# HS Risk management form

**Faculty/Division:**

**School/Unit OR Arc Club/Society:**

<table>
<thead>
<tr>
<th>Document number</th>
<th>Initial Issue date</th>
<th>Current version</th>
<th>Current Version Issue date</th>
<th>Next review date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>23/01/2019</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Risk management name:** 2019 UEEC BBQ – 12 Feb 2019

**Form completed by:**

**Signature**

**Date**

**Responsible supervisor/ authorising officer:**

**Signature**

**Date**

## Identify the activity and the location of the activity

Use of one of the electric built-in BBQs or a portable gas BBQ, by student/staff groups:

- Michael Birt Lawn (D25)
- Library Lawn Gravel Area (E21) – *built-in electric BBQ*
- Morven Brown Lawn (C20)
- Commerce Courtyard CLB (E20)
- Ball Sculpture Lawn (H17)
- Chancellor’s Garden – Fountain OMB (J15) – *built-in electric BBQ*
- Physics Lawn (L13) – *built-in electric BBQ*
- Science Theatre Lawn (G13)
- Alumni Park Lawn (D12)
- Sam Cracknell (H8) – *built-in electric BBQ*

## Identify who may be at risk from the activity:

A number of people may be at risk from any activity held on the day, inclement weather and by attending the event. This may affect the risk controls needed and will be actioned as requested. All people onsite are included and extend to fellow workers, visitors, contractors and the public. The location of the activities may affect the number of people at risk. This event is a showcase of Uni with public displays, activities and information.

## How were people consulted?

Consultation, site inspections, meetings, previous documents, staff experience and knowledge, resources, legislation, NSW Worksafe website and resources, training courses and material content

## List legislation, standards, codes of practice, manufacturer’s guidance etc used to determine control measures necessary

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Codes of Practice
## 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 legislation, codes of practice, Australian standards, manufacturer’s instructions etc.
3. List existing risk controls and any additional controls that need to be implemented
4. Rate the risk once all controls are in place using the matrix in HS329 Risk Management Procedure

