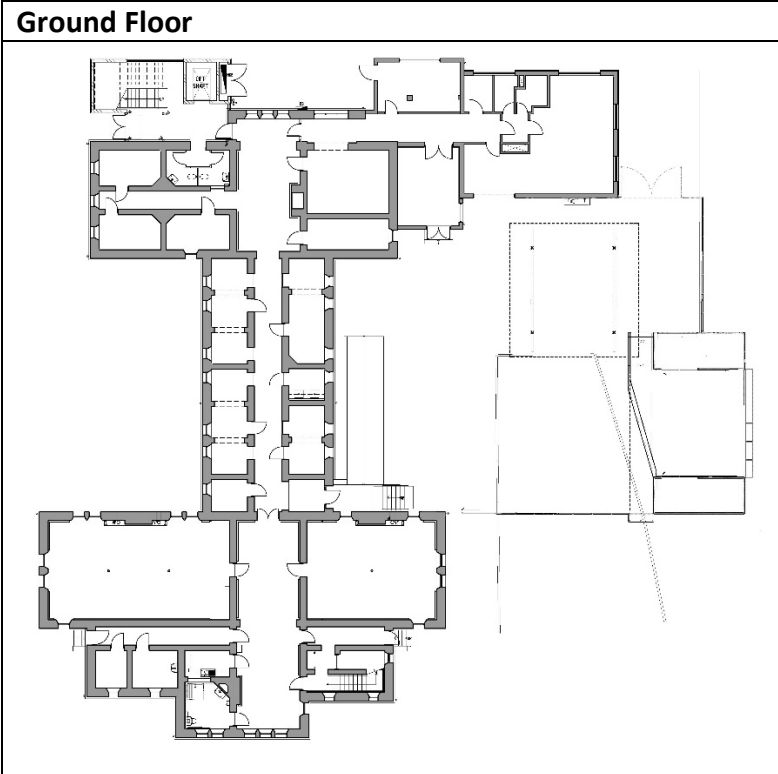
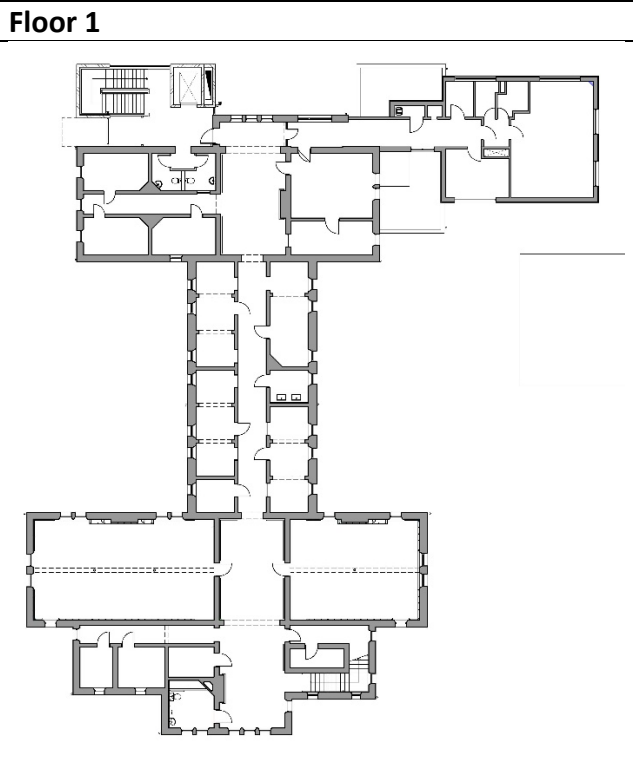
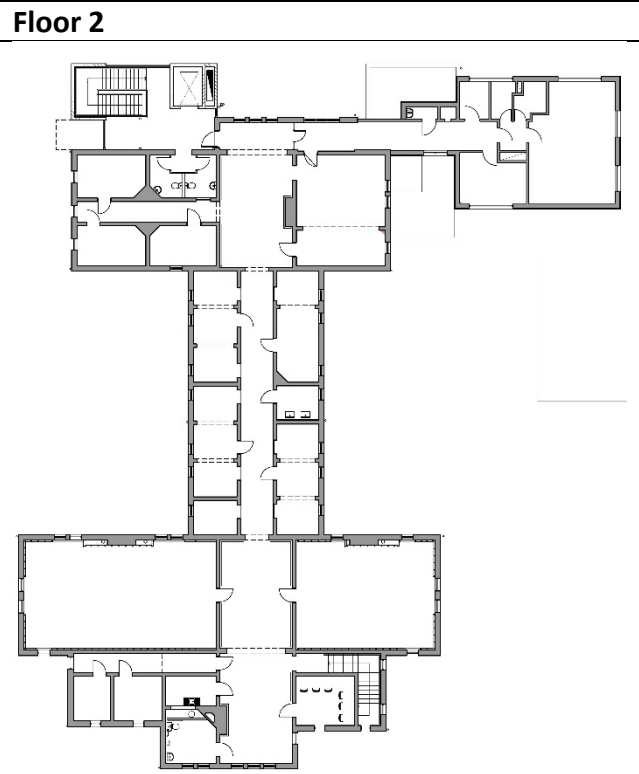


