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| Health, Safety and Wellbeing (HSW) Risk Assessment |

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| **Document No:** |  | **Assessment Date:** |  |
| **Faculty/ Service Division:** |  | **School/Department :** |  |
| **HSW Risk:** |  |
| **Form completed by:** |  | **Responsible Line Manager:** |  |

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| **Signed:** |  | **Signed:** |  |
| **Dated:** |  | **Dated:** |  |

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| **Other Risk Assessments which might also be required:** | [ ]  |  | [ ]  |       | [ ]  |       |

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| **Description of activity and/or location:** | **General Office Activities**All University Offices  |

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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 University standards, legislation, codes of practice, AS / NZ standards, manufacturer’s instructions etc. 3. List existing risk controls (take credit for what you do)4. Rate the risk once all controls are in place using the matrix in5. List any additional controls that need to be implemented and take action6. Communicate the findingsThe boxes will resize to suit your situation/the amount of text you need to use – press tab after last cell to create new rows |
| **Task sequence** | **Hazard** | **Who may be harmed and how** | **Existing controls** | **Current Risk Rating****(L)Likelihood x (C)Consequence = (R)Rating** | **Additional Controls required** |
| **L** | **C** | **R** |

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|  | **Unauthorised personnel entering the work areas** | * Staff
* Visitors
* Students
* Contractors

Work areas may pose risk to people who are unaware of the hazards. Unauthorised people may also be potentially engaged in criminal activity. | * Normal access for staff is via swipe controlled doors.
* Visitor access is to be limited to specific access/exit points.
* Staff are expected to challenge people not using the visitor’s access point or who are acting suspiciously.
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|  | **Slips and trips**  | * Staff
* Visitors

Staff and visitors may be injured if they trip over objects or slip on spillages. | * Maintain general good housekeeping.
* Ensure all areas are well lit, including stairs.
* Ensure there are no trailing leads or cables.
* Staff must keep work areas clear of trip hazards.
* Offices should be cleaned every evening.
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|  | **Manual handling of paper, office equipment etc** | * Staff.

Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper. | * Trolleys should be used to transport boxes of paper and other heavy items.
* Only light objects should be stored on high shelves.
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|  | **Display screen equipment (Computers)** | • StaffStaff risk posture problems and pain, discomfort or injuries, eg to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor. | * Display Screen Equipment (DSE) training and assessments of workstations should be carried out for permanent staff by a qualified person.
* Reassessment to be carried out at any major change to work features, eg equipment, furniture or the work environment such as lighting.
* Workstation and equipment should be set to ensure good posture and to avoid glare and reflections on the screen.
* Shared workstations should be assessed for all users.
* Work should be planned to include regular breaks or change of activity.
* Adjustable blinds should be fitted to windows to control natural light on screens.
* Eye tests should be provided for those who need them. University can subsidise basic spectacles specific for DSE use.
* Laptop/tablet users should be trained to carry out own DSE assessment for use while away from the office. When used for extended periods, laptops should be used with a docking station, separate screen, keyboard and mouse.
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|  | **Working at height** | * Staff.

Falls from any height can cause bruising and fractures.  | * Use stepladders for access to shelves etc.
* Internal windows and air conditioning units are to be cleaned by contractors using a stepladder.
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|  | **Stress** | * Staff.

All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc. | * Staff must understand what their duties and responsibilities are.
* Staff can talk to supervisors or manager if they are feeling unwell or uneasy about things at work.
* Ensure the ‘no bullying’ policy is in force.
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|  | **Electrical** | * Staff.

Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires. | * Contractors should conduct annual checks for defective plugs, discoloured sockets or damaged cable/equipment.
* Defective equipment is to be taken out of use safely and promptly replaced.
* Staff should be informed to not bring in their own appliances such as toasters, fans etc.
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|  | **Fire** | * Staff.
* Visitors

If trapped, staff could suffer fatal injuries from smoke inhalation/burns. | * Sources of fire to be eliminated or minimised.
* Evacuation plan must be in place.
* Floor wardens must be appointed.
* Fire evacuation plan exercised at the start of each semester.
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|  | **Lone working** | * Staff.

Staff could suffer injury or ill health while out of the office, eg when visiting clients’ offices, or while working alone in the office. Staff could be assaulted when leaving the office after hours. | * Staff conducting business elsewhere should write visit details in an office diary and give a contact number.
* Whereabouts of staff ‘out of the office’ to be monitored by office-based staff.
* Staff to call security staff to arrange safe escort to car parks if they feel threatened when leaving after hours.
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| Action Plan |
| Management agreedadditional control measures to be implemented | **Resources** **Required** | **Action By:** | **Action Complete:Responsible Line Manager** |
| **Responsible Person** | **Target Date** | **Completion Date** | **Signature** | **Date** |

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| Review |
| Review Details | **Comments** |
| Scheduled Review Date |  |
| Are all control measures in place? |  |
| Are controls eliminating or minimising the risk? |  |
| Are there any new problems with the risk? |  |
| Are the supervisory arrangements adequate? |  |
| Are the levels of skills, capabilities and training adequate? |  |
| Review By: (name) |  |
| Review Date: |  |

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| Communication |
|  | **Method** | **Yes** | **Date** | **Comments** |
| Reference of formal communication to staff | Copy of risk assessment issued to staff  |  |  |  |
| Controls covered in team procedure issued to staff |  |  |  |
| Staff handbook issued to staff |  |  |  |
| Other |  |  |  |
| How they were consulted on the risk | Health, Safety and Wellbeing Committees |  |  |  |
| Additional Methods of Communication | Induction |  |  |  |
| Toolbox Talk |  |  |  |
| Team Meeting |  |  |  |
| Email circulation |  |  |  |
| Other |  |  |  |

