**COVID-19 Risk Assessment – September 2021**

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| Work health and safety risk assessment form |  |

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| Enter information about the activity / task, people affected, its location, and the people completing the risk assessment | | | | | | |
| **Description of activity / task:** COVIDSafe plan for Library and other communal facilities | | | | | | |
| **Describe the working environment including layout and physical conditions:**   * *1.5 metres and 4 square metre rules apply as a minimum* * *Hazard control measures to apply to conditions of entry for staff and students before they attend campus* * *Hygiene controls in place prior to staff/students entering Libraries and other communal study facilities on campus.* * *Activities measures for pre arrival and pre departure.* | | | | | | |
| **Location(s):** Insert location | | | | | | |
| **Are there any emergency, security, licensing or approval requirements for this risk assessment?** For example:  Emergencies – spills, gas leaks, communication in remote conditions  Security – storage of scheduled drugs, portable radiation equipment  Licensing or approvals – approval from animal ethics committee | | | Approval is required from a supervisor at the level of DVC, PVC, Dean, Executive Director, Director or equivalent | | | |
| **How will this risk assessment be monitored?**  For example: regular or ad-hoc inspections, training, audits, academic supervision of students. | | | Risk assessments must be revised frequently to:   * ensure control measures are working * include the latest advice from state and federal authorities as restrictions and conditions change | | | |
| **What reference materials were used when developing this risk assessment?** For example:   |  |  | | --- | --- | | * Legislation | * Standard operating procedures | | * Code of practice | * Incident investigations | | * Australian standards | * Manufacturer’s instructions | | | | [Public Health Order NSW](https://legislation.nsw.gov.au/information/covid19-legislation)  [Safe Work Australia National COVID-19 Safe Work Principles](https://www.safeworkaustralia.gov.au/covid-19-information-workplaces/other-resources/national-covid-19-safe-workplace-principles)  [NSW Government COVID-19](https://www.nsw.gov.au/covid-19)  [Principles and protocols for reducing the potential risk of COVID-19 transmission at Universities](https://www.westernsydney.edu.au/__data/assets/pdf_file/0008/1683584/Principles_and_Protocols_for_Reducing_the_Risk_of_COVID-19_Transmission_at_Universities.pdf)  [Good hygiene video](https://youtu.be/PoHhtIwajGU)  [WSU Guidelines](https://www.westernsydney.edu.au/whs/whs/work_health,_safety_and_wellbeing_information_on_coronavirus/guidelines_for_reducing_the_transmission_of_covid-19_at_work)  [WSU COVID-SAFE PLAN](https://www.westernsydney.edu.au/whs/whs/work_health,_safety_and_wellbeing_information_on_coronavirus/guidelines_for_reducing_the_transmission_of_covid-19_at_work)  [Work health, Safety and Wellbeing Website](https://www.westernsydney.edu.au/whs/whs/work_health,_safety_and_wellbeing_information_on_coronavirus) | | | |
| **Who was involved in the development of this risk assessment?**   |  |  |  | | --- | --- | --- | | Facilitator: | Signature: | Date: | | Team members: | Signature | Date: | | | | | | | |
| Version details | | | | | | |
| **Version Number:** | | **Date created:** | | | **Review date:** | |
| REVIEWER / Peer Review (if necessary) | | | | | | |
| **Name:** | Signature: | | | **Date:** | | **Position:** |
| ApprovER | | | | | | |
| *The approver confirms that they have read the risk assessment, and are confident that the risk management process has been adequately undertaken in line with University policy or procedure.* | | | | | | |
| **Name:** | **Signature:** | | | **Date:** | | **Position:** |

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| Risk matrix | | | | | | | | | | |
| **What harm could occur?** | | **What is the likelihood of the harm occurring?** | | **Calculate the risk score**  Take the consequence rating and select the correct row  Take the likelihood and select the correct column  The risk score is where the two ratings intersect | | | | | | |
| **Consequence** | **Description** | **Likelihood** | **Description** |  | | **Likelihood** | | | | |
| **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **Catastrophic** | Fatality or severe irreversible damage | **Almost certain** | Already happened or will occur in most circumstances within one year | **Consequence** | **Catastrophic** | Moderate | Moderate | High | Critical | Critical |
| **Major** | Extensive injuries or impairment | **Likely** | Will probably occur within one year | **Major** | Low | Moderate | Moderate | High | Critical |
