St. Albert's College
The University of New England, Armidale NSW 2351, Australia
Ph: 02 6773 6004 - Fax: 02 6773 6399 - Email: stalberts@une.edu.au

THE RISK ASSESSMENT PROCESS

1. PREAMBLE

OH&S is about developing safe systems of work / living and is therefore involved in all facets of work / living - the environment, the design and planning of work / living, the ways in which work / living is done and the machines and equipment used by people at work. To achieve this a Risk Assessment Process is to be used to ensure that St. Albert's College meets the standard required under The *NSW Occupational Health and Safety Act 2000* and the *Occupational Health and Safety Regulation 2001,* that is, that the college is free from risk.

Two terms that are used in this procedure are:

HAZARD is anything (including work practices or procedures) that has the potential to harm the health or safety of a person
Hazards can arise from such things as the workplace environment, the use of plant and substances, poor work design or practices, inappropriate management systems and procedures, and human behaviour.

RISK is the chance of something happening that will have a negative impact on the health or safety of a person

Thus:

Risk = Probability of an occurrence x Consequences of the occurrence

NB. - The probability includes a measure of the exposure to the hazard.

2. POLICY STATEMENT

Once a hazard has been identified St. Albert 's College will use the Risk Assessment Process to assess and manage the risks arising from the hazard.

Using this process the college can make decisions based on a full understanding of the risks involved and the controls that are available. The college can then make decisions to protect college members from hazards by selecting the appropriate control measures that are required to eliminate or mitigate the risk. In this way the college can be made free of risk.

3. PROCEDURES - STUDENT AND STAFF RESPONSIBILITIES

I. THE COLLEGE STUDENTS AND STAFF

Each student and staff member is expected to assist in the management of risks by being available to be a member of a Risk Assessment Team, if the risk is located in their area of responsibility and expertise.

II. THE OH&S OFFICERS are responsible for:

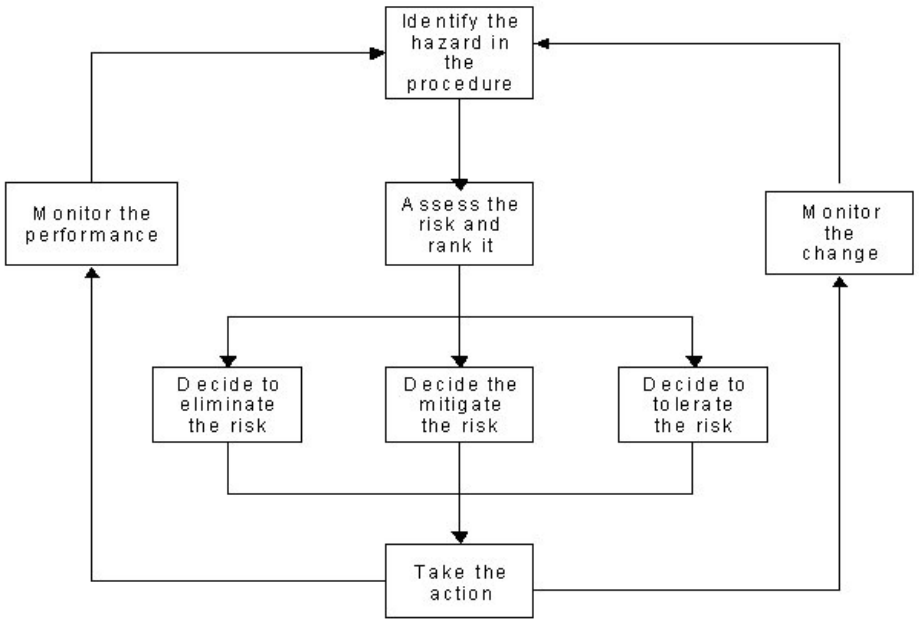
a Collecting reports of hazards in the workplace
b In consultation with the Master, establishing a team of community members who can carry out a Risk Assessment
c Facilitating team meetings as they carry out the assessment process
d Reporting the recommendations of the "Risk Assessment" to the Master
e Supervising the agreed action in response to the recommendation
f Completing a "Risk Assessment Report"
g Maintaining a file of completed "Hazard Reports" with a record of any action taken
h Maintaining a file of "WRAC" forms and completed "Risk Assessments Reports" with a record of any action taken

