

<b>Name</b>	SEP - Outdoor Learning Space	<b>Current Rating</b>	<b>Residual Rating</b>
<b>Location</b>	St Lucia (01)	Medium	Low
<b>Business Unit</b>	Student Experience and Engagement	<b>Last Review Date</b>	<b>Risk Owner</b>
<b>Risk Assessment Team</b>		30/07/2020	Cherrine Yueh Ying Chan
<b>Describe task / use</b>	<b>Risk Approver</b>		
An Outdoor Learning Space that can be booked by Faculties. Purpose of this space is to trial Outdoor Learning Opportunities	Sybilla Priestley Wilson		

## Risk Factors

Risk Factor	Manual Tasks/Ergonomics
Description	
	<p>Carrying, moving, pack up/pack down of deck chairs, beanbags, marquees, tables and theming equipment (rugs, chalkboards, signs etc.) may cause injury during set up or pack down. Most likely - pinched skin caught between sliding parts of deck chairs/marquees. Bulky objects may be difficult to carry and inhibit vision - causing trip hazard.</p> <ul style="list-style-type: none"> <li>• Application of high force (pushing, pulling, lifting, straining) -- Yes</li> <li>• Design of equipment or furniture -- No</li> <li>• Equipment and furniture design posing hazards to persons -- Yes</li> <li>• Exposure to sustained vibration (whole body or hand-arm) -- No</li> <li>• Handling of person or animal -- No</li> <li>• Handling of unstable or unbalanced loads which are difficult to grasp or hold -- No</li> <li>• Moving heavy objects -- Yes</li> <li>• Musculoskeletal injury at workstations e.g. using computers/laptops -- No</li> <li>• Repetitive or sustained application of force -- No</li> <li>• Repetitive or sustained awkward posture (twisting, kneeling, bending) -- No</li> <li>• Sudden force - unexpected or jerky movements -- No</li> </ul>

Low	Low		
<b>Existing Controls</b>	<b>Proposed Controls</b>		
<ul style="list-style-type: none"> <li>• 4 - Engineering: Use trolleys to move equipment to and from storage.</li> <li>• 5 - Administration: Instruct staff to only carry one item at a time and to not overload people with theming equipment. Majority of items such as bean bags and rugs are all lightweight items.</li> <li>• 5 - Administration: UQ Security with first-aid training are onsite and contactable throughout the event. In the event of an emergency, Security is to contact Emergency Services (000) on behalf of SEP team</li> </ul>	Description	Responsibility	Target Date
	Review risk assessment post event.	Cherrine Yueh Ying Chan	16/09/2020

Risk Factor	Environment/Hazardous Area
Description	
<p>Events being held outside will be exposed to QLD weather - risk of heatstroke, sunburn and getting wet in afternoon storms. Equipment and theming may be a trip hazard.</p>	<ul style="list-style-type: none"> <li>● Construction site -- No</li> <li>● Damage to environment -- No</li> <li>● Diving -- No</li> <li>● Electrical -- No</li> <li>● Extreme cold -- No</li> <li>● Extreme heat -- No</li> <li>● Falling object -- No</li> <li>● Fire -- No</li> <li>● Hazards associated with working in confined spaces -- No</li> <li>● Inclement weather -- Yes</li> <li>● Low oxygen atmosphere/asphyxiant/suffocation -- No</li> <li>● Natural disaster -- No</li> <li>● Noise - prolonged exposure -- Yes</li> <li>● Noise - short sudden exposure -- No</li> <li>● Particulate/fume -- No</li> <li>● Risk of fire from ignition sources including laser use -- No</li> <li>● Roof spaces -- No</li> <li>● Sharp objects -- No</li> <li>● Slip/trip/fall -- Yes</li> <li>● Sunburn -- Yes</li> <li>● Travel by vehicle -- No</li> <li>● Trenches/excavations -- No</li> <li>● Tunnels -- No</li> <li>● Vacuum/implosion -- No</li> <li>● Vibration generated from plant/equipment -- No</li> <li>● Water - flood, tides, ingress -- No</li> </ul>

