

**Guide for users: Appendix B.3 – WHS Hazard and Risk Assessment Template – COVID-19 –
Functions on Campus**

Step 1: Basic information and establishing hazards

- At the top of the front page, complete the personal information indicated in red. Select the type of risk assessment and circle either yes or no (indicated in blue).

Description of the function including location				Assessment Date	Version
	Staff/student (University ID)			Static RA? Y / N	
Risk Assessment Team Have you completed ANU WHS Risk Management Training ? <input type="checkbox"/> Y <input type="checkbox"/> N IF NO, complete the training before proceeding. Click the above link twice.	Name		Email		<u>p</u> <u>h</u>
	Name		Email		<u>p</u> <u>h</u>
	Name		Email		<u>p</u> <u>h</u>
Type of Risk Assessment (RA)	<input type="checkbox"/> Static Risk Assessment (long term and > 6 months) - Submit a copy with your Functions on Campus application and keep original locally near the activity/location, accessible to all people affected. <input type="checkbox"/> Dynamic Risk Assessment (short term and < 6 months or once off) – Submit a copy with your Functions on Campus application and keep the original locally near the activity/location, accessible to all people affected.				

- Next, select the COVID-19 hazards that apply to your function. If specific hazards are not listed, you may add them at the end.

Step 1. Identify the Hazards (tick as applicable) associated with COVID-19 Exposure at your workplace or during work activities	
Note. These hazards do not mutually exclude each other. You must consider all applicable hazards associated with your local area and or your activities	
General Work Environment Hazards	
<input type="checkbox"/> Exposure to COVID-19 due to co-workers or students in the 14-day incubation period	<input type="checkbox"/> Exposure to a virus due to co-workers or students having symptoms such as fever, runny nose, sore throat or cough
<input type="checkbox"/> Exposure to COVID-19 due to presence of asymptomatic co-workers or students	<input type="checkbox"/> Face-to-face with someone longer than 15 minutes in a week
<input type="checkbox"/> Work site may not satisfy physical distancing requirements (e.g. room is too small or too many people)	<input type="checkbox"/> In an enclosed environment with someone more than 2 hrs in a 48 hr period
<input type="checkbox"/> Intended and unintended public gathering (e.g. at DOSA smoking)	<input type="checkbox"/> Lack of cleaning products/aids to maintain hand hygiene or other regulatory requirements
<input type="checkbox"/> Limited lunch spots/arrangements to satisfy physical distancing	<input type="checkbox"/> Share common facilities/amenities
<input type="checkbox"/> At-risk group workers or students return to campus	<input type="checkbox"/> Other, specify: ←
<input type="checkbox"/> Face to face contact with clients (student facing workers)	

Step 2: Calculating inherent risk and implementing controls

- Based on the hazards selected in point two, assess the inherent risk (i.e. before controls) of your function and mark the corresponding field.

Step 2. Assess the inherent risk associated with COVID-19 Exposure hazards at your workplace or during work activities								
Likelihood of exposure	Consequences of exposure							
	Insignificant	Minor	Moderate	Major	Catastrophic			
Almost certain	Consequences for these risk categories DO NOT apply to COVID-19.							
Likely						<input type="checkbox"/> Extreme (21)	<input type="checkbox"/> Extreme (22)	<input type="checkbox"/> Extreme (25)
Possible						<input type="checkbox"/> High (16)	<input type="checkbox"/> Extreme (20)	<input type="checkbox"/> Extreme (24)
Unlikely						<input type="checkbox"/> High (15)	<input type="checkbox"/> High (18)	<input type="checkbox"/> Extreme (23)
Rare						<input type="checkbox"/> Medium (8)	<input type="checkbox"/> High (17)	<input type="checkbox"/> High (19)
		<input type="checkbox"/> Low (5)	<input type="checkbox"/> Medium (11)	<input type="checkbox"/> Medium (12)				

Step 3: Calculating residual risk and signing the Risk Assessment.

4. Review the list of mandatory controls that must be implemented during your function, and select/nominate additional controls if required.

