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:** | **Retrieving balls or other objects from single story roofs** | **Name of person conducting assessment:** |  |

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| **2. Risk assessment** | | | | | |
| **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. Workers are less than two metres from unprotected edges or openings where they could fall more than two metres to the ground. 2. Ladder is broken or in poor condition 3. The slope of the raised work surface make it difficult to maintain balance. 4. Pedestrians (e.g. students) interfere with workers doing the task. 5. Slippery surface material | * Use of an elevated work platform * Roof safety guards/rails are installed * Grates have been placed on gutters to prevent leaf / debris build up * If working on roof, a harness is worn that is secured to anchor points * Only undertake work in good weather conditions * Position ladder to avoid need to be on roof to remove ball * Ladder is weight rated to 120kg and manufactured for industrial use * Ladder can be secured to gutter by using a clamp or other device * Cordon off the ground area around the base of the ladder to prevent pedestrian access * Have another person at the base of the ladder to support the ladder and monitor students * Authorised and trained staff member to use a ladder as per safe work practice. * Enclosed footwear is worn * Hard hat is worn | |  |  | |
| **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. | | | |