements possible?
	+ Am I working in a high-risk environment (e.g. with vulnerable people)?
* Does my workplace have facilities for hand washing and/or hand sanitising?
	+ Are these sufficiently stocked and in good working order?
* What are my current cleaning and disinfecting arrangements?
	+ - Are they consistent with guidance provided by [Safe Work Australia](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/cleaning-prevent-spread-covid-19)?
		- Do I have, or have access to, sufficient and appropriate cleaning supplies, including detergents and disinfectants?
		- Have I identified and cleaned frequently touched surfaces/ equipment?
		- Do I need to review arrangements (e.g. increase frequency) with contracted cleaner?
* Do workers understand the need to stay home if they are unwell, even if they think an illness is minor?
* Have I talked to staff about the processes (Response Plan) if COVID-19 directly affects the workplace (e.g. an infected person has been on site)?
* Do I have records which will allow me to quickly identify which staff and personnel were in close contact with the infected person, e.g. work teams, shift rosters, who is participating in the activity, members of the public in attendance?

**KEY STEPS SUMMARISED:**

1. Provide summary of activity.

2. Break the activity down into a series of steps (from start to finish).

3. Identify potential hazards for each step.

4. Assess the inherent risk (*before* control measures) for each hazard identified by:

a. Evaluating the possible consequence of the hazard using the Consequence Scale.

b. Evaluate the likelihood of that consequence using the Likelihood Scale.

c. Determine risk rating of each hazard using the GCC Risk Matrix.

5. Develop appropriate risk control measures to eliminate or reduce the risks.

6. Assess the residual risk (i.e. *after* control measures) once again by:

a. Evaluating the possible consequences of the hazard using the Consequence Scale.

b. Evaluate the likelihood of that consequence using the Likelihood Scale.

c. Determine risk rating of each hazard using the GCC Risk Matrix.

7. Identify persons responsible for implementing and monitoring relevant steps. Ensure they have appropriate licenses and qualifications.