III. THE TEAM should be established from members of the community who are able to assist in developing an accurate "Risk Assessment". It should consist of members of the community who are able to give a clear picture of the:

a Procedure being assessed
b Actions of staff, students and visitors that may impact on the risk involved
c Expertise needed to understand the situation and the factors affecting the probability of the occurrence and the possible consequences of the occurrence

4. PROCEDURES - THE PROCESS

The Basic Risk Management System



1 To carry out a "Risk Assessment" each team would follow a systems approach to assessing a procedure - the Basic Risk Management System.
2 The Risk Assessment team needs to identify the hazards and assess the risk by:
   a Having an initial team briefing on the process and on the procedure to be assessed
   b Identifying the factors that may apply to the procedure, location or substance
   c Breaking down the system or procedure into individual steps (Using the WRAC)
   d Reviewing each of the steps and identifying the Hazards
   e Review health and safety information that is relevant to the hazard
   f Identifying possible loss scenarios
   g Determine the likelihood (probability) of an injury occurring
   h Determine its consequences (the likely severity of an injury)
   i Thus determine the Risk's Ranking and assessing the risk's level of acceptability
   j Identifying the current controls and determining whether they are adequate
3 If there is no significant risk (i.e. it is a low level risk) or it is a significant risk but the current controls are adequate, then the Risk Assessment is complete.
4 If there is a significant risk (i.e. it is a high level risk) and it is not under control, then further action is required. This would be:
   a Identifying other possible controls or barriers or combinations of controls that would manage the risk - with an emphasis on applying the control hierarchy.
   b Making a Recommendation for Action. This recommendation would include:
      i Selecting the most appropriate control
      ii Identifying how the control measure would be monitored, evaluated and maintained
      iii Identifying any training / inservicing that needs to be undertaken
      iv Considering the use of health surveillance measures
5 Once the process is completed, the assessment must be recorded on the "Risk Assessment Report" and stored for 30 years.
6 The decision about any action resulting from Risk Assessments, will be taken by the Master, in an order of priority indicated by the risk's ranking. This decision will always be taken to protect the college community from unacceptable risk, so that the health and safety of the community is preserved.

5. Duration

This OH&S Procedure comes into effect in May 2006 and will be reviewed by April 2006.

6. Forms and Instructions

Following is a list of the round of reports/instructions required

- Hierarchy of Controls
- Risk Assessment Report
- Risk Ranking Matrix
- WRAC Form
- WRAC Instructions

St. Albert's College

HIERARCHY OF CONTROLS

For any workplace hazard there can be a number of possible control strategies. These form a hierarchy or order of preference. The higher the control strategy is on the hierarchy, the more effective and preferable it is.

Strategy	Explanation	Examples
Elimination	• Don't do it • Abolish	• Change the activity • Don't buy it • Remove it
Substitution	• Replace it with a less hazardous substance, item • Provide Alternatives	• Replace the equipment • Use another item
Mitigation	• Moderate • Dilute • Reduce the amount (mass or volume)	• Use smaller quantities of the chemical • Dilute the solution • Reduce the temperature of the water
Isolation	• Separate the person from the hazard by distance or a barrier	• Have the group stand back • Designate separate areas for different activities or substances • Have different departure points
Engineering Controls	• Arrange, build mechanical protection to suppress, minimise or contain the hazard	• Have fans or exhaust fans • Ozone filter on the photocopier
Administrative Procedures	• Rules to require people to work in a particular way	• Play games with modified rules • Store chemicals in a particular way
Personal Protective Equipment	• Safety clothing or devices	• Wear helmets, knee pads, wrist guards, eye protection • Wear lab coats

St. Albert's College

Risk Assessment Report

College Area, Department: …… Date: ……

Risk Assessment Team: ……

……

……

Suspect Procedure, Item, Substance: ……

……

Rationale for its Presence in the College: ……

……

……

List of Hazards: ……..