<table>
<thead>
<tr>
<th>Task/Scenario</th>
<th>Hazard</th>
<th>Associated harm</th>
<th>Existing controls</th>
<th>Any additional controls required?</th>
<th>Risk Rating</th>
<th>Cost of controls (in terms of time, effort, money)</th>
<th>Is this reasonably practicable</th>
</tr>
</thead>
</table>
| Food preparation | Raw meat, contaminated surfaces, Raw and ready to eat food coming into contact during food preparation, contaminated food | Food poisoning, negative student/patron experience, damaged university reputation | • Purchased food to be within use-by dates.  
• All meat to remain frozen during storage.  
• Separate chopping boards and utensils to be used when preparing meats and salads/ready to eat food.  
• Separate utensils for cooked and raw meats.  
• Observe good hygiene standards, hands must be washed between handling uncooked meats and ready to eat foods.  
• Keep salads separate from raw meats to prevent contamination.  
• Food handlers to keep cuts covered.  
• Food handlers must not participate if they have had a food related illness in the last 48 hours.  
• Protect food from likely contamination by customers, dust, fumes and insects using plastic wrap covers.  
• Disposable eating and drinking utensils to be used.  
• Food Standards for Australia/New Zealand to be complied with. | Coordinator to sort food items-esky & sealed units of food supplied | C | | Y/N |
| Setting up the BBQ / Use of existing facilities | Contaminated BBQ plate, Gas BBQ: damaged cylinder, out of date, faulty gas connection, faulty pipes, faulty taps, wind. | Food poisoning, explosion, fire, physical injury and burns, gas leaks, faulty equipment | • Inspect hot plate and if required clean prior to use.  
• Visual inspection of the BBQ, gas pipes and gas cylinder for damage prior to use, BBQ not to be used if it is believed to be damaged.  
• Check that the gas cylinder is in good condition and that it is within its test period for use (testing is required every 10 years)  
• Check that the taps are working correctly.  
• Check that the taps are turned off before connecting to the gas cylinder. | Check onsite and clean before & after use  
Check all items before use  
Report any issues  
Students who consider smoking in | C | | |
<table>
<thead>
<tr>
<th>Task/Scenario</th>
<th>Hazard</th>
<th>Associated harm</th>
<th>Existing controls</th>
<th>Any additional controls required?</th>
<th>Risk Rating</th>
<th>Cost of controls (in terms of time, effort, money)</th>
<th>Is this reasonably practicable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>maintenance and control of equipment</td>
<td>Gas is turned off if there is a suspected gas leak. Gas fuse safety cut off device. BBQ is located away from combustibles and air intake areas. Check the wind direction and the weather before starting the BBQ. Do not use the BBQ if there is a concern about the risk of fire due to wind direction. Fire extinguishers are in all buildings. All students understand the UNSW Emergency Procedure for fires. BBQ is sited in an area free of vehicle and pedestrian traffic with access to the BBQ limited to persons operating the BBQ. UNSW policy prohibits any smoking on campus – there is to be no smoking, especially near a BBQ.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical BBQ</td>
<td>Electric BBQ – faulty electrical wiring</td>
<td>Electric shock, physical injury, negative student/patron experience, damaged university reputation</td>
<td>BBQs are connected to fixed electrical supply Electrical connections are inspected once a year by EM Inspect BBQ days prior to the event &amp; report damage/faults to Estate Management (EM) on <a href="mailto:emadminsupport@unsw.edu.au">emadminsupport@unsw.edu.au</a></td>
<td></td>
<td></td>
<td>Report any issues to EM</td>
<td></td>
</tr>
<tr>
<td>Fire Ban</td>
<td>Increased chance of injury due to extreme heat conditions, legal restrictions</td>
<td>Increased chance of explosion, fire, physical injury and burns, legal compliance</td>
<td>During a total fire ban, combustible material is banned from being within 2 metres of both gas and electric BBQs. During a total fire ban, for gas BBQs an immediate and continuous supply of water is required.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Task/Scenario</td>
<td>Hazard</td>
<td>Associated harm</td>
<td>Existing controls</td>
<td>Any additional controls required?</td>
<td>Risk Rating (C L R)</td>
<td>Cost of controls (in terms of time, effort, money)</td>
<td>Is this reasonably practicable Y/N</td>
</tr>
<tr>
<td>---------------</td>
<td>--------</td>
<td>-----------------</td>
<td>------------------</td>
<td>----------------------------------</td>
<td>---------------------</td>
<td>-----------------------------------------------</td>
<td>---------------------------------</td>
</tr>
</tbody>
</table>
| **Inclement weather conditions** | Extreme weather conditions | Physical injury and burns, BBQ rained out/cancelled, poor student/patron turn out | • Check weather forecast day prior to the event to monitor extreme weather conditions that will interfere with event.  
• Set-up canopy to avoid sudden or expected rain pour. | | | Consider cancelling the event should extreme weather conditions persist | |
| **Strong winds** | Unsecured objects, debris, dust and insects spoiling food/contaminating BBQ, wind blowing objects and equipment | Contaminated food, physical injury, burns, fire, negative student/patron experience | • Check the wind direction and the weather before starting the BBQ. Do not use the BBQ if there is a concern about the risk of fire due to wind direction.  
• Ensure food is covered to protect from debris, dust and insects.  
• Ensure food is covered to protect from leaves/bark from tree.  
• Ensure food is covered to protect from bird droppings.  
• Ensure all objects are secured – maintaining that food is at least 150mm off ground.  
• Inspect area day prior to event to ensure BBQ area is safe from falling branches, objects. | | | | |
| **Cooking food** | Hot surfaces, excess grease on the BBQ, BBQ sited in traffic routes, undercooking/cross contamination | Burns, fire – physical injury, damage to surfaces under the BBQ, food poisoning | • Ensure BBQ is not overloaded.  
• Use clean, suitable utensils to handle food.  
• The BBQ is always to be attended.  
• Use separate tongs/plate for raw and cooked meats  
• Wash hands regularly.  
• Only food which can be cooked at any one time is taken out of the cool box/refrigerator.  
• Uncooked food is stored in a cool box/refrigerator.  
• Turn food regularly and ensure to move it around the BBQ to ensure it cooks thoroughly  
• Ensure all meat is well done and is served steaming hot  
• Serve food immediately after cooking  
• Dispose of all left-over food unless refrigeration equipment is available too rapidly cool the food  
• Cooked food is not to be reheated | | | Coordinator onsite to manage  
Check all items & use correct trays for food handling |
<table>
<thead>
<tr>
<th>Task/Scenario</th>
<th>Hazard</th>
<th>Associated harm</th>
<th>Existing controls</th>
<th>Any additional controls required?</th>
<th>Risk Rating</th>
<th>Cost of controls (in terms of time, effort, money)</th>
<th>Is this reasonably practicable Y/N</th>
</tr>
</thead>
</table>
| Staff handling BBQ | Staff illness, negligence or accident handling equipment, jewellery and accessories, hair | Physical injury and burns, food contamination, negative student experience | • Food handlers to remove jewellery and accessories to avoid injury.  
• Food handlers to be wearing gloves/mittens and not directly contact food with hands or body.  
• Food handlers to keep cuts covered.  
• Food handlers & staff to avoid sneezing, blowing or coughing over food  
• Food handlers to ensure they wash their hands before and after handling food.  
• Food handlers not to be eating while cooking.  
• Long hair to be tied back.  
• Food handlers to keep cuts covered.  
• Trained First aider on site. | | | | |
| Packing up the BBQ | Disconnecting the gas BBQ, cleaning the BBQ, Moving the BBQ – manual handling, burns | Explosion, fire, physical injury, burns, muscular injury | • Turn off gas securely before disconnecting  
• Ensure not to touch hot surfaces  
• Allow for BBQ to cool before cleaning it  
• Allow the BBQ to cool before moving it  
• Use safe manual handling techniques to avoid muscle strain | Clean all items & BBQ area | | | |
## Risk Rating Methodology and Matrix