8. Determine highest remaining residual risk.

9. Ensure all persons involved in the activity have read, understand and sign the risk assessment before work starts.

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| **STEP1.** |
| **Title of Risk Assessment (RA):** |  |  |
| **RA No:** |  | **VERSION:** |  | **CREATED DATED:** |  | **REVIEW DATE:** |  |
| **SUMMARY:** |  |
| **LOCATION:** |  |
| **RISK ASSESSMENT CREATED BY/ CONSULTED WITH:** | **POSITION/ TITLE:** |
| **NAME:**  |  |
| **NAME:** |  |
| **NAME:** |  |
| **STEP 2.** | **STEP 3.** | **STEP 4a.** | **STEP 4b.** | **STEP 4c.** | **STEP 5.** | **STEP 6a.** | **STEP 6b.** | **STEP 6c.** | **STEP 7.** |
| **Ref No.** | **SPECIFIC ACTIVITY STEPS** | **IDENTIFY POTENTIAL HAZARDS** | **INHERENT RISK** | **CONTROLMEASURES*** *Hierarchy of Control- Elimination, Substitution, Isolation, Engineering, Administrative, Personal Protective Equipment.*
 | **RESIDUAL RISK** | **ACTIONER/ INITIALS** |
| **CONSEQUENCE** | **LIKELIHOOD** | **RISK RATING** | **CONSEQUENCE** | **LIKELIHOOD** | **RISK RATING** |
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|  | **STEP 8.** | **HIGHEST REMAINING RESIDUAL RISK** |  |
| **STEP 9. NAMES OF PERSONS INVOLVED IN THE ACTIVITY/TASK:** |
| All participants (including students and volunteers) must sign before they are permitted to be involved in the activity/ task.***By signing below, participants acknowledge they have read and understand the risk assessment and agree to comply with all steps and control measures:*** |
| **NAME** | **SIGNATURE** | **DATE** | **NAME** | **SIGNATURE** | **DATE** |
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| **Risk Assessment Ranking and Hierarchy of Control** |
| **Likelihood** | **Consequence** | **Risk Ranking Summary** |
| **Rare** | Highly unlikely but may occur in exceptional circumstances. The event could happen, but probably never will.  | **Insignificant**  | **People**: Onsite First Aid only required.**Operational**: Negligible**Reputation**: Has no impact on council’s reputation at any level.**Financial**: Negligible financial loss (<$40,000). | **Extreme** - These risks are Unacceptable. the work activity or process should be halted. Work cannot resume until control Measures are implemented which reduce the risk to High or less using the Hierarchy of Control. Workers are to notify the accountable manager and they need to provide attention immediately with a detailed treatment plan within 24hrs.  |
| **Unlikely** | The event is not expected to occur but there is a slight possibility that it may occur at sometime | **Minor** | **People**: Minor medical treatment only required (medical facility- No lost time).**Operational**: No significant disruption. **Reputation**: Adverse media coverage(one -off).**Financial**: Minor financial loss ($40,000 - $200,000) | **High** - These risks must be reduced so far as reasonably practicable by implementing higher level Control Measures using the Hierarchy of Control Detailed review of Critical Control Measures by accountable manager including consultation with work crew and training in revised systems of work. Monitoring of key control measures and a response by the accountable manager within 7 days  |
| **Possible** | The event might occur at some time as there is evidence that predicts casual occurrence | **Moderate** | **People**: Serious injury or illness involving significant medical treatment or hospitalization and lost time.**Operational**: Short Term Impact on Operations**Reputation**: Intermittent adverse media coverage (< 1 month).**Financial**: Significant financial loss ($200,000 - $600,000) | **Medium-** Identified Control Measures must be capable of reducing the risk so far as reasonably practicable by eliminating or minimising to an acceptable level. This requires the attention of the responsible manager to implement and monitor specific control measures accordingly. Response within in 14 days.  |
| **Likely**  | There is a strong possibility that the event will occur as there is evidence that predicts frequent occurrence | **Major** | **People**: Permanent Disability or critical long-term injury or illness. **Operational**: Long-term impact on operations.**Reputation**: Significant and sustained adverse media coverage (< 6 months) **Financial**: Major financial loss ($600,000 - $1M) | **Low -**-The work is relatively risk free and can be managed by routine Control Measures and Standard Operating Procedures that have been identified by the Responsible Manager. Manage through Standard Operating Procedures. Response within 30 days  |
| **Almost Certain** | Very likely. The event is expected to occur in most circumstances as there is evidence that predicts regular occurrence. | **Severe**  | **People**: Fatalities or extensive long-term injury or illness. **Operational**: Permanent Impact on Operations**Reputation**: Significant and sustained adverse media coverage (> 6 months).**Financial**: Extensive financial loss ($1M+) | **Insignificant** - Manage through Standard Operating Procedures.  |
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| **Determine the Consequence**  |
|  | **1 Insignificant** | **2 Minor** | **3 Moderate** | **4 Major** | **5 Severe** |
| **Determine the Likelihood** | **A** | **Almost certain** | Medium | High  | High | Extreme | Extreme |
| **B** | **Likely** | Medium | Medium | High | High | Extreme |
| **C** | **Possible** | Low | Medium | Medium | High | High |
| **D** | **Unlikely** | Low | Low | Medium | Medium | High |
| **E** | **Rare** | Low | Low | Low | Medium | High |
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| **Hierarchy of Control** | **Examples of Control Measures**  |
| **STEP 1** | * 1. **Elimination** of risky activities wherever reasonably practicable, if not reasonably practicable minimise risky activities in the following order:
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| **STEP 2** | * 1. **Substitution** of risks by providing safer products, materials or processes
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| **STEP 3** | * 1. **Isolation** of risks by providing control measures to isolate people from hazards or isolate hazards from people
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| **STEP 4** | * 1. **Engineering** out risks by providing mechanical, designed/engineered controls to prevent injury
 |
| **STEP 5** | * 1. **Administration** control of risks by providing training and procedures such as Lock-out Tag-out or Permits To Work
 |
| **STEP 6** | * 1. Provide **Personal Protective Equipment** to reduce the likelihood and severity of injury
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