| **Moderate** | Medical treatment | **Possible** | May occur within foreseeable future such as within 1 – 3 years | **Moderate** | Low | Moderate | Moderate | Moderate | High |
| **Minor** | First aid treatment | **Unlikely** | May occur at some time but unlikely in the foreseeable future | **Minor** | Very low | Low | Moderate | Moderate | Moderate |
| **Insignificant** | No treatment required | **Rare** | Only occurs in exceptional circumstances | **Insignificant** | Very low | Very low | Low | Low | Moderate |

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| Select the different types of hazards included in the risk assessment | | | | |
|  | Biological | |  | Chemical |
|  | Electrical | |  | Extreme temperatures |
|  | Gravity | |  | Machinery and equipment |
|  | Manual tasks | |  | Noise |
|  | Off-campus work and travel | |  | Physical activity |
|  | Psychosocial | |  | Radiation |
| Control type (to be used as a guide when considering what controls to use) | | | | |
| Elimination | | Removing the hazard, for example taking a hazardous piece of equipment out of service | | |
| Substitution | | Replace the activity, process or substance with a less hazardous one, for example substituting a hazardous chemical with a non-hazardous chemical | | |
| Isolation | | Physically isolate the hazard from the people being at risk, for example using a remote control system to operate machinery; storing chemicals in a DG class cabinet | | |
| Engineering | | Change the equipment or environment where the process is undertaken; engineer out the problem, for example placing guards around moving parts of machinery | | |
| Administrative | | Develop systems of work to reduce people’s exposure to risk, for example policies, procedures, safety signs, posters, training or safe work practices such as job rotation | | |
| Personal protective equipment (PPE) | | Provide suitable and properly maintained PPE to cover and protect people from contact or inhalation, for example, ear muffs, respirators, face masks, and aprons | | |
| Complete the risk assessment | | | | |
| **Use the following steps as a guide to completing the risk assessment:**   1. List each task or job step, in sequential order, for the activity 2. Identify the hazards for each task / job step 3. List the current controls in place or to be used to control the identified hazard/s 4. Use the risk matrix on the second page to determine the risk score for each hazard with current controls in place 5. List any additional/new controls (if needed to further reduce the level of risk) 6. Use the risk matrix on the second page to approximate the risk score for each hazard after additional/new controls have been implemented 7. Identify who is responsible for ensuring controls are implemented 8. Before completing RA Refer to COVID 19 Return to Work | | | | |

| Step 1:  Task / job step | Step 2:  hazard  (What is the source of potential harm or the situation with the potential to cause loss?) | Step 3:  CURRENT CONTROLS | Step 4:  Risk score | | | Step 5:  ADDITIONAL / NEW CONTROLS  (IF NEEDED) | Step 6:  Resdidual risk | | |
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| Consequence | LikeliHood | Risk Score | Consequence | Likelihood | Risk Score |
| Undertaking usual business practices on campus | Transmission of COVID-19 in the workplace | Consider alternative ways of delivering business practices and services - individuals should work from home if/when they can |  |  |  |  |  |  |  |
| Authorised Workers | Transmission of COVID-19 in the workplace | Authorised Workers to have 1 dose COVID-19 Vaccination as per [PHO](https://www.nsw.gov.au/covid-19/health-and-wellbeing/covid-19-vaccination-nsw/vaccination-for-workers) |  |  |  |  |  |  |  |
| Pre-screen of individuals prior to attending campus | Vulnerable individuals contracting COVID-19  Ill individuals spreading communicable diseases | Staff screening to identify ‘[high risk](https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus/case-studies)/[at risk](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19)/[vulnerable](https://www.health.gov.au/news/australian-health-protection-principal-committee-ahppc-advice-to-national-cabinet-on-30-march-2020)’ workers:   * Access form which requires approval from a supervisor at the level of DVC/VP, PVC, Dean, Executive Director or equivalent   Unwell individuals with symptoms of fever or respiratory illness not to come to campus and encouraged to seek medical advice.  