Adelaide Central School of Art: Student Project / Installation Risk Assessment (RA)

| | | |
|--------------------------------------|--|-----------|
| Student: | Phone number: | Approved: |
| Unit details (eg GD11): | Project / assignment title: | |
| Time, date and duration of project: | Number of participants (staff / students): | |
| Lecturer / Supervisor / Facilitator: | Date of risk assessment: | |

1. Project / assignment details: Include or attach information: detailed descriptions, plans, diagrams, participants, drawings, activity duration, Safety Data Sheets, etc.

2. Location: Please mark proposed location of project / activity on floor plans below

| Ground Floor | Floor 1 | Floor 2 |
|---|---|--|
|  |  |  |

3. How to complete the Risk Assessment:

- a. **Hazards:** What can cause harm
- b. **Risks:** What could go wrong
- c. **Initial Rating:** Detach page 8 *RISK RATING MATRIX, IMPACT RATING GUIDELINES & LIKELIHOOD RATING GUIDELINES* to use as a reference. Assess the **Impact; from 1 (insignificant) to 5 (catastrophic)** and **likelihood; from A (almost certain) to E (rare)** of risks with no (and/or existing) Mitigations / Controls in place. Then using the *RISK RATING MATRIX (section 7, pg 8)* determine the risk rating.
- d. **Controls / Mitigation:** What systems can be put in place to reduce the likelihood.
 1. Elimination – get rid of the hazard completely?
 2. Substitution - can we use an alternative?
 2. Isolation – can the hazard be isolated using a barrier?
 2. Engineering – can the hazard be modified to reduce the risk?
 3. Administration – Signage, Safe Operating Procedures, training and/or additional supervision.
 4. Personal Protective Equipment – Provide PPE that is deemed to be appropriate.
- e. **Revised Rating:** Assess the Likelihood and impact of the risks with Controls / Mitigations specified in section d.
Please note: The impact of the risks will not change only the likelihood will vary as a result if controls & mitigation.
- f. **Management approval / responsibilities /actions:** Management will identify who is responsible for the implementation, monitoring and reviewing of each identified Control / Mitigation.

If it is impossible to eliminate the hazard, then controls must include:

- at least 1 level 2 control – Substitution, Isolation or Engineering
- and at least one of each of the level 3 & 4 controls – Administration and Personal Protective Equipment

4. Example

| a. Hazards What could cause harm? | b. Risks What could go wrong? | c. Initial Rating | | | d. Controls / Mitigation | e. Revised Rating | | | f. Management approval / responsibilities /actions |
|--------------------------------------|--|-------------------|------------|-------------|--|-------------------|------------|--------------------|--|
| | | Impact | Likelihood | Rating | | Impact | Likelihood | Rating | |
| Lion | Injury Loss of Life Property damage | 5 | B | High | The lion is a significant aspect of the project and cannot be eliminated (1 X) Using a dog in a lion costume as a substitute is possible, but the only available dogs are Dachshunds, and they are too small (2 X) Engineer and construct a cage and barrier to isolate the Lion (2 ✓) "Beware Lion" signage on display (3 ✓) Develop a Safe Operating Procedure and provide training for the lion handler (3 ✓) The lion handler will wear a full body padded suit, helmet and safety goggles when handling the lion (4 ✓) | 5 | D | Significant | Waiting on copies of signage, SOP and RA for cage construction - Due COB Friday Rec'd signage & SOP Thursday Approved: pending either RA for the construction of cage and/or RA for dog in costume (school has offered to source a larger dog) Student to undertake and submit to management when complete. |

