

COVID-Safe Risk Assessment



Workplace/ Department Description:	Community Engagement - community consultation drop in event	Conducted By:	Emma Braden
Location	Laverton Community Hub 95-105 Railway Avenue, Laverton	Date:	6.1.21

Please refer to guidelines on pages 3-5 for guidance.

LIKELIHOOD (chance hazard may happen)		CONSEQUENCE - HUMAN (outcome if hazard did happen)		CONSEQUENCE - FINANCIAL (outcome if hazard did happen)
A	Almost Certain: The event is expected to occur in the coming year	1	Catastrophic: Fatalities or extensive long term injury	Loss above \$10,000,000
B	Likely: The event will probably occur at least once during the year ahead	2	Major: Serious long term injury	Loss \$2,000,000 to \$5,000,000
C	Possible: The event may occur at least once during the next two (2) years	3	Moderate: Significant injury involving medical treatment or hospitalisation	Loss \$500,000 to \$2,000,000
D	Unlikely: The event may occur at some time, say once in the next five (5) years	4	Minor: Minor medical treatment with or without potential for lost time	Loss \$100,000 to \$500,000
E	Rare: The event may occur only in exceptional circumstances	5	Low: First Aid only required	Loss up to \$100,000

Select **one** category from each of the columns listed above that best represents the outcome if the potential hazard was actually realised. Consider the outcome in terms of **"maximum credible"** not "absolute worst case".

RISK RATING MATRIX Plot both selections (e.g. C & #) onto the Risk Rating Matrix to determine the Risk Rating for the identified hazard.


Risk Matrix	5	4	3	2	1
A	Moderate	High	High	Extreme	Extreme
B	Moderate	Moderate	High	High	Extreme
C	Low	Moderate	High	High	High
D	Low	Low	Moderate	Moderate	High
E	Low	Low	Moderate	Moderate	High

Prioritisation of Risks	
Extreme	Will be managed by CMT with oversight by and reporting to the CEO and Council via the Audit Committee
High	Will be managed by Business Unit Managers with oversight by and reporting to relevant Directors and/or CMT and Council via the Audit Committee
Moderate	Will be managed by Coordinators, Supervisors and Team Leaders, with oversight by, and reporting to Business Unit Managers
Low	Will be managed through operational procedures with reporting as part of general Business Unit procedures

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Service or Function – add steps/tasks within each if applicable.	Potential Hazards (What may lead to exposure)	Risk Rating	Hazard Controls (What can be done to prevent transmission of COVID-19) Note: does the control add any additional hazards?	Who will ensure the control/s is/are implemented
Set up at site	Multiple council staff setting up tables		Masks Hand sanitising Distancing as much as possible	Emma Braden Jennifer Legge Venue Operators
Breakdown at site	Multiple council staff setting up marquees, tables, banners		Masks Hand sanitising Distancing as much as possible	Emma Braden Jennifer Legge Venue Operators
Community members/attendees arriving, engaging, departing.	Attendees; Not wearing masks Not social distancing Not sanitising Not checking in via QR		<ul style="list-style-type: none"> • Signage DHHS; wear masks, social distance, wash hands • Ground markers 1.5m • Multiple areas attendees can check in via QR • Staff to monitor numbers, ensure attendees check in • Roping to prevent crowding • Clearly defined entry and exit points to prevent crowding • Spare masks in case social distancing becomes an issue • Experienced staff on site in case of attendee becomes agitated 	Emma Braden Jennifer Legge Venue Operators

Manager	Signed: 	HSR (if available)	Signed:
	Name: Jennifer Legge		Name:
	Date: 4.1.21		Date:

