**HAZARD REGISTRATION FORM - RISK AND CONTROL ASSESSMENT**

**This form can be used to identify risks associated with an activity and should be approved by an authorised person being the Head of Department and/or Event Manager before any work is undertaken. By completing this form, the “event organiser” is in a unique position of being able to identify hazards specific to the event and implement practical solutions to protect the patrons and the University community.**

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| 1. Faculty Name: Faculty of Science |
| 2. Faculty contact and mobile number on event day: Elise Laming Mob: 0406057690  Risk assessment for Module 8 Workshop for Chemistry Kickstart |
| 3. Authorised person on behalf of Faculty: \_\_\_\_\_\_\_Kristl Mauropoulos\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_Head, Outreach and Engagement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_15/10/2018\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4. Steps to follow   1. Review the activity and identify the potential hazards; 2. Arrange and ensure you have implemented the standard controls required for the event; 3. Identify any other additional controls you will be implementing; 4. Referring to Risk Matrix rating table below – apply a risk rating to your assessment 5. Return this registration form and risk assessment to the Gaylene Yuen, Events Manager by email |

**EVENT MANAGEMENT RISK AND CONTROL ASSESSMENT**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Potential Hazards** | **N/A** | **Yes** | **Likelihood** | **Severity** | **Risk Rating** | **Standard Controls** | **Completed** | **Additional Controls** |
| Provision of food | 🗸 | □ |  |  |  | * All food and non-alcoholic beverages to be supplied by current University food services contractor * Food provided by external provider in accordance with the NSW Food Act 2003, Food Regulation 2004 and Food Standards Code (FSANZ) | □  □ |  |
| Engagement of external contractors | 🗸 | □ |  |  |  | * Application of the University consultants or contractor management requirements * Contactor to provide a job safety analysis or safe work method statement * Contractor to provide evidence of public liability insurance in accordance with the level o risk of the event (minimum $10 million) | □  □  □ |  |
| Amplified music or public address system | 🗸 | □ |  |  |  | * Compliance with EPA regulations or council requirements | □ |  |
| Can the activity be affected by adverse weather conditions | 🗸 | □ |  |  |  | * Wet weather contingency plan | □ |  |
| Does the activity require additional electrical power | 🗸 | □ |  |  |  | * Place powers orders to SRU *  Provide up to date tag and tested electrical cords and equipment | □  □ |  |
| **Potential Hazards** | **N/A** | **Yes** | **Likelihood** | **Severity** | **Risk Rating** | **Standard Controls** | **Comp’** | **Additional Controls** |
| Does the activity require setting up of staging/tables/chairs | 🗸 | □ |  |  |  | * Completion of Manual Handling Risk Assessment | □ |  |
| Is there a potential for waste to be generated | □ | 🗸 | Very likely | ! | 3 | * Additional cleaning organised * Rubbish skips/bins required | 🗸  N/A | Waste disposal procedures for the School of Chemistry will be followed. |
| Use of gas cylinders (e.g. BBQ) | □ | 🗸 | Very likely | ! | 5 | * Portable fire protection equipment to be provided | 🗸 | Compressed acetyline gas is used by the atomic absorption spectrometer, but it is secured to the instrument and vented appropriately through the fumehood. The pressure is always monitored. |
| Exposure to Ultra Violet Rays (outdoor) | 🗸 | □ |  |  |  | * Provision of sun screen, hat, clothing etc | □ |  |
| **Faculty Specific Risks (please complete if applicable)** | | | | | | | | |
| Use of any potentially dangerous substances, | □ | 🗸 | Very likely | ! | 3 | * Completion of **Material Safety Data Sheets (MSDS)** * **PPE** * **First aid contacts readily available** | 🗸  🗸  🗸 | Some hazardous chemicals are used in the workshop, however the demonstrators have been trained in using these chemicals, high school students are not allowed to handle any hazardous chemicals and chemical waste is disposed of according to the School of Chemistry’s procedures. |
| Use of any potentially dangerous machinery or equipment? | □ | 🗸 | Very likely | ! | 3 | * **Completion of Risk Assessment** * **First aid contacts readily available** * **PPE** | 🗸  🗸  🗸 | The atomic absorption spectrometer is a hazard due to the flame and acetyline gas cylinder, however these hazards are effectively managed. |
|  | □ | □ |  |  |  |  | □ |  |
|  | □ | □ |  |  |  |  | □ |  |

**RISK MATRIX RATING**

**For each of the hazards and hazardous jobs listed above, record a priority rating in the column beside that hazard/job after referring to the matrix below. The likelihood of injury will be reduced if effective risk control measures are already in place e.g. safe operating equipment and procedures, trained staff etc.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Found a hazard? Think about:** | **How severely could it hurt someone**? | | |
| How likely is it to hurt someone? | **!!! kill or disable** | **!! several days**  **off work** | **! first aid** |
| **very likely ++**  could happen regularly | 1 | 2 | 3 |
| **likely +**  could happen occasionally | 2 | 3 | 4 |
| **unlikely -**  *could* happen, but only rarely | 3 | 4 | 5 |
| **very unlikely --**  *could* happen, but probably never will | 4 | 5 | 6 |
|  | The numbers show how important it is to do something:  1 do something immediately  6 do something when possible. | | |