### Consider the Consequences
- **Insignificant**: Injuries not requiring first aid
- **Minor**: First aid required
- **Moderate**: Medical treatment required
- **Major**: Hospital admission required
- **Severe**: Death or permanent disability to one or more persons

### Consider the Likelihood
- **Unlikely**: Could happen at some time
- **Possible**: Might occur occasionally
- ** Likely**: Will probably occur in most circumstances
- **Almost certain**: Expected to occur in most circumstances

### Calculate the Risk
1. Take the consequences rating and select the correct column
2. Take the likelihood rating and select the correct row
3. Select the risk rating where the two ratings cross on the matrix below.

#### Consequences
- A: VH
- B: VH
- C: VH
- D: Medium
- E: Medium

#### Likelihood
- 1: Very high
- 2: High
- 3: Medium
- 4: Low
- 5: Very low

### Required Action
- **Very high**: Act immediately. 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**: Act today. 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 and (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and (iii) the document has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared and (v) the supervisor must review and document the effectiveness of the implemented risk controls.
- **Medium**: Act this week. 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 controls and (ii) the document has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared.
- **Low**: Act this month. Managed by local documented routine procedures which must include application of the hierarchy of controls.
List emergency procedures and controls
List emergency controls for how to deal with fires, spills or exposure to hazardous substances and/or emergency shutdown procedures

Contact Security 9385 6666 if required for any emergency or risks noted immediately.

<table>
<thead>
<tr>
<th>Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional control measures needed:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled review date:</td>
</tr>
<tr>
<td>Are controls eliminating or minimising the risk?</td>
</tr>
<tr>
<td>Are there any new problems with the risk?</td>
</tr>
<tr>
<td>Review by: (name)</td>
</tr>
<tr>
<td>Review date:</td>
</tr>
</tbody>
</table>

Acknowledgement of Understanding
All persons performing these tasks must sign that they have read and understood the risk management (as described in HS329 Risk Management Procedure).

Note: for activities which are low risk or include a large group of people (e.g. open days, BBQ’s, student classes etc), only the persons undertaking the key activities need to sign below. For all others involved in such activities, the information can be covered by other methods including for example a safety briefing, induction, and/or safety information sheet (ensure the method of communicating this information is specified here)

<table>
<thead>
<tr>
<th>Risk management name and version number:</th>
<th>I have read and understand this risk management form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Signature</td>
</tr>
<tr>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>