

<b>Risk Register No:</b>		<b>Record/Scan No:</b>	
<p>This Risk Assessment Worksheet should be used for assessing the risk of a workplace task, activity or situation.</p> <p>For purchase of plant, chemicals, or PPE, manual handling tasks, confined spaces, working at heights, plant hire, hazardous chemicals, events or enterprise risk management, please use the specific forms for these activities.</p>			

Part 1: Risk Assessment details	
Description of activity/ task being assessed:	Managing the health and safety of staff and the community after recommencement of service during COVID-19
This assessment applies to:	An individual <input type="checkbox"/> Multiple staff <input checked="" type="checkbox"/>
Specify the individual, group/s or teams	All Venue Assistants and team members involved in the operation of BLaKC Function Rooms. Patrons and attendees of events/meetings held in function rooms.
This risk assessment is associated with:	A single location <input type="checkbox"/> Multiple locations <input checked="" type="checkbox"/>
Specify the location/s	<p>The below function rooms and foyer located on Level 2 of Banstown Library and Knowledge Centre (BLaKC):</p> <ul style="list-style-type: none"> <li>Community Room 1</li> <li>Community Room 2</li> <li>Lansdowne Room 1</li> <li>Lansdowne Room 2</li> </ul>
Frequency for a task or activity	One-off Activity <input type="checkbox"/> Repeated Activity: <u>Daily</u> (State Frequency)
Person with Responsibility, Authority and Accountability. <small>Note: The person named will ensure that affected team members have been consulted in the preparation of this risk assessment and will ensure all team members adhere to the risk assessment.</small>	Name: Steven Voulgaris  Position: Coordinator – Venue Management and Catering

Part 2: Risk Assessment Team			
Lead Risk Assessor			
Name	Position	Signature	Date
Steven Voulgaris	Coordinator – Venue Management and Catering		
Daniela Belokozovska	Events and Catering Supervisor		

Risk Assessment Team Member/s			
Name	Position	Signature	Date
Christine Henao	Food and Beverage Supervisor		
Michelle DiBiasi	Venue Sales and Booking Officer		
Cindi Aime	Venue Assistant		
Conor Robinson	Venue Assistant		
Dimitri Pavlosroditis	Venue Assistant		
Dudi Richards	Venue Assistant		
Janmar Clidoro	Venue Assistant		

Jason He	Venue Assistant		
Jenny Troung	Venue Assistant		
Joan Blanas	Venue Assistant		
Layla George	Venue Assistant		
Najwa Safi	Venue Assistant		
Patrick Chen	Venue Assistant		
Paulette Zoweitini	Venue Assistant		
Sydney Malifa	Venue Assistant		
Vaoita Kisona	Venue Assistant		

### Health & Safety Representative (HSR) or WHS Committee Member Review

Name	Position	Signature	Date
Shazia Iftikhar	Library Team Member		

### Part 3: Emergency Arrangements Notes

Detail how an Emergency situation will be handled during this activity	Emergency Action Plan and procedures are in place, Suspected COVID-19 cases procedure in place, COVID Management Team in place for referral if required.
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### Part 4: Legal and other Requirements Notes

	Yes	No	If Yes - List Details/Controls & include in RA Worksheet (if not applicable mark N/A)
WHS Legislation	Y		WHS Regs and Act in place and staff familiar with their obligations and Council's safety management system
Environmental Legislation Standards	Y	N/A	Guidelines from Health NSW to guide all decisions in line with reference to CMT
Hot Work		N/A	
Excavation		N/A	
Confined Space		N/A	
Demolition		N/A	
Special Vehicle Licence		N/A	
Certificate of Competency		N/A	
Air/Water emissions		N/A	
Solid/Liquid waste		N/A	
RTA Permit		N/A	
EPA Permit/Licence		N/A	
WHS Certification		N/A	
Test & Inspect required?		N/A	

Other: SWP to be developed all all staff trained/inducted into the procedure at beginning of shift or prior where possible.