- Working alone and/or in isolation -- No
- Working/falling from heights -- No

Low	Low		
<b>Existing Controls</b>	<b>Proposed Controls</b>		
<ul style="list-style-type: none"> <li>• 1 - Elimination: Event will be cancelled if weather is not suitable</li> <li>• 1 - Elimination: Marquees area weighted down in case of extreme wind</li> <li>• 5 - Administration: UQ Security with first-aid training are onsite and contactable throughout the event. In the event of an emergency, Security is to contact Emergency Services (000) on behalf of the Student Experience Team.</li> </ul>	Description	Responsibility	Target Date
	Review risk assessment post event.	Cherrine Yueh Ying Chan	16/09/2020

Risk Factor	Environment/Hazardous Area
Description	
<p>Electrical Powered Equipment - including electric shock, trip hazards from electric cords Extreme heat</p>	<ul style="list-style-type: none"> <li>● Construction site -- No</li> <li>● Damage to environment -- No</li> <li>● Diving -- No</li> <li>● Electrical -- Yes</li> <li>● Extreme cold -- No</li> <li>● Extreme heat -- Yes</li> <li>● Falling object -- No</li> <li>● Fire -- No</li> <li>● Hazards associated with working in confined spaces -- No</li> <li>● Inclement weather -- No</li> <li>● Low oxygen atmosphere/asphyxiant/suffocation -- No</li> <li>● Natural disaster -- No</li> <li>● Noise - prolonged exposure -- No</li> <li>● Noise - short sudden exposure -- No</li> <li>● Particulate/fume -- No</li> <li>● Risk of fire from ignition sources including laser use -- No</li> <li>● Roof spaces -- No</li> <li>● Sharp objects -- No</li> <li>● Slip/trip/fall -- No</li> <li>● Sunburn -- No</li> <li>● Travel by vehicle -- No</li> <li>● Trenches/excavations -- No</li> <li>● Tunnels -- No</li> <li>● Vacuum/implosion -- No</li> <li>● Vibration generated from plant/equipment -- No</li> <li>● Water - flood, tides, ingress -- Yes</li> </ul>

- Working alone and/or in isolation -- No
- Working/falling from heights -- No



Low			
Existing Controls		Proposed Controls	
<ul style="list-style-type: none"> <li>4 - Engineering: Power to be arranged by P &amp; F electrician</li> <li>1 - Elimination: Event to be cancelled if weather is not suitable</li> </ul>	Description	Responsibility	Target Date
	Review risk assessment post event, check weather bureau for extreme upcoming events to avoid further danger.	Cherrine Yueh Ying Chan	16/09/2020
	Cancel event in case of rain/bad weather	Cherrine Yueh Ying Chan	16/09/2020

Risk Factor	Other
Description	
Number of Patrons (Crowd Control)	<ul style="list-style-type: none"> <li>• Damage to equipment/property/professional liability -- Yes</li> <li>• Other -- No</li> <li>• Petty crime -- No</li> <li>• Personal safety -- Yes</li> <li>• Reputational damage -- No</li> <li>• Safety culture -- No</li> <li>• Security risk -- Yes</li> <li>• Uncontrolled emergency -- No</li> </ul>

Low				
Existing Controls		Proposed Controls		
<ul style="list-style-type: none"> <li>4 - Engineering: Maximum 100 people per session. Lecturers/tutors to monitor social distancing</li> </ul>		Description	Responsibility	Target Date
		Review risk assessment post event	Cherrine Yueh Ying Chan	16/09/2020

Risk Factor	Other
Description	
<p>On site incident management and consequential outcomes: communication of any incident, conflicts or fights and sexual assault</p>	<ul style="list-style-type: none"> <li>• Damage to equipment/property/professional liability -- No</li> <li>• Other -- Yes</li> <li>• Petty crime -- No</li> <li>• Personal safety -- No</li> <li>• Reputational damage -- No</li> <li>• Safety culture -- No</li> <li>• Security risk -- No</li> <li>• Uncontrolled emergency -- No</li> </ul>

Low			
Existing Controls		Proposed Controls	
<ul style="list-style-type: none"> <li>4 - Engineering: UQ Security is on campus throughout the event. Staff member to report to Security. UQ Security to contact Emergency Services (000) in the case of any incident.</li> </ul>		Description	Responsibility
		Target Date	
		Review risk assessment post event	Cherrine Yueh Ying Chan
			16/09/2020

