

OHS017

OHS Risk Assessment and Control Form

Risk assessment completed by: Melinda Chylinski
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UNSW
THE UNIVERSITY OF NEW SOUTH WALES

Faculty/Division: COFA		School/Unit: All units at COFA		
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Risk Assessment title: Field trips and off-site travel

For additional information refer to the OHS Risk Assessment and Control Procedure, the OHS Risk Rating Procedure and the Hierarchy of Risk Controls.

Step 1: Identify the activity

Faculty/School/Unit: COFA
Describe the activity:- Field trips and off site travel including -Visits to Galleries, Cinemas, public areas -Conferences -Exhibitions -Attending meetings
Describe the location:

Step 2: Identify who may be at risk by the activity

Staff and students

Steps 3 to 7: Identify the hazards, risks, and rate the risks

1. An activity may be divided into tasks. For each task identify the hazards and associated risks. 2. List existing risk controls and determine a risk rating using the UNSW Risk Rating Procedure. 3. Additional risk controls may be required to achieve an acceptable level of risk. Re-rate the risk if additional risk controls used.
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Tasks	Hazards (Step 3)	Associated risks (Step 4)	Existing risk controls	Risk rating with existing controls * (Step 5)			Additional risk controls required (Step 6) (Apply the hierarchy of risk controls)	Risk Rating with additional controls * (Step 7)		
				C	L	R		C	L	R
Travel to and from venue	Slips, Trips and Falls	Physical injury	Ensuring staff/ students wear appropriate footwear and carry mobile phone	2	D	L				
Travel to and from venue	Vehicle or pedestrian accident	Physical injury	-Ensure students travel in groups. -Ensure staff and students and carry a mobile phone.	2	D	L		2	D	L

Travel to and from venue / Working or visits to public areas	Encounter with violent person/s or animal	Physical Injury, Theft of personal possessions, Psychological injury	<ul style="list-style-type: none"> -Ensure students travel in groups -Ensure staff and students and carry a mobile phone -Avoid displaying jewellery, portable electronic equipment or other signs of wealth (eg. use cheap bags, hide jewellery!) 	2	D	L		2	D	L
Working outdoors	UV exposure , Contact/ inhalation of biological elements	<ul style="list-style-type: none"> -Dehydration, sunburn -Allergic reactions 	Ensure students and staff wear appropriate clothing and have water and complete fieldwork medical questionnaire	3	D	M	Students to be given safety guidelines for travel within the CBD			

Working away from campus	Lack of access to emergency and first aid facilities	-Exacerbation of injuries due to time taken to treat injuries	Ensure all students complete fieldwork medical questionnaire	3	D	M	Small first aid kit to be taken with supervisor and/or if possible a trained first aid officer to attend classes. Supervisor to take mobile phone to contact emergency services/ security in case of accident			
Working with paints and/or other hazardous substances	Possible hazardous substances	-Illness or sickness	Students instructed in safe working procedures and clean up procedures	2	D	L	Tell students to look at safe working procedures for painting and drawing on COFA web site	2	D	L

Filming and taking pictures in public areas	<ul style="list-style-type: none"> -Encounter with violent person/s or animal - Lifting and carrying heavy items 	<ul style="list-style-type: none"> -Physical Injury, Theft of possessions, -Psychological injury 	<ul style="list-style-type: none"> -Staff and students to ask permission before taking pictures or filming people if appropriate -Staff and students to Follow manual handling guidelines and SWP, 	2	D	L		2	D	L
Field trips outside the metropolitan area or trips that may have some other risk not addressed in this assessment			-A risk assessment must be completed for all activities where there is some risk involved that is not addressed in this assessment	2	D	L				

Step 8 Documentation and initial approval

Completed by: Melinda Chylinski (signature) Authorised by: OHS committee Date:7/5/2008

Step 9: Implement the additional risk controls identified

Indicate briefly what additional risk controls from Step 6 above were implemented, when and by whom.

Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:

Step 10: Monitor and review the risk controls

It is important to monitor risk controls and review risk assessments regularly. Review is required when there is a change in the process, relevant legal changes, and where a cause for concern has arisen. Reviews could be scheduled on an annual basis. If the risk assessment has substantially changed a new risk assessment is warranted.

Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:

Documentation

It is a requirement that legal and advisory documentation that supports this risk assessment be listed. Such documentation includes Acts, Regulations, Australian Standards and Codes of Practice, where applicable.

NSW OHS Act 2000

NSW OHS Regulation 2001

WorkCover Publication: Safety in the Office