Step 3. Controls – 3.1 Mandatory Controls – WHS Legal and Other Requirements These must be implemented.	
Legend: (E) – Elimination; (S) – Substitution; (I) – Isolation; (En) – Engineering Control; (A) – Administrative Control; (PPE) – Personal Protective Equipment	
<input checked="" type="checkbox"/> Staff and students showing/experiencing symptoms of COVID-19 (e.g. fever, cold and/or cough) are not allowed on campus and must call the National Coronavirus hotline (1800 020 080) (all contacts must isolate until case negative) (E)	<input checked="" type="checkbox"/> No work/public gathering to eat food/drink and no sharing of food within indoor/outdoor areas (E)
<input checked="" type="checkbox"/> Physical distancing – 1.5m between each person and 1 person per 4m ² (2m x 2m) (I)	<input checked="" type="checkbox"/> Face to face contact is limited providing physical distancing is maintained (I)
<input checked="" type="checkbox"/> Inform Community Wellbeing of a confirmed case diagnosed after function to prompt deep cleaning of facilities in accordance with ACT Health guideline, supplying contact tracing information. (A)	<input checked="" type="checkbox"/> Follow University Protocols and Guidelines (A)
<input checked="" type="checkbox"/> Bring own supply of hand sanitiser to venue, ensuring sufficient quantity for all attendees.	<input checked="" type="checkbox"/> No hand-shaking, hugging or touching of another person (A)
<input checked="" type="checkbox"/> Inspection on COVID-19 control measure adherence (A)	<input checked="" type="checkbox"/> COVID officer present at all functions
<input checked="" type="checkbox"/> Function lasts no longer than 2 hours	<input checked="" type="checkbox"/> Maintain hygiene practices: frequent handwashing with warm water and soap), including washing/sanitising hands on entering and leaving buildings; coughing & sneezing etiquette (A)
<input checked="" type="checkbox"/> Clean frequently touched areas and surfaces for office spaces/common facilities with a detergent or disinfectant solution or wipe. This includes elevator buttons, handrails, tables, counter tops, doorknobs, sinks and keyboards. General cleaning is performed by F&S.	<input checked="" type="checkbox"/> Function organiser must obtain contact details (e.g. names and phone numbers) of all attendees and obtain consent from attendees to pass their personal information to ANU and the ACT government (ACT Health) for the purposes of COVID-19 contact tracing. This must be completed prior to the event (no walk ins).
<input checked="" type="checkbox"/> Clean desks and surfaces at beginning of function. Check with venue hirer to confirm availability of hygiene products.	<input checked="" type="checkbox"/> Functions take place in an indoor or outdoor venue that has been approved for the number of attendees to allow for social distancing (total attendees no greater than 100)
<input checked="" type="checkbox"/> Distribute communications prior to the function date to advise of attendance restrictions (e.g. symptoms to be aware of, hygiene practices, etc.)	<input checked="" type="checkbox"/> Put up posters/signage around the workplace on keeping at least 1.5 metres distance between everyone at the workplace or 1 person per 4m ² (2m x 2m) (A)
3.2 Additional Local Specific Controls – You may need to select appropriate additional controls to ensure safe practices specific to the function.	
<input type="checkbox"/> Gloves for cleaning, specify types: _____ (PPE)	<input type="checkbox"/> Complete COVID-19 Infection Control Training (A)
<input type="checkbox"/> Other controls, specify: _____	<input type="checkbox"/> Other controls, specify: ←
<input type="checkbox"/> Other controls, specify: _____	<input type="checkbox"/> Other controls, specify: _____

5. Based on the controls identified in point four, assess the residual risk of your function and mark the corresponding field. During this step, you may identify people consulted on the risk assessment.

Step 4. Assess the residual risk associated with COVID-19 Exposure hazards at your workplace or during work activities					
These risks are after implementation of the identified control measures.					
Likelihood of exposure	Consequences of exposure				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Consequences for these risk categories DO NOT apply to COVID-19.		<input type="checkbox"/> Extreme (21)	<input type="checkbox"/> Extreme (22)	<input type="checkbox"/> Extreme (25)
Likely			<input type="checkbox"/> High (16)	<input type="checkbox"/> Extreme (20)	<input type="checkbox"/> Extreme (24)
Possible			<input type="checkbox"/> High (15)	<input type="checkbox"/> High (18)	<input type="checkbox"/> Extreme (23)
Unlikely			<input type="checkbox"/> Medium (8)	<input type="checkbox"/> High (17)	<input type="checkbox"/> High (19)
Rare			<input type="checkbox"/> Low (5)	<input type="checkbox"/> Medium (11)	<input type="checkbox"/> Medium (12)
Consultation - Identify people who you consulted on this risk assessment					

6. Request authorisation from the appropriate delegate based on the residual risk rating.

Approval required for COVID-19 RA ONLY		
Residual Risk Level	Authority required	Signature and date
Low	Supervisor/Manager etc.	
Medium	Dean/Director etc.	
High	NOT ALLOWED	
Extreme	NOT ALLOWED	