Risk Assessment

This template is to be used with reference to the *OHS Risk Management Procedure*. For support in conducting a Risk Assessment, contact the OHS Advisory Service on 1300 074 715 or email [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).

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| **1. Background information** | | | |
| **School/workplace:** |  | **Date:** |  |
| **Title of assessment:** | **Cleaning windows – Single story** *(Double story window cleaning should be carried out by a contractor)* | **Name of person conducting assessment:** |  |

| **2. Risk assessment** | | | |
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| **Identify and list hazards** | **List current risk controls** | **Risk rating** | **List additional controls** *(if any - where current controls are not adequately managing the level of risk)* |
| 1. Fall from height 2. Falls of materials 3. Manual handling 4. Pedestrians on site 5. Slips and trips | * Use of an elevated work platform * Use of an extended cleaning pole * If water fed cleaning pole is used, the hose is positioned so as not to create a tripping hazard * S.M.A.R.T lifting techniques are used * The area beneath window is free from obstructions * Materials are stored in a bucket/ tub * Cordon off the ground area around where windows are to be cleaned * Enclosed footwear and hard hat is worn * Protective gloves are worn * A platform ladder is used * The platform ladder is placed on a flat surface * At least three points of contact are maintained whilst on ladder |  |  |

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| **Consequence** - Evaluate the **consequences** of a risk occurring according to the ratings in the top row  |  |  |  | | --- | --- | --- | | **Descriptor** | **Level** | **Definition** | | **Insignificant** | **1** | No injury | | **Minor** | **2** | Injury/ ill health requiring first aid | | **Moderate** | **3** | Injury/ill health requiring medical attention | | **Major** | **4** | Injury/ill health requiring hospital admission | | **Severe** | **5** | Fatality | | **Likelihood** - Evaluate the **likelihood** of an incident occurring according to the ratings in the left hand column  |  |  |  | | --- | --- | --- | | **Descriptor** | **Level** | **Definition** | | **Rare** | **1** | May occur somewhere, sometime (“once in a life time / once in a hundred years”) | | **Unlikely** | **2** | May occur somewhere within the Department over an extended period of time | | **Possible** | **3** | May occur several times across the Department or a region over a period of time | | **Likely** | **4** | May be anticipated multiple times over a period of time  May occur once every few repetitions of the activity or event | | **Almost Certain** | **5** | Prone to occur regularly  It is anticipated for each repetition of the activity of event | |
| 1. Risk Matrix- Using the matrix, calculate the level of risk by finding the intersection between the likelihood and the consequences  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Likelihood** | **Consequence** | | | | | | **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** | | **Almost Certain** | Medium | High | Extreme | Extreme | Extreme | | **Likely** | Medium | Medium | High | Extreme | Extreme | | **Possible** | Low | Medium | Medium | High | Extreme | | **Unlikely** | Low | Low | Medium | Medium | High | | **Rare** | Low | Low | Low | Medium | Medium | | 4 Risk Level/Rating and Actions   |  |  |  | | --- | --- | --- | | **Description of risk** |  | **Actions** | | **Extreme:** | | Notify **Workplace Manager and/or Management OHS Nominee** immediately. Corrective actions should be taken immediately. Cease associated activity. | | **High:** | | Notify **Workplace Manager and/or Management OHS Nominee** immediately. Corrective actions should be taken within 48 hours of notification. | | **Medium:** | | Notify **Nominated employee, HSR / OHS Committee**. Nominated employee, OHS Representative / OHS Committee is to follow up that corrective action is taken within 7 days. | | **Low** | | Notify **Nominated employee, HSR / OHS Committee**. Nominated employee, HSR / OHS Committee is to follow up that corrective action is taken within a reasonable time. | |