5. Risk Assessment

| a. Hazards What could cause harm? | b. Risks What could go wrong? | c. Initial Rating | | | d. Controls / Mitigation | e. Revised Rating | | | f. Management approval / responsibilities /actions |
|---|--|-------------------|------------|--------|---|-------------------|------------|--------|--|
| | | Impact | Likelihood | Rating | | Impact | Likelihood | Rating | |
| <p>1. Manual Handling: is there any need to move / lift / store / display / suspend items of significant weight or size? YES / NO</p> <p>If Yes please specify weight and dimensions:</p> | <ul style="list-style-type: none"> • Back injury • Impact injury • Property damage • Supports not able to manage weight / break • Traffic obstruction <p>Please provide further details:</p> | | | | | | | | |
| <p>2. Substances / Chemicals: Does the work require the use of substances or chemicals that may pose a risk? YES / NO / UNSURE</p> <p>If YES or UNSURE provide details:</p> | <ul style="list-style-type: none"> • Injury / contamination <ul style="list-style-type: none"> ○ Inhalation ○ Digestion ○ Absorption ○ Eye and/or skin irritation • Property damage • Business interruption <p>Please provide further details:</p> | | | | | | | | |
| <p>3. Fire: Are you using materials or undertaking activities that may increase the potential of Fire? Such as ignition source, fuel load etc YES / NO / UNSURE</p> <p>If YES or UNSURE provide details:</p> | <ul style="list-style-type: none"> • Fire • Fire alarm • Smoke inhalation • Evacuation • Injury, death • Property damage • Loss of life • Business interruption <p>Please provide further details:</p> | | | | <ul style="list-style-type: none"> • No work to be undertaken with potential fire risks | | | | |

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| <p>4. Working at Heights: Is any work to be at height, above ground level? Are ladders to be used? YES / NO</p> <p>If YES provide details:</p> | <ul style="list-style-type: none"> • Fall from height injury • Loss of life • Items could be dropped and cause injury to others / damage • Ladder could fail / fall <p>Please provide further details:</p> | | | | | | | | |
| <p>5. Environment: What are the environmental risks? Is the space obstructed and inaccessible, is the space a heavy traffic area and/or an emergency evacuation pathway? YES / NO / UNSURE</p> <p>If YES or UNSURE provide details:</p> | <ul style="list-style-type: none"> • Trip or impact injury • Loss of life • Property damage • Business interruption • Evacuation path not maintained • Access to fire prevention and first aid equipment restricted <p>Please provide further details:</p> | | | | | | | | |
| <p>5. Environment: How will the work be secured? Does this pose a trip hazard or could the work fall? YES / NO</p> <p>If YES provide details:</p> | <ul style="list-style-type: none"> • Trip or impact injury • Loss of life • Property damage <p>Please provide further details:</p> | | | | : | | | | |
| <p>7. Electrical: Are any electrical components required? YES / NO</p> <p>If YES provide details:</p> | <ul style="list-style-type: none"> • Electrocutation • Fire • Trip and Fall • Injury • Loss of life <p>Please provide further details:</p> | | | | <ul style="list-style-type: none"> • Ensure electrical compliance with current Test and Tagging • Secure all cables <p>Please provide further details:</p> | | | | |

| | | | | | | | | | |
|--|---|--|--|--|--|--|--|--|--|
| <p>8. Legal: Are there any legal considerations? YES / NO / UNSURE</p> <p>Is the activity unlawful? YES / NO / UNSURE</p> <p>Is the outcome of the activity unlawful? YES / NO / UNSURE</p> <p>If YES or UNSURE to any of the above provide details:</p> | <ul style="list-style-type: none"> • Legal action <p>Please provide details:</p> | | | | <ul style="list-style-type: none"> • Seek legal advise • No work to be undertaken with potential legal risks to the School <p>Please provide details:</p> | | | | |
| <p>9. Ethical: Are there any ethical considerations? YES / NO / UNSURE</p> <p>Are other participants involved in the work, in any capacity? YES / NO</p> <p>Are all participants aware and consent to being included / involved? YES / NO</p> <p>Are you dealing with controversial issues? YES / NO / UNSURE</p> <p>If YES or UNSURE to any of the above provide details:</p> | <p>Please provide details:</p> | | | | <p>Please provide details:</p> | | | | |

Other Hazards

| a. Identify Hazards What could cause harm? | b. Identify potential consequences - Risks What could go wrong? | c. Rating | | | d. How to minimise risks / outcomes Controls / Mitigation | e. Revised Rating | | | d. Management approval / responsibilities /actions |
|---|--|-----------|------------|--------|--|-------------------|------------|--------|--|
| | | Impact | Likelihood | Rating | | Impact | Likelihood | Rating | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

6. Approvals

This risk assessment does not necessarily cover all possible hazards and risks associated with the procedure / project / event and should be used in conjunction with other references.

