

**OHS017**

**OHS Risk Assessment and Control Form**

Risk assessment completed by: M. Schofield



**UNSW**  
THE UNIVERSITY OF NEW SOUTH WALES

Faculty/Division: Engineering		School/Unit: Computer Science & Engineering		
Document number 1.0	Initial Issue date 21/08/2009	Current version 1.0	Current Version Issue date 21/08/2009	Next review date 21/08/2010

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

Risk Assessment title:: RoboCup Junior Competition

**Step 1: Identify the activity**

Describe the activity:

- Robotics competition for school students
- Conducted in doors
- Daylight hours
- Primary & Secondary School excursion
- Students working at desks and moving to and from competition space
- Competitions at ground level
- Computer work and electronic model building

Describe the location: UNSW Scientia Building, multi level conference facility and public space

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

Primary & Secondary School students, teachers, volunteer organisers

**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.

Tasks	Hazards (Step 3)	Associated risks (Step 4)	Existing risk controls	Risk rating with existing controls *			Additional risk controls required (Step 6)  (Apply the hierarchy of risk controls)	Risk Rating with additional controls *		
				(Step 5)				(Step 7)		
				C	L	R		C	L	R
Model Building	Modeling Kit	Physical Injury	Inspection of work space prior to use	Mi	U	Low		Mi	U	Low
Programming	Computer	Physical Injury	Inspection of work space prior to use	Mi	U	Low		Mi	U	Low
Competing	Movement Crowds	Physical Injury	Inspection of work space prior to use Crowd control	Mi	U	Low		Mi	U	Low
Registration	Movement Crowds	Physical Injury	Inspection of work space prior to use Crowd control	Mi	U	Low		Mi	U	Low
Supervision	Movement Crowds Lifting	Physical Injury	Inspection of work space prior to use	Mi	U	Low		Mi	U	Low

\* C = consequence      L = likelihood      R = risk rating      from the UNSW Risk Rating Procedure

**Step 8 Documentation and supervisor approval**

Completed by: (name)	(signature)	Authorised by: (name)	(signature)	Date:
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**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.


## UNSW Concise OHS Risk Rating Table

OHS697

### What you need to do

1. Consider what can go wrong that can hurt someone
2. Determine what the most likely outcome would be - Consequences
3. Determine how likely those consequences are - Likelihood
4. Calculate the risk rating
5. Required action

<b>CONSEQUENCES:</b> <b>Severe</b> <b>Major</b> <b>Moderate</b> <b>Minor</b> <b>Insignificant</b>  <b>LIKELIHOOD:</b> <b>Almost certain</b> <b>Likely</b> <b>Possible</b> <b>Unlikely</b> <b>Rare</b>	<i>How severely could someone be hurt</i> death or permanent disability to one or more persons hospital admission required medical treatment required first aid required injuries not requiring first aid  <i>How likely are those consequences?</i> expected to occur in most circumstances will probably occur in most circumstances could occur at some time is not likely to occur in normal circumstances may occur only in exceptional circumstances
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LIKELIHOOD	CONSEQUENCES				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
<b>Almost certain A</b>	M	H	H	VH	VH
<b>Likely B</b>	M	M	H	H	VH
<b>Possible C</b>	L	M	H	H	VH
<b>Unlikely D</b>	L	L	M	M	H
<b>Rare E</b>	L	L	M	M	M

Risk level	Required action
Very high	<u>Act immediately:</u> 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	<u>Act today:</u> 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; (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. (iii) the risk assessment has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared. (v) The supervisor must review and document the effectiveness of the implemented risk controls.
Medium	<u>Act this week:</u> 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 risk controls; (ii) the risk assessment has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared.
Low	<u>Act this month:</u> Managed by local documented routine procedures which must include application of the hierarchy of controls.