Comms from the VC to encourage individuals to report illness before they attend campus to the CoronVirus Hotline. [coronavirusadvice@westernsydney.edu.au](mailto:coronavirusadvice@westernsydney.edu.au)  WHS&Wellbeing case management |  |  |  | * Staff and students in vulnerable populations continue to work or study from home OR seek medical advice regarding the suitability of returning to the University environment * Conduct risk assessment for vulnerable individuals based on medical advice – suitable alternatives should be in place   Individuals **MUST NOT** attend campus if unwell or showing flu like symptoms.  WHS&Wellbeing case management protocol will assist in identifying those at risk, required by [Dept of Health to self-isolate/quarantine](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/self-isolation-self-quarantine-for-coronavirus-covid-19https:/www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/how-to-protect-yourself-and-others-from-coronavirus-covid-19/self-isolation-self-quarantine-for-coronavirus-covid-19).  [whs@westernsydney.edu.au](mailto:whs@westernsydney.edu.au) |  |  |  |
| Maintain Physical Distancing - Staff focus | Transmission of COVID-19 in the workplace | Consideration to:   * The number of staff required in the workplace at any one time * stagger start, break and finish times * rosters/shifts   Avoid congregating in areas such as kitchens, resource/mail rooms, or other areas where people may come into close physical contact.  Maintain a minimum distance of 1.5m between individuals or 4 square metres  Training |  |  |  | * Install [physical distancing signage](https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-keeping-your-distance.pdf) in relevant areas to remind individuals to avoid congregating * Install physical distance markers where frequent work is performed * Increase distance between workspaces * Move tasks to different areas where possible * Where buildings have shared facilities, adjacent facilities with neighbouring doorways, this must be carefully managed e.g. consideration on stagger arrival and departure times of adjacent facilities to reduce the need to have individual congregate in one area. * Limit movements and close contact between individuals * Allocate the current square metre rule of floor space for each person in an enclosed space, including preparation rooms, storerooms, shared laboratory and facilities. Limitations of the facility must be carefully considered. See [Safe Work Australia Physical Distancing Checklist](https://swa.govcms.gov.au/sites/default/files/2020-04/COVID-19-Physical-Distancing-Checklist.pdf) * Relocation of equipment/furniture/assets etc. to achieve physical distance requirements must involve consultation with OEC * Restrict access to smaller facilities/storerooms * Install [physical distancing signage](https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-keeping-your-distance.pdf) in relevant areas indicating maximum occupancy and reminding staff of 1.5m rule * Create self-service access (e.g. checking out/in books) should be encouraged if possible * Promote use of electronic, rather than hard copy resources if possible * Manage access to shared equipment and workspaces to adhere to physical distancing controls e.g. use every second computer. In some areas this has already occurred. * Restrictions for the [maximum occupancy](https://maps.westernsydney.edu.au/index/front.aspx) in the facility (how many people are we able to facilitate within the building and whilst adhering to physical distancing. * All staff and student inductions to now address physical distancing and hygiene requirements, please refer to [WHS&Wellbeing](https://www.westernsydney.edu.au/whs/whs/work_health,_safety_and_wellbeing_information_on_coronavirus) for videos and advice.   [Good Hygiene video](https://youtu.be/PoHhtIwajGU) |  |  |  |
| Maintain Physical Distancing – Student focus | Transmission of COVID-19 during use of communal areas | Training |  |  |  | * Advise students to limit all non-essential face-to-face activities * Where buildings have shared facilities, adjacent facilities with neighbouring doorways, this must be carefully managed e.g. consideration on stagger arrival and departure times of adjacent facilities to reduce the need to have individual congregate in one area. * Limit movements and close contact between individuals * Relocation of equipment/furniture /assets etc. to achieve physical distance requirements must involve consultation with OEC. In some areas this has already occurred. * Manage access to shared equipment and workspaces to adhere to physical distancing controls e.g. use every second computer. In some areas this has already occurred. * Restrict access to smaller facilities * Install physical distancing signage indicating maximum occupancy of facility * Conditions of Entry to be understood and implemented by all individuals. CoE to be signposted at facility entrances * Avoid gathering and queuing at entry and exits by using physical distancing markers * Pre-screening of students prior to entry: * asked if they have symptoms of fever or