……

……

Consequences of the Hazards: ……

Probability of the Hazards: ……

Risk's Ranking: ……..

Level of Risk: Significant (High Level Risk)

Not Significant (Low Level Risk)

Controls Currently in Place: ……

……..

……..

Other Controls that can be Applied: …….

……

Recommendation for Action: …….

……

……

Signature: …… (Chairperson of Risk Assessment Team)

Action Taken: ……..

……..

……..

……..

Comments: ……..

……

……

Signature: ……..... Date: ……

St. Albert's College

RISK RANKING MATRIX

DETERMINING THE RISK RANKING

Use the Risk Ranking Matrix, by plotting the Probability of the occurrence vs. the Consequences of the occurrence. Where these have the following meanings and ratings:

a. LIKELIHOOD of the hazard occurring

Rare	= Likely to occur in very exceptional circumstances	= 1
Unlikely	= Could occur at some time	= 2
Possible	= May occur at some time	= 3
Likely	= Will probably occur at least once	= 4
Almost Certain	= Is expected to occur in most circumstances	= 5

b. CONSEQUENCES / IMPACT of the hazard on people

Insignificant	= No personal injury that requires treatment. eg scratch	= 1
Minor Injury	= Injury requiring minor first aid	= 2
Moderate Injury	= Serious injury requiring hospital / emergency treatment	= 3
Major Injury	= Multiple injuries or serious injuries requiring hospitalisation	= 4
Catastrophe	= Death(s)	= 5

The number in the box for the given probability and consequence is the Risk's Ranking.

Likelihood = Consequence	**Rare 1**	**Unlikely 2**	**Possible 3**	**Likely 4**	**Almost Certain 5**
Insignificant Injury 1	1 Negligible	2 Negligible	3 Low	4 Low	5 Tolerable
Minor Injury 2	2 Negligible	4 Low	6 Tolerable	8 Tolerable	10 High
Moderate Injury 3	3 Low	6 Tolerable	9 Tolerable	12 High	15 Extreme
Major Injury 4	4 Low / Tol.	8 Tolerable	12 High / Ext.	16 Extreme	20 Extreme
Catastrophe 5	5 Tol. / High	10 High	15 Extreme	20 Extreme	25 Extreme

LEVEL OF RISK

If the risk is ranked:

- 15 to 25 = Extreme – these are unacceptable risks and must be eliminated.
- 10 to 14 = High – these are borderline risks and must be eliminated or have stringent controls in place
- 5 to 9 = Tolerable – these are acceptable risks and should be looked at after attending to all of the high-risk issues – these need a control in place.
- 1 to 4 = Negligible – these are insignificant risks and may be ignored in the planning phase

WRAC Form

PROCEDURE being assessed ……

A	B	C	D	E	F	G
Step	**Potential incident / accident**	**Probability**	**Consequences**	**Risk Ranking**	**Current Controls**	**Recommended Controls**

St. Albert's College

WRAC PROCEDURE

With WRAC (Workplace Risk Assessment and Control), you identify the procedure to be analysed and:

1. Divide the procedure up into steps
2. Analyse each step separately

In column:

A = List the steps in the procedure
Example: For an trip – check bus, check driver, load students, etc

B = For each step determine what can go wrong
Example: A bald tyre or a tired driver

C = Assess the incidents probability / likelihood

- Describe this probability in words – Almost Certain, Likely, Possible, Unlikely, Rare

D = Assess the consequences of the incident happening

- Describe this consequence in terms of the likely result on the health and safety of the community members, using the following terms – Catastrophe (Fatality or Permanent Disability), Major Injury, Moderate Injury, Minor Injury or Insignificant.

E = Give it a Risk Ranking

- Use the Risk Ranking Matrix

F = Identify the current controls in place to eliminate or mitigate the risk.

G = Identify possible controls that eliminate or minimise the risk