

Appendix B.4 WHS Hazard and Risk Assessment Template – COVID-19 – Functions on Campus

This form is to be used for assessing COVID-19 related hazards and risks with holding functions on campus **This risk assessment must be completed by all function organisers and submitted with their function application**. The controls outlined in this Risk Assessment must be adhered to at all times.

For further information on Functions on Campus and in relation to Functions during COVID-19 pandemic, visit [Functions on Campus website](#).

Description of the function including location	Assessment Date		Version	
Staff/student (University ID)				
Risk Assessment Team For internal functions only 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	Ph	
	Name	Email	Ph	
	Name	Email	Ph	
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.			
Step 1. Identify the Hazards (tick as applicable) associated with COVID-19 Exposure at your Functions/event or during associated 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)	<input type="checkbox"/> Other, specify:			
Step 2. Assess the inherent risk associated with COVID-19 Exposure hazards at your Functions/event or during associated activities				
Likelihood of exposure	Consequences of exposure			
	Insignificant	Minor	Moderate	Major
Almost certain	Consequences for these risk categories DO NOT apply to COVID-19.		<input type="checkbox"/> Extreme (21)	<input type="checkbox"/> Extreme (22)
Likely			<input type="checkbox"/> High (16)	<input type="checkbox"/> Extreme (20)
Possible			<input type="checkbox"/> High (15)	<input type="checkbox"/> High (18)
Unlikely			<input type="checkbox"/> Medium (8)	<input type="checkbox"/> High (17)
Rare			<input type="checkbox"/> Low (5)	<input type="checkbox"/> Medium (11)
			Catastrophic	<input type="checkbox"/> Extreme (25)
				<input type="checkbox"/> Extreme (24)
				<input type="checkbox"/> Extreme (23)
				<input type="checkbox"/> High (19)
				<input type="checkbox"/> Medium (12)
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"/> Attendees with COVID-19 symptoms are not permitted to attend functions or events (E)			
<input checked="" type="checkbox"/> Self-service buffet food, communal snack bars or communal condiments are not permitted. (E)	<input checked="" type="checkbox"/> Single serve food and drink items only. Seated consumption for liquor when at an indoor event or venue.. (I)			
<input checked="" type="checkbox"/> Physical distancing – 1.5m between each person as per current ACT Restrictions	<input checked="" type="checkbox"/> Face to face contact is limited providing physical distancing is maintained (I)			
<input checked="" type="checkbox"/> Function lasts no longer than 2 hours. All participants must enter and leave within two hours unless additional controls are implemented (En)	<input checked="" type="checkbox"/> COVID officer present at all functions to monitor physical distancing (A)			
<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 guidelines, supplying contact tracing information. (A)	<input checked="" type="checkbox"/> Australian Government's COVID-19 infection control training course must be completed (COVID Patron Officers only) (A)			
<input checked="" type="checkbox"/> Clean desks/tables before, during and after use in venue with a suitable disinfectant or soapy water (A)	<input checked="" type="checkbox"/> Follow University Protocols and Guidelines and Functions on Campus Protocol (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. (A)	<input checked="" type="checkbox"/> No hand-shaking, hugging or touching of another person (A)			
<input checked="" type="checkbox"/> Bring own supply of hand sanitiser to venue, ensuring sufficient quantity for all attendees. (A)	<input checked="" type="checkbox"/> Implement a roster system to minimise worker interaction at work and communal spaces uses (A)			
<input checked="" type="checkbox"/> Clean desks and surfaces at beginning of function. Cleaning materials will be available in all rooms, please dispose at exit. (A)	<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"/> Organiser must inform function attendees that they are strongly encourage to wear face masks. (A)	<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 (A)			
<input checked="" type="checkbox"/> Hospitality service staff must wear face masks while serving (PPE)	<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 500) 2m ² per person if a CBR QR code is located at the building/venue. If a QR code is not operational, 4m ² per person. (A)			
	<input checked="" type="checkbox"/> All third-party providers must have available a copy of their COVIDSafe operating plans, including staff inductions. (A)			

3.2 Additional Function Specific Controls - You may need to select appropriate additional controls to ensure safe practices specific to the function.	
<input type="checkbox"/> Additional hand sanitiser available to attendees (E)	<input type="checkbox"/> Complete COVID-19 Infection Control Training (A)
<input type="checkbox"/> For events planned for longer than 2 hrs, additional short and long breaks Specify break time _____ (A)	<input type="checkbox"/> For events planned for longer than 2 hrs, additional cleaning at (specify when) _____ and specify how many cleaning in total _____ (A)
<input type="checkbox"/> For events planned for longer than 2 hrs, ventilation timeframe _____ (A)	<input type="checkbox"/> Put up posters/signage around the event on keeping at least 1.5 metres distance between everyone at the workplace or 1 person per 4m ² (2m x 2m) (A)
<input type="checkbox"/> Distribute communications prior to the function date to advise of attendance restrictions (e.g. symptoms to be aware of, hygiene practices, etc.) (A)	<input type="checkbox"/> Face mask for attendees during the event (PPE)
<input type="checkbox"/> Gloves for cleaning, specify types: _____ (PPE)	<input type="checkbox"/> Other controls, specify:
<input type="checkbox"/> Other controls, specify:	<input type="checkbox"/> Other controls, specify:
<input type="checkbox"/> Other controls, specify:	<input type="checkbox"/> Other controls, specify:

Step 4. Assess the residual risk associated with COVID-19 Exposure hazards at your Functions/event or during associated 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

If the level of residual risk is assessed as high or extreme, DO NOT proceed and you MUST implement additional effective controls to bring residual risk down to medium or lower.

Approval required for COVID-19 RA ONLY		
Residual Risk Level	Authority required	Signature and date
Low	Supervisor and Director*	
Medium	Supervisor and Director*	
High	NOT ALLOWED	
Extreme	NOT ALLOWED	

*If the function is hosted on behalf of or for College Directorate, the General Manager can sign this form as there is no Director.