Guidelines to assist with your risk assessment Refer to the Safe Work Australia Website	✓
Step 1 – Plan your numbers (how many people can be in the workplace)	✓
Measure space – 4 square metres per person whilst maintaining 1.5 metres from others at all times. (note: extend distance or reduce exposure particularly when positioned face-to-face in an enclosed office area)	
Consider the use of space, conduct a walkthrough, how do people interact (internal/ external customers)	
Have you considered your business-critical functions? Split members' up by location (e.g. home vs office), try to avoid changing desks throughout the day, consider where equipment is located.	
Communal areas – toilets, lunch rooms, kitchen (firm maximum numbers with clear signage)	
Meeting areas – remove furniture and remaining furniture to be placed at a safe distance and clearly marked for placement and to not be moved around.	
Hygiene and social distancing signage, hand sanitising stations and hygiene supplies – are these in place? Shared buildings such as Civic Centre and Operations Centre to be coordinated via OHS. Place recommended 'Slowing the spread of coronavirus' signage across the workplace. DHHS - Wash your hands poster DHHS - Cover your sneeze poster DHHS - Slowing the spread of coronavirus poster Aus. Govt. - Social distancing poster For Area or Office Capacity Aus. Govt. - Room capacity posters	
If the above guidelines cannot be met - Consider alternative arrangements – e.g. continue to work from home, rostering (reduced numbers – half in/ work from home), physical barriers, floor markings, change the layout of spaces, PPE e.g. portable hand sanitisers, masks	
Step 2 - Plan the travel and access (how will employees access workplaces and travel to and from work)	✓
Public transport – can staff safely use (enable flexibility to assist staff to safely commute)	
Personal vehicles – is there enough car parking available if more people are choosing to drive?	
Encourage driving, ride, run and walk (ensure adequate cleaning of end of trip facilities and monitor usage)	
Lift capacity, contact free doors (open internal doors and non-security/ smoke doors), emergency egress to consider social distancing	
Shared fleet or personal vehicles for work purposes – max 2 people per vehicle (driver and passenger in back on passenger side), single cab limit of 1 person, AC on outside air not recirculation, increase cleaning regime (equip vehicles with wipes)	
Step 3 – Prepare your workplace	✓
Communal spaces - 4 square metres per person whilst maintaining 1.5 metres from others at all times – all office space to have signage for maximum capacity of people per section – use link Aus. Govt. - Room capacity posters . Schedule lunch breaks, remove seats, more regular cleaning, signage, remind staff to limit the use of the communal spaces where possible, encourage use of personal crockery and cutlery etc.	
Tools and equipment – desks, phones, work tools etc. avoid shared use provide wipes/ cleaning products to be used to clean surfaces/ tools/ equipment between uses.	
Consider the use of space, conduct a walkthrough, how do people interact (internal/ external customers), how is the space used. Limit movement around the workplace as far as is reasonably practicable.	

If the above guidelines cannot be met - Consider alternative arrangements – e.g. continue to work from home, rostering (reduced numbers – half in/ work from home) physical barriers, floor markings, change the layout of spaces, reduce numbers in communal areas like kitchens and toilets, clean activity-based working areas regularly, PPE where applicable.	
Step 4 - Prepare for others to come up to your workplace	✓
Consider workplace design to prevent/ reduce interaction e.g. screens and barriers and provide clear signage to alert customers to the safe use of the space. E.g. traffic flow, waiting areas.	
Third parties – (clients, customers and contractors) to only visit if essential and must be briefed by reception or contact person onsite about the COVID-Safe requirements. Who will be responsible at your site to advise externals of the new arrangements?	
Hand sanitiser to be made available in all reception areas and entry points and visitors to the site directed to use it on entering the premises.	
Wipe down reception areas regularly.	
Non-essential visitors should be restricted where possible to telephone or video call interactions.	
Step 5 - Prepare your team and your communications	✓
Consult with your team prior to them returning to the workplace, this includes the HSR if there is one, explain the 'why' of what you are doing and seek feedback and understand concerns.	
Re-induct your staff returning to the workplace – prior to and on the day of return.	
Monitor the health of your staff - This should include advising staff that they are not to present to the workplace if they have any symptoms COVID-19, or if they have been in close contact with someone who has been diagnosed with COVID-19. They are required to advise you if they are potentially infectious and follow DHHS guidelines.	
Note: Cleaning Regime	✓
The cleaning regime is regular daily cleaning of touch points at all Council facilities and in the case of a suspected or positive case of COVID-19 in the workplace, a prescribed deep clean.	
Have I considered the mental health of my employees throughout?	✓
Consultation prior to a safe return, considering feedback from my employees, taking that feedback into account and providing support in the form of regular communication on changes, encouraging the use of EAP and other wellbeing resources and to check in regularly.	
Consider fears, employee vulnerability to COVID-19 and the employees caring responsibilities and living situation in relation to vulnerable people.	
Conduct your risk assessment	✓
Use the risk assessment template taking into account the above guidelines as well as information sourced through WorkSafe, Safe Work Australia, DHHS and your networks. Safe Work Australia website WorkSafe Website DHHS Website Federal Government Website	
Contacts for assistance	✓
Occupational Health & Safety (OHS) – Russ Thomson, Liz Yates and Bilyana Radoja Guidance and support with risk assessments.	
Human Resources – Tanya Gucevski, Stacey Christou, Stacey Blum, Catherine Stach, Monika Kapoor - Guidance in relation to leave associated with COVID-19.	
PPE supplies – Charlie Dalli	

Cleaning – Facilities – Jacob Ellis	
To install signage and equipment – CHARM Facilities	
Note: <i>Close contact</i> means having face-to-face contact for more than 15 minutes or sharing a closed space for more than two hours with a confirmed case of coronavirus disease (COVID-19) during their infectious period.	