Risk Factor	Other
Description	
Campus Assets: Damage to flora and fauna Damage to buildings and structures	<ul style="list-style-type: none"><li>• Damage to equipment/property/professional liability -- Yes</li><li>• Other -- No</li><li>• Petty crime -- No</li><li>• Personal safety -- No</li><li>• Reputational damage -- No</li><li>• Safety culture -- No</li><li>• Security risk -- No</li><li>• Uncontrolled emergency -- No</li></ul>

Low				
Existing Controls		Proposed Controls		
<ul style="list-style-type: none"> <li>5 - Administration: Staff members to ensure that no damage is caused to fauna/flora by students</li> </ul>		Description	Responsibility	Target Date
		Review risk assessment post event	Cherrine Yueh Ying Chan	16/09/2020

Risk Factor	Other
Description	
Reputation Risk/Damage - Loss of reputation, misconduct, negative feedback	<ul style="list-style-type: none"><li>• Damage to equipment/property/professional liability -- No</li><li>• Other -- No</li><li>• Petty crime -- No</li><li>• Personal safety -- No</li><li>• Reputational damage -- Yes</li><li>• Safety culture -- No</li><li>• Security risk -- No</li><li>• Uncontrolled emergency -- No</li></ul>



Low				
Existing Controls		Proposed Controls		
<ul style="list-style-type: none"> <li>5 - Administration: Debrief meetings held to respond to any feedback and make adjustments</li> <li>1 - Elimination: All marketing collateral and event ideas have been approved by required management and stakeholders across campus.</li> </ul> <p>UQ Security on site and will be contacted as required.</p> <p>Any media enquiries will be referred to Student Experience Project management team</p>		Description	Responsibility	Target Date
				Review risk assessment post event

Risk Factor	Biological
Description	
COVID-19 Spread	<ul style="list-style-type: none"> <li>● Allergic reaction to plant, animal or insect -- No</li> <li>● Anaphylaxis -- No</li> <li>● Animal - attack, scratch or bite -- No</li> <li>● Biological particulates (e.g. mould, spores) -- No</li> <li>● Biological waste -- No</li> <li>● Food poisoning/contamination, poor food handling practices -- No</li> <li>● Genetically Modified (GM) organism or microorganism -- No</li> <li>● Human blood/body fluids/tissues -- Yes</li> <li>● Infectious animal diseases (zoonose) -- No</li> <li>● Infectious microorganisms/diseases -- No</li> <li>● Lab animal allergy -- No</li> <li>● Needle stick or sharps injury -- No</li> <li>● Poison, toxin or venom from animal, insect or plant -- No</li> <li>● Spill/splash -- No</li> <li>● Transporting biological material -- No</li> <li>● Unintentional release -- No</li> </ul>

Medium				
Existing Controls		Proposed Controls		
<ul style="list-style-type: none"> <li>1 - Elimination:               <ul style="list-style-type: none"> <li>COVID Safe Event checklist have been read and ticked off</li> <li>- Sanitisers will be provided in all areas</li> <li>- Staff will ensure that patrons will social distance</li> <li>- All equipment to be wiped down at regular intervals</li> <li>- Safety signage will be up</li> <li>- All staff have the required COVID-19 management training</li> <li>- All students are enrolled into the class</li> <li>- Entry and exit areas will be clearly marked to ensure clear paths and walkthroughs</li> <li>- All equipment are ensured to be set up within social distancing parameters</li> </ul> </li> </ul>	Description	Responsibility	Target Date	
	Review risk assessment post event	Cherrine Yueh Ying Chan	16/09/2020	

## Appendix

### Risk Matrix Level

Low	Task can proceed upon approval of the risk assessment by relevant Line Manager or supervisor is received.
Medium	<p>Task can proceed upon approval of the risk assessment by relevant Line Manager or Supervisor is received.</p> <p>It is recommended that a plan is developed to reduce the risk within a reasonable timeframe.</p>
High	Task can only proceed in extraordinary circumstances and provided there is authorisation by relevant Head of Function and a plan is in place to promptly reduce the risk to an acceptable level.
Extreme	Task must not proceed. Appropriate and prompt action must be taken to reduce the risk to an acceptable level.

Risk Assessment Reviews		
Date of Review	Review Team	Summary of Review
29/07/2020		Clone