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:** | **Set-up and use of scaffolding** *(this task can only be performed by a competent person who is licensed to undertake this work)* | **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. Full or partial collapse/structural failure 5. Overloading of scaffold 6. Adverse weather conditions 7. Vehicles on site | * Scaffolding is inspected during construction and once complete by an individual with a scaffolding licence * Maximum weight of scaffolding is agreed upon prior to set-up of scaffold * Scaffolding to be secured to prevent unauthorised access * Scaffolding is inspected for defects or damage prior to use * Scaffolding is inspected after repairs have been made * Scaffolding is inspected every thirty days * Scaffolding to be erected and dismantled by a contractor with a scaffolding licence * Agree weight/strength specification of scaffolding with scaffolding contractors before engaging them to erect scaffolding on site * Maintain awareness of total weight on scaffold, including employees * Under no circumstances are employees to alter scaffolding erected by contractors * No employees to work at height in adverse weather conditions * Weather protection to be taken into account when selecting * Employees to use the correct manual handling techniques at all times * Scaffold construction area to be isolated and cleared of all persons * Trucks are to be escorted to the area where the scaffolding is to be constructed * Truck driver made aware, prior to driving into construction area, where materials are to be placed and where the scaffold is to be erected * Use Personal Protective Equipment (PPE) such as appropriate gloves, head protection and safety footwear * Employees have completed Work Safely at Heights Training Course (RIIWHS204D) * An emergency rescue plan has been established * Manual handling training for all employees (eLearning) * Use fall arrest equipment (harness) attached at all times to the scaffold when working |  |  |

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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 DET over an extended period of time | | **Possible** | **3** | May occur several times across DET 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. | |