

RSFAS Risk Assessment/Safe Work Method Statement

Risk Assessment/SWMS Number	Thursday 26 July 2018	RSFAS Mid-Year Function
Personal Qualifications, Training and Experience Required, including licences	As appropriate for activity	
Relevant Legislation, Regulations, Standards, Codes of Practice, Guidelines and ANU Policies and Procedures		
	<p>ANU Policy - Health Safety and Wellbeing ANU Policy – Smoke-free ANU Procedure – Alcohol and other drugs in the workplace ANU Procedure: Fieldwork health and off-campus work safety</p> <p>ANU H&S Officer contact – Glyn Whitworth 612 53656 CBE H&S Officer contact – Naomi Somerville 0417 198 179</p> <p>Communication: All attendees on registration provide contact mobile numbers</p> <p>Emergency arrangements: Anna Pickering & Patricia Dennis are the first aid persons on hand</p>	
Safe Work Method Statement Authorised By	Signature	
	Name	Stephen Sault
	Position	Interim Director
	Date	12/6/2018
	Review Date	

IDENTIFY	ASSESS			CONTROL			IMPLEMENT				REVIEW	
Sequence of steps	Uncontrolled Risk			Risk control strategies			Residual Risk					
<i>What are all the hazards/risks associated with this practice, task or system?</i>	Likelihood	Consequence	Risk Rating	<i>How will you reduce the likelihood and/or consequence of the risk?</i>	Likelihood	Consequence	Risk Rating	Person responsible for control implementation	Date responsibility communicated	Agreed timeframe	Review Date	Reviewed? Y/N
Activity Alcohol/Drugs/Smoking Hazard <ul style="list-style-type: none"> Accidents/Allergies resulting from excessive consumption Risk <ul style="list-style-type: none"> Mild injuries/fatality 	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> ANU no-smoking policy is enforceable at venue site Alcohol available at or after dinner is subject to RSA requirements of the venue operator Ensure venue, catering arrangements and information provided complies with the alcohol, drugs and no smoking policies of ANU (listed on cover page), the venue licencing requirements and venue policies 	Unlikely	Minor	Low	S. Sault D. Webster		26 July		
Activity Function location & operation Hazard <ul style="list-style-type: none"> Potential accidents or injuries attending Risk <ul style="list-style-type: none"> Cuts, scrapes, concussion, breaks 	Unlikely	Minor	Low	<ul style="list-style-type: none"> Inform attendees of toilets and emergency exits from venue Ensure first aid kits are available within, or nearby, the venue Ensure availability of a qualified first aider. 	Unlikely	Minor	Low	S. Sault P. Dennis A. Pickering		26 July		



Activity Environmental Factors Hazard <ul style="list-style-type: none"> Potential for people to get cold or sick due to winter weather Risk <ul style="list-style-type: none"> Cold, flu or related illness 	Unlikely	Minor	Low	<ul style="list-style-type: none"> Event will be held in a heated venue Limited access to outside area during function 	Unlikely	Minor	Low	S. Sault D. Webster		26 July		
Activity Eating dinner Hazard <ul style="list-style-type: none"> Food allergy Food poisoning Risk <ul style="list-style-type: none"> Allergic reaction or illness 	Possible	Moderate	Moderate	<ul style="list-style-type: none"> Engage reputable and qualified caterer Request dietary requirements from attendees and ensure food is labelled accordingly Licensed venue 	Unlikely	Moderate	Low	Venue caterers Attendees		26 July		
Activity Entertainment for Children Hazard <ul style="list-style-type: none"> Injury to child Risk <ul style="list-style-type: none"> Activities of entertainer not age appropriate 	Possible	Moderate	Moderate	<ul style="list-style-type: none"> Engage qualified and reputable child entertainment provider Ensure first aider and first aid kit is available at the venue 	Unlikely	Minor	Low	D. Webster		26 July		

(Note. Insert further rows as required)