respiratory illness (if yes, entry is denied) * instructed to maintain physical distancing * temperature checks are not recommended by [SafeWork NSW](https://www.safework.nsw.gov.au/resource-library/COVID-19-Coronavirus/safework-covid-19-important-information) * Create 1.5m barrier at service areas e.g. mark floor with physical distancing markers * Limit pair/group work * Promote use of electronic, rather than hard copy resources if possible * Staggered exiting of students to be facilitated * All staff and student inductions to now address physical distancing and hygiene requirements, please refer to [WHS&Wellbeing](https://www.westernsydney.edu.au/whs/whs/work_health,_safety_and_wellbeing_information_on_coronavirus) for videos and advice.   [Good Hygiene video](https://youtu.be/PoHhtIwajGU) |  |  |  |
| Maintain Good Hygiene | Transmission of COVID-19 on campus | Encourage good hand hygiene e.g. frequent washing of hands for at least 20 seconds using soap and water or hand sanitiser with at least 60% alcohol |  |  |  | * Ensure hand hygiene facilities are available at facility entrances and used as a Condition of Entry and Exit * Install [Hand Hygiene posters](https://www.health.nsw.gov.au/pandemic/Publications/hand-wash-community.pdf) in visible locations and bathrooms * Provide relevant PPE where appropriate to avoid contamination and provide personal protection * Appropriate hand hygiene and cleaning products should be available next to computers with [signage](https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-good-hygiene-practices-poster-for-businesses.pdf) regarding pre-use and post-use clean – this should also be available at photocopiers/printers * See [Safe Work Australia Health, Hygiene and Facilities Checklist](https://swa.govcms.gov.au/sites/default/files/2020-04/COVID-19-Good-Hygiene-Checklist.pdf) |  |  |  |
| Maintain a Good Cleaning Regime | Transmission of COVID-19 onto surfaces |  |  |  |  | * Develop cleaning and disinfecting protocols. Likely to be shared responsibility with OEC, local areas and individuals. See [Safe Work Australia Cleaning Checklist](https://swa.govcms.gov.au/sites/default/files/2020-04/COVID-19_Cleaning-Checklist.pdf) * Shared areas to establish pre- and post-activity cleaning regime * Ensure communal equipment and high touch surfaces are frequently cleaned. See and [Safe Work Australia - How to Clean and Disinfect Your Workplace](https://swa.govcms.gov.au/doc/how-clean-and-disinfect-your-workplace-covid-19) * Install signage to promote pre-use and post-use cleaning of shared equipment * Appropriate hand hygiene and cleaning products should be available next to computers with [signage](https://www.health.gov.au/sites/default/files/documents/2020/03/coronavirus-covid-19-good-hygiene-practices-poster-for-businesses.pdf) regarding pre-use and post-use clean – this should also be available at photocopiers/printers * Regular cleaning of waste disposals |  |  |  |
| Maintain good ventilation | Transmission of COVID-19 due to poor ventilation |  |  |  |  | Consider increasing ventilation by adjusting air-conditioning |  |  |  |
| Respond to a COVID-19 Infection | Transmission of COVID-19 to other individuals |  |  |  |  | Individuals **MUST NOT** attend campus if unwell or showing flu like symptoms |  |  |  |
| Provide Support and Assistance | Heightened anxiety and stress | Staff Counselling - [EAP](https://www.westernsydney.edu.au/whs/whs/health_and_wellbeing/employee_assistance_program)  Staff resources for [Mental Health and Wellbeing](https://www.westernsydney.edu.au/whs/whs/work_health,_safety_and_wellbeing_information_on_coronavirus)  [Student Welfare Service](https://www.westernsydney.edu.au/currentstudents/current_students/services_and_facilities/student_welfare_services2)  [Student Counselling](https://www.westernsydney.edu.au/currentstudents/current_students/services_and_facilities/counselling_services) |  |  |  | Continue to promote internal and external Counselling and Mental Health services |  |  |  |

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| STEP 7: List Who is responsible for implementing the current controls | | | |
| Controls | Who Is responsible for implementing | | |
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| Implementation of additional risk controls | | | |
| Additional control measures may be required where either:   * There is an unacceptable level of risk * Short term controls have been implemented until longer term controls are available.   These additional controls must be documented and assigned to a responsible person for action. | | | |
| Additional controls needed | resources required | responsible persons | date of implementation |
| Review of Risk Assessment | Staff | Supervisors | 14/05/2020 |
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