### Part 5: Potential Environmental Hazards & Impacts Notes

Hazard/Impact that could occur	Yes	No	If Yes - List Details/Controls & include in RA Worksheet (if not applicable mark N/A)
Air Pollution (dust, fumes etc.)		N/A	
Noise (plant & equipment)		N/A	
Water Pollution		N/A	
Sediment Runoff		N/A	
Erosion		N/A	
Soil Contamination		N/A	
Damage to flora or fauna		N/A	
Hydraulics, fuels, oils		N/A	
Chemicals		N/A	
Hazardous Chemicals		N/A	Hazardous Chemical Assessment completed

## WHS04.1 RISK ASSESSMENT WORKSHEET

SDS available for use (< 5 years old)		<b>N/A</b>	
Other issues:			
<b>Waste</b>	<b>Yes</b>	<b>No</b>	<b>Disposal method</b>
General waste	<b>Y</b>		General waste disposed of on a daily basis from inside function rooms.
Waste water		<b>N/A</b>	
Cardboard packaging		<b>N/A</b>	
Plastic packaging		<b>N/A</b>	
Drums or containers		<b>N/A</b>	
Chemical or contaminated liquids		<b>N/A</b>	
Paints, solvents etc.		<b>N/A</b>	
Oils, fuel, hydraulic fluid etc.		<b>N/A</b>	
Other		<b>N/A</b>	
Are EPA or other licences required for waste generation, transport or disposal? Yes <input type="checkbox"/> No <input type="checkbox"/>			
List licences in RA Worksheet			

**Part 6: Risk Assessment Worksheet**

## WHS04.1 RISK ASSESSMENT WORKSHEET

Specific Task or Activity	List all hazards associated with the activity or task	What could actually happen?	Consequences	likelihood	Initial Risk Score	<b>Control Measures to reduce Risk</b> Describe how the risk will be <b>Eliminated</b> (primary obligation) or if that is not reasonably practicable, describe how the risk will be minimised by using the Hierarchy of Controls:  Substitute → Isolate → Engineering controls → Administrative controls → last option PPE	Consequences	likelihood	Residual Risk Score  (After the controls are put in place)	<b>Actions Required:</b> Action Priority Time Frames Responsible Person Action System No.
Announcing recommencement of service to the Community	<ul style="list-style-type: none"> <li>• COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>• Staff becoming infected</li> <li>• Spread of COVID-19 between staff and onto family &amp; friends</li> </ul>	• M	• U	• 4	<ul style="list-style-type: none"> <li>• Clear and consistent message across all platforms (social, web, signage, correspondence)</li> <li>• Scripts and FAQ guide for Venue Assistants</li> <li>• Restriction of access to high risk user groups aligned with Government recommendations</li> <li>• Bryan Brown Theatre &amp; Function Rooms COVID Safe Plan in place, signposted at the centres and on website and approved by ELT</li> <li>• Staff briefed on the venue's COVID Safe Plan</li> </ul>	• N	• U	• 5	•

## WHS04.1 RISK ASSESSMENT WORKSHEET

<p>Cleaning/Sanitising during operation</p>	<ul style="list-style-type: none"> <li>• Chemical</li> <li>• COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>• Contact with chemical/ inhalation, in eyes, etc</li> <li>• Spread of COVID-19 between staff and onto family &amp; friends</li> </ul>	<ul style="list-style-type: none"> <li>• S</li> </ul>	<ul style="list-style-type: none"> <li>• L</li> </ul>	<ul style="list-style-type: none"> <li>• 2</li> </ul>	<ul style="list-style-type: none"> <li>• PPE and SWP In place</li> <li>• Approved chemicals only</li> <li>• Regular and systematic cleaning regime implemented and adhered to</li> <li>• Deep cleans conducted by cleaning unit or contractor weekly</li> <li>• Ensure all communal equipment staff need to use (e.g. computer keyboards, mouse and telephones) are disinfected after every staff member use</li> <li>• Ensure function room and AV equipment is cleaned and sanitised after each client booking.</li> <li>• Bryan Brown Theatre &amp; Function Centre COVID Safe Plan in place, signposted at the centres and on website and approved by ELT</li> <li>• Staff briefed on the COVID Safe Plan</li> <li>• Approved chemicals only</li> </ul>	<ul style="list-style-type: none"> <li>• S</li> </ul>	<ul style="list-style-type: none"> <li>• U</li> </ul>	<ul style="list-style-type: none"> <li>• 3</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>Staff interaction during COVID-19</p>	<ul style="list-style-type: none"> <li>• COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>• Staff becoming infected</li> <li>• Spread of COVID-19 between staff and onto family &amp; friends</li> </ul>	<ul style="list-style-type: none"> <li>• S</li> </ul>	<ul style="list-style-type: none"> <li>• L</li> </ul>	<ul style="list-style-type: none"> <li>• 2</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing of &gt;1.5m at all times – SWP to be developed and staff inducted</li> <li>• Staff numbers on site limited and limits per area within the centres to be set and aligned with Gov't recommendations</li> <li>• Gloves and sanitiser dedicated for staff</li> <li>• Staff to ensure equipment and items are not shared. If this cannot be avoided, gloves must be worn</li> <li>• Keeping high risk bracket staff out of workplace</li> <li>• Bryan Brown Theatre &amp; Function Centre COVID Safe Plan in place, signposted at the centres and on website and approved by ELT</li> <li>• Staff briefed on the COVID Safe Plan</li> </ul>	<ul style="list-style-type: none"> <li>• S</li> </ul>	<ul style="list-style-type: none"> <li>• VU</li> </ul>	<ul style="list-style-type: none"> <li>• 4</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