It is designed to be used as an adjunct to teaching Safety Procedures to act as a reminder to users.

Date to review assessment:.....

If revised risk ratings for all hazards are LOW: Student (1) plus Lecturer / Facilitator / Supervisor Signature (2) required for approval

If revised risk ratings for 1 or more hazards are MODERATE: Student (1) plus Lecturer / Facilitator / Supervisor Signature (2) plus Operations Manager or Academic Administration Manager or Head of Department (3) required for approval

If revised risk ratings for 1 or more hazards are SIGNIFICANT: Student (1) plus Lecturer / Facilitator / Supervisor Signature (2) plus Operations Manager or Academic Administration Manager or Head of Department (3) plus Chief Executive Officer Signature (4) required for approval

If revised risk ratings for 1 or more hazards are HIGH: Student (1) plus Lecturer / Facilitator / Supervisor Signature (2) plus Operations Manager or Academic Administration Manager or Head of Department (3) plus Chief Executive Officer Signature (4) plus Board of Governor Signature (4) required for approval

NO WORK TO COMMENCE UNTIL ENTIRE PROCESS, INCLUDING ALL APPROVALS HAS BEEN COMPLETED IN FULL

1. Student signature

Date

2. Lecturer / Facilitator / Supervisor signature / approval - for LOW RISK

Date

3. OM / AAM / HoD signature / approval for MODERATE RISK

Date

4. Chief Executive Officer signature / approval – for SIGNIFICANT RISK

Date

4. Board of Governors signature / approval – for HIGH RISK

Date

Once approved, copies to be provided to the student, Lecturer / Facilitator / Supervisor and the original will be filed in administration.

7. RISK RATING MATRIX

(Detach and use as a reference, when assessing hazards for risk)

| | | LIKELIHOOD | | | | |
|--------|-------------------|--------------------|-------------|--------------|--------------|----------|
| | | Almost Certain (A) | Likely (B) | Possible (C) | Unlikely (D) | Rare (E) |
| IMPACT | Catastrophic (5) | High | High | High | Significant | Moderate |
| | Major (4) | High | High | Significant | Significant | Moderate |
| | Moderate (3) | High | Significant | Significant | Moderate | Low |
| | Minor (2) | Significant | Moderate | Moderate | Low | Low |
| | Insignificant (1) | Moderate | Moderate | Low | Low | Low |

IMPACT RATING GUIDELINES

| Rating | Descriptor | Financial | Human | Business Interruption | Reputation & Image |
|--------|---------------|------------------------|------------------------|--|---|
| 5 | Catastrophic | Over \$500,000 | Death | Loss of major service for an extended period of time | Government intervention required |
| 4 | Major | \$100,000 to \$500,000 | Severe personal injury | Critical service loss for up to one month | Reputation of School severely affected long term |
| 3 | Moderate | \$25,000 to \$100,000 | Lost time injury | Critical service loss not back in agreed time | Embarrassment for School, including adverse national media coverage |
| 2 | Minor | \$5,000 to \$25,000 | First aid required | Brief service loss for minimum period | Student and/or community concern, local media |
| 1 | Insignificant | Less than \$5,000 | Treatment not required | Some inconvenience experienced by customers | Issue raised by students |

LIKELIHOOD RATING GUIDELINES

| Rating | Descriptor | Likelihood of Occurrence |
|--------|----------------|--|
| A | Almost Certain | An event and/or failing related to the finding, is already occurring or is almost certain to occur |
| B | Likely | An event and/or failing related to the finding, is likely occur |
| C | Possible | An event and/or failing related to the finding, may possibly occur |
| D | Unlikely | An event and/or failing related to the finding, may occur at some time but is unlikely |
| E | Rare | An event and/or failing related to the finding, may occur only in exceptional circumstances |