

Risk Assessment for task or process

<i>Date:</i>	<i>School / Dept.</i>	<i>Assessment completed by:</i>	<i>Contact No.:</i>							
<i>What is the task?</i> Barbecue event		<i>Location where task is being conducted:</i>								
<i>Briefly explain the procedure for this task</i> (incl. Ref to other procedures): Holding a barbecue event and cooking food										
Step in Process	Hazards	Risk (Harm)	EXISTING CONTROLS	Risk Rating (See over)			Additional Controls	Risk Rating (See over)		
				C	L	R		C	L	R
Setting up the BBQ	Faulty taps Gas cylinder test out of date Faulty gas connection Faulty pipes Manual handling	Physical injury Explosion Fire	Visual inspection immediately before use Check that taps work correctly Check that taps are turned off before connecting to gas cylinder Check that the gas cylinder is in good condition and is within its test period for use (testing is required every 10 years) Check that pipes are in good condition Check that there is no gas leakage Rectify any faults before igniting burners Use safe manual handling techniques to avoid muscle strain	2	D	L	Gas fuse safety cut-off device	2	D	L
Cooking food	Excess grease on BBQ Hot surfaces Grease dripping on ground	Fire Burns Damage to surfaces under BBQ	Do not overload the BBQ Use suitable BBQ utensils to handle food The BBQ must be attended and supervised at all times Place cardboard under BBQ to prevent damage to tiles or other surfaces under BBQ.	2	D	L	None			
After BBQ Event	Manual handling Disconnecting gas cylinder Cleaning BBQ	Physical injury Burns	Use safe manual handling techniques Turn off gas securely Do not touch hot surfaces Leave BBQ clean for next user.	2	D	L	None			

In the event of an emergency you will..... (include first aid provisions, procedure if spills/leaks/accident/fire/injury

- Prior to the BBQ - Identify the location of the closest fire extinguisher in the closest building.
- Prior to the BBQ - Identify the location of a first aider in the closest building.
- In the event of a fire or the gas cannot be safely shut off evacuate the area and call Security on x56666
- Be familiar with the UNSW Emergency Procedures for fires. (See UNSW Emergency Procedures Book)

Other action required to ensure the safety of persons involved, equipment, the environment or members of the public.

Follow good personal hygiene to prevent the spread of bacteria
Prevent cross contamination of foods – keep raw and cooked foods separate
Clean utensils thoroughly after using with raw food
Cover any sores or cuts with waterproof dressings before handling food

THE TASK SHOULD NOT PROCEED IF THE RISK RATING AFTER THE CONTROLS ARE IMPLEMENTED IS STILL EITHER HIGH OR EXTREME

Supervisor or designated officer : Name: _____ Signature _____ Date: _____ Contact No. _____
(Please Print)

Note: In estimating the level of risk, initially estimate the risk with existing controls and then review risk controls if risk level arising from the risks is not minimal

TABLE 1 - CONSEQUENCE

Level	Descriptor	Examples of Description
1	Insignificant	No injuries. Minor delays. Little financial loss. \$0 - \$4,999*
2	Minor	First aid required. Small spill/gas release easily contained within work area. Nil environmental impact. Financial loss \$5,000 - \$49,999*
3	Moderate	Medical treatment required. Large spill/gas release contained on campus with help of emergency services. Nil environmental impact. Financial loss \$50,000 - \$99,999*
4	Major	Extensive or multiple injuries. Hospitalisation required. Permanent severe health effects. Spill/gas release spreads outside campus area. Minimal environmental impact. Financial loss \$100,000 - \$250,000*
5	Catastrophic	Death of one or more people. Toxic substance or toxic gas release spreads outside campus area. Release of genetically modified organism (s) (GMO). Major environmental impact. Financial loss greater than \$250,000*

* Financial loss includes direct costs eg workers compensation and property damage and indirect costs, eg impact of loss of research data and accident investigation time.

TABLE 2 - PROBABILITY

Level	Descriptor	Examples of Description
A	Almost certain	The event is expected to occur in most circumstances. Common or repetitive occurrence at UNSW. Constant exposure to hazard. Very high probability of damage.
B	Likely	The event will probably occur in most circumstances. Known history of occurrence at UNSW. Frequent exposure to hazard. High probability of damage.
C	Possible	The event could occur at some time. History of single occurrence at UNSW. Regular or occasional exposure to hazard. Moderate probability of damage.
D	Unlikely	The event is not likely to occur. Known occurrence in industry. Infrequent exposure to hazard. Low probability of damage.
E	Rare	The event may occur only in exceptional circumstances. No reported occurrence globally. Rare exposure to hazard. Very low probability of damage. Requires multiple system failures.

TABLE 3 - RISK RATING

Probability	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost certain)	M	H	E	E	E
B (Likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

Recommended Action Guide:

Abbrev	Action Level	Descriptor
E	Extreme	The proposed task or process activity MUST NOT proceed until the supervisor has reviewed the task or process design and risk controls. They must take steps to firstly eliminate the risk and if this is not possible to introduce measures to control the risk by reducing the level of risk to the lowest level achievable. In the case of an existing hazard that is identified, controls must be put in place immediately.
H	High	Urgent action is required to eliminate or reduce the foreseeable risk arising from the task or process. The supervisor must be made aware of the hazard. However, the supervisor may give special permission for staff to undertake some high risk activities provided that system of work is clearly documented, specific training has been given in the required procedure and an adequate review of the task and risk controls has been undertaken. This includes providing risk controls identified in Legislation, Australian Standards, Codes of Practice etc.* A detailed Standard Operating Procedure is required. * and monitoring of its implementation must occur to check the risk level
M	Moderate	Action to eliminate or reduce the risk is required within a specified period. The supervisor should approve all moderate risk task or process activities. A Standard Operating Procedure or Safe Work Method statement is required
L	Low	Manage by routine procedures.

Adopted by UNSW Level 1 OHS Policy & Strategic Planning Committee on 11 June 2004 following RMU consultation meeting with Chairpersons of Level 2/3 and 3 OHS Committees 25.05.04

UNSW RISK RATING ADAPTED FROM AS4360:1999 APPENDIX E