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| **HSW Risk Assessment Matrix** |
| **Likelihood Level** | **4** | **Very likely**Probably expect the event to occur in most circumstances | Moderate(4) | High(8) | Extreme(12) | Extreme(16) |
| **3** | **Likely**Event likely to occur at least once over the coming year | Moderate(3) | High(6) | High(9) | Extreme(12) |
| **2** | **Possible**Event may occur at some time | Low(2) | Moderate(4) | High(6) | High(8) |
| **1** | **Unlikely**Occurrence is conceivable, but not expected to occur | Low(1) | Low(2) | Moderate(3) | Moderate(4) |
|  |  |  | **Minor** | **Moderate** | **Major** | **Severe** |
|  |  |  | **1** | **2** | **3** | **4** |
|  |  |  | **Consequence level** |

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| **Consequence description** | **Harm to People**Potential for injury or death | None or trivial / negligible injury(no or slight injury which requires localised first aid)  | Minor injury(illness or injury is not serious, medical treatment required) | Serious injury(serious injury or illness, hospitalisation required) | Fatality, major injury(death, permanent disablement, or significant long-term illness) |
| **People Affected**Extent of people potentially affected | None or few(e.g. 0 to 2) | Small numbers (e.g. 3 to 10) | Moderate numbers(e.g. 10 to 50) | Wide scale(e.g. more than 50) |
| **Reputation and Legal**Potential for publicity with a negative impact on reputation / potential for legal prosecution | None or issue raised by staff or students and resolved promptly by managementNone or legal dispute – found not guilty – fines up to $3 million (Body Corporate), $600,000 (Officer) | Internal scrutiny to prevent escalation and short-term stakeholder concernMinor non-compliance, limited notification to regulators / affected stakeholders | Medium-term stakeholder concern, national media scrutiny and ‘brand’ impactMedium non-compliance, moderate notification to regulators / affected stakeholder, potential for legal proceedings / fines | Persistent stakeholder concerns, international media scrutiny and long term ‘brand’ impactSignificant non-compliance, extensive notification to regulators / affected stakeholders, potential for legal proceedings / imprisonment / fines |
|  | **Operations**Extent of ability to maintain core business | None or business interruption < 4 hoursNone or effectiveness and efficiency of a service, programme or project impacted in the short termNone or slight damage to property or equipment | Business interruption between 4 hours to 5 daysOperational disruption manageable by workaroundsModerate damage to property or equipment | Business interruption > 5 daysMedium operational impact resulting in delay of key deliverablesMajor damage to property or equipment | Business interruption of many weeksBreakdown of key activities and significant long-term impactMassive damage to property or equipment |
| **Environment**Extent of negative impacts on the environment | None or minimal impactNone or clean up expenses up to $25,000 | Minor short-term or intermittent impact, able to be contained with specialist assistanceClean up expenses up between $25,000 to $1m | Serious, medium-term detrimental impactClean up expenses up between $1m - $5m | Very serious, long-term or permanent damageClean up expenses > $5m |

**Consider the Likelihood**

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 affect it (e.g. light, temperature, space)? What are people’s behaviours (e.g. stress, panic, deadlines)? What people are exposed (e.g. disabled, young students, etc.)?

**Consider the Consequences**

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?

**Calculate the Risk**

The final score for each risk is calculated by multiplying the likelihood and consequences response scores. This will give a risk score of between 1 and 16.

All risks rates as “High” or “Extreme” require detailed analysis of mitigating practices / controls to determine the residual risk rating. **Action must be taken.**

“Low” and “Moderate” risks may be excluded from further analysis (other than when the consequence may be severe). However the rationale for excluding these risks should be documented to demonstrate the completeness of analysis undertaken. **Some action may be required.**

Other than in the most unlikely circumstance, risks that can cause major or severe harm to people have been determined as “high” or “extreme”. Management review is considered appropriate for risks of these nature due to the potential magnitude of the impact, even though the likelihood may be assessed as relatively low.

**Risk Priority - Legend**

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| Extreme(12-16) | **Intolerable risk.** Immediate action(s) is to be taken by Faculty/Service HSW risk owners - including DVCs, Deans of Faculties, Directors of Services, Academic Heads/PIs, Services Managers. Work should not be started or continued until the risk has been reduced to as low as reasonably practicable using the hierarchy of risk controls. The Associate Director Health, Safety and Wellbeing, and Manager Risk and Performance must be advised of the risk for their review. The risk should be included in the UoA wide risk register. |
| High(6-9) | **Should not be tolerated.** Urgent action is to be taken by the immediate manager. Work should not be started or continued until the risk has been reduced to as low as reasonably practicable using the hierarchy of risk controls. The HSW Manager working with the Faculty/Service, and Manager Risk and Performance must be advised of the risk for their review. To be included in the UoA wide risk register. |
| Moderate(3-4) | Management to **monitor risks** in case changing circumstances increase the level of risk. Some action may be required, e.g. improving controls. |
| Low(1-2) | **Requires no further attention** above routine practices and procedures, apart from monitoring. |

**Note:** This proposed Health and Safety Risk Assessment Matrix aligns with WorkSafe NZ guidance, UoA Resilience Management Plan, UoA Risk Determination Matrix, UoA TVRA and UoA Incident Levels