## WHS04.1 RISK ASSESSMENT WORKSHEET

<p>Staff interaction with the public during COVID-19</p>	<ul style="list-style-type: none"> <li>• COVID-19</li>            <li>• Violent/aggressive customers</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and community becoming infected</li> <li>• Spread of COVID-19 between staff and onto family &amp; friends</li> <li>• Spread of COVID-19 from community to staff</li>   <li>• Staff injury physical/ mental</li> </ul>	<ul style="list-style-type: none"> <li>• S</li> </ul>	<ul style="list-style-type: none"> <li>• L</li> </ul>	<ul style="list-style-type: none"> <li>• 2</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing of &gt;1.5m at all times – SWP to be developed and staff inducted</li> <li>• Customer numbers on site limited and limits per area within the venue to be set and aligned with Government recommendations</li> <li>• Gloves and sanitiser dedicated for staff</li> <li>• Staff to ensure verbal greetings with customers only</li> <li>• SWP to outline staff management and enforcement of social distancing by customers</li> <li>• Open doors and windows where possible to increase air flow</li> <li>• SWP to detail process around handling suspected cases</li> <li>• Bryan Brown Theatre &amp; Function Centre COVID Safe Plan in place, signposted at the centres and on website and approved by ELT</li> <li>• Staff briefed the COVID Safe Plan</li> </ul>	<ul style="list-style-type: none"> <li>• S</li> </ul>	<ul style="list-style-type: none"> <li>• U</li> </ul>	<ul style="list-style-type: none"> <li>• 3</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
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## WHS04.1 RISK ASSESSMENT WORKSHEET

<p>Managing entry and egress at the centres during COVID-19</p>	<ul style="list-style-type: none"> <li>• COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and community becoming infected</li> <li>• Spread of COVID-19 between staff and onto family &amp; friends</li> <li>• Spread of COVID-19 from community to staff</li> </ul>	<ul style="list-style-type: none"> <li>• S</li> </ul>	<ul style="list-style-type: none"> <li>• L</li> </ul>	<ul style="list-style-type: none"> <li>• 2</li> </ul>	<ul style="list-style-type: none"> <li>• Signage large and clear on Level 2 advising customers of restrictions and COVID controls</li> <li>• Social distancing of &gt;1.5m at all times – SWP to be developed and staff inducted</li> <li>• Customer numbers on site limited and limits per area within the centres to be set and aligned with Government recommendations</li> <li>• Gloves and sanitiser dedicated for staff</li> <li>• Hand sanitiser dedicated to customers – customers must sanitise their hands upon entry</li> <li>• Floor decals showing customers where to stand when waiting (1.5m apart)</li> <li>• Venue lift to have a 2-person limit. Bollars to indicate entering and exiting patrons.</li> <li>• Each meeting room to adhere to restricted capacity limit (30 people in Community Room 1, 20 people in Community Room 2, and 15 people in Lansdowne Room 1 or Lansdowne Room 2).</li> <li>• Venue to maintain register of patrons attending meetings or functions in rooms.</li> <li>• NSW Health multi-lingual social