

# Risk Assessment



Reference No: UOW09001

Status: Complete

Date Created: 12/06/2019

## Form Details

## Form Updated Details

Last Updated: 12/06/2019

Version No: 1

## Initial Details

Faculty/Division: Faculty of Science Medicine and Health

 Confidential

Unit: School of Chemistry and Molecular Bioscience (SCMB)

Work Activity: HSC Chemistry Study Day

Location: Wollongong Campus

Building: 43 - Sciences Teaching Facility

Room

Specific Location: Various rooms/labs in B43

Category: Teaching

Is this risk assessment related to the purchase of an item or service?

 Yes No

Please enter the Purchase Order Number

## Risk Type

 Generic Manual Handling Hazardous Substances Radiation BioSafety Field / Off-Campus Activity Serving Alcohol Travel

## Developer/s

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## Approver/s

Name  
Patrice KeenanPosition  
Manager, Marketing, Recruitment & DDate Approved  
12/06/2019

## Referenced Documentation

| Type                | Description            | Filename |
|---------------------|------------------------|----------|
| UOW Guidelines      | UOW Guidelines         |          |
| Legislation         | Working with Children  |          |
| Australian Standard | Safety in Laboratories |          |
| Legislation         | MSDS                   |          |

## Assessment and Control

| Hazard | Description of Hazard                         | Current Controls  | Consequence                    | Likelihood                                    | Risk Score |
|--------|---|---|--------------------------------|---|------------|
| 1      | Slips, trips and falls on campus              | Participants to be wearing closed, flat shoes, and bring water/hat/sunscreen/food   | Moderate (First aid treatment) | Unlikely (May occur, but probably never will) | Low        |
| 2      | Accidents/injuries during free time on Campus | Students instructed to take care of their own personal safety<br>Participants compromising the safety of themselves and others to be excluded from the activity | Major (Medical treatment)      | Unlikely (May occur, but probably never will) | Medium     |

|   |   |   |                                |  |        |
|---|---|---|--------------------------------|--|--------|
| 3 | Medical Emergencies (e.g. Asthma, Anaphylaxis)                              | First aid trained staff on hand, including all UOW Security staff<br>First aid kits available in laboratories and other locations as signposted<br>Students asked when registering to note any major medical issues   | Major (Medical treatment)      | Possible (May occur at some time)                  | Medium |
| 4 | members of the public posing a threat to the safety of Year 12 participants | Students advised to be vigilant about their personal safety<br>Students will be under UOW staff supervision for the bulk of their time on campus  | Moderate (First aid treatment) | Unlikely (May occur, but probably never will)      | Low    |
| 5 | Chemical Spill by student performing experiment                             | Students instructed on correct handling techniques<br>Staff on hand to provide direction and supervision<br>Staff are trained in minimising risks of spillage as well as actions to take if a spill does occur<br>Staff will be familiar with chemicals, have read appropriate MSDS where required<br>Students to wear PPE, hair tied back, closed in shoes<br>small amounts only of chemicals used, no high concentrations | Moderate (First aid treatment) | Likely (Will probably occur in most circumstances) | Medium |
| 6 | Glass Breakage  | Students and staff wearing appropriate PPE<br>Staff available to clean up and assist so students do not have to handle broken glass   | Major (Medical treatment)      | Possible (May occur at some time)                  | Medium |

Is there a safe work procedure available in place for this activity?

Yes

No

#### Risk Control

| Hazard | Control Type   | Control Description  | Person Responsible | Target Date | Date Completed |
|--------|----------------|--|--------------------|-------------|----------------|
| 1      | Administration | remind students of the importance of safety<br>exclude participants who compromise the safety of themselves and others                               |                    |             |                |
| 2      | Administration | Exclude participants who compromise the safety of themselves and others  |                    |             |                |
| 3      | Administration | UOW staff made aware of at-risk students<br>First aid trained staff available  |                    |             |                |
| 4      | Administration | students informed that campus is a public place and they should be aware of personal safety  |                    |             |                |
| 5      | Administration | Demonstration of safe use of laboratory equipment and chemical handling<br>Use of PPE<br>Small amounts of chemicals used, also at low concentrations |                    |             |                |
| 6      | Administration | Staff trained in cleaning up after accidental breakage<br>Students instructed not to touch broken glassware, and to alert staff immediately.         |                    |             |                |