

For additional information refer to HS329 [Risk Management Procedure](#)

HS017 HS Risk management form

Faculty/Division:		School/Unit OR Arc Club/Society:		
Document number 1	Initial Issue date 23/01/2019	Current version 1	Current Version Issue date	Next review date

Risk management name	2019 UEEC BBQ – 12 Feb 2019
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Form completed by		<i>Signature</i>	<i>Date</i>
Responsible supervisor/ authorising officer		<i>Signature</i>	<i>Date</i>

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

Task/ Scenario	Hazard	Associated harm	Existing controls	Any additional controls required?	Risk Rating			Cost of controls (in terms of time, effort, money)	Is this reasonably practicable Y/N
					C	L	R		
<i>Food preparation</i>	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	<ul style="list-style-type: none"> • 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					
<i>Setting up the BBQ / Use of existing facilities</i>	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	<ul style="list-style-type: none"> • 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					

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					C	L	R		
	maintenance and control of equipment		<ul style="list-style-type: none"> 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 	an open air environment are reminded UNSW is a smoke-free area – https://www.gs.unsw.edu.au/policy/documents/smokefreepolicy.pdf					
<i>Electrical BBQ</i>	Electric BBQ – faulty electrical wiring	Electric shock, physical injury, negative student/patron experience, damaged university reputation	<ul style="list-style-type: none"> BBQs are connected to fixed electrical supply Electrical connections are inspected once a year by EM Inspect BBQ days prior to the event & report damage/faults to Estate Management (EM) on emadmins@unsw.edu.au 	Report any issues to EM					
<i>Fire Ban</i>	Increased chance of injury due to extreme heat conditions, legal restrictions	Increased chance of explosion, fire, physical injury and burns, legal compliance	<ul style="list-style-type: none"> 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. 						

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					C	L	R		
<i>Inclement weather conditions</i>	Extreme weather conditions	Physical injury and burns, BBQ rained out/cancelled, poor student/patron turn out	<ul style="list-style-type: none"> • 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					
<i>Strong winds</i>	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	<ul style="list-style-type: none"> • 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. 						
<i>Cooking food</i>	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	<ul style="list-style-type: none"> • 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 	<p>Coordinator onsite to manage</p> <p>Check all items & use correct trays for food handling</p>					

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					C	L	R		
Staff handling BBQ	Staff illness, negligence or accident handling equipment, jewellery and accessories, hair	Physical injury and burns, food contamination, negative student experience	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

RISK RATING METHODOLOGY AND MATRIX		CONSEQUENCES					
Consider the Consequences	Consider the Likelihood	Calculate the Risk					
<p>Consider: What type of harm could occur (minor, serious, death)? Is there anything that will influence the severity (e.g. proximity to hazard, person involved in task etc.). How many people are exposed to the hazard? Could one failure lead to other failures? Could a small event escalate?</p>	<p>Consider: How often is the task done? Has an accident happened before (here or at another workplace)? How long are people exposed? How effective are the control measures? Does the environment effect it (e.g. lighting/temperature/pace)? What are people's behaviours (e.g. stress, panic, deadlines) What people are exposed (e.g. disabled, young workers etc.)?</p>	<p>1. Take the consequences rating and select the correct column</p> <p>2. Take the likelihood rating and select the correct row</p> <p>3. Select the risk rating where the two ratings cross on the matrix below.</p> <p>VH = Very high, H = High, M = Medium, L = Low</p>					
<p>5. Severe: death or permanent disability to one or more persons</p> <p>4. Major: hospital admission required</p> <p>3. Moderate: medical treatment required</p> <p>2. Minor: first aid required</p> <p>1. Insignificant: injuries not requiring first aid</p>	<p>A. Almost certain: expected to occur in most circumstances</p> <p>B. Likely: will probably occur in most circumstances</p> <p>C. Possible: might occur occasionally</p> <p>D. Unlikely: could happen at some time</p> <p>E. Rare: may happen only in exceptional circumstances</p>	LIKELIHOOD	1	2	3	4	5
		A	M	H	H	VH	VH
		B	M	M	H	H	VH
		C	L	M	H	H	VH
		D	L	L	M	M	H
		E	L	L	M	M	M

Risk level	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.

Implementation			
Additional control measures needed:	Resources required	Responsible person	Date of implementation

REVIEW			
Scheduled review date:			
Are all control measures in place?			
Are controls eliminating or minimising the risk?			
Are there any new problems with the risk?			
Review by: (name)			
Review date:			

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)

Risk management name and version number: **I have read and understand this risk management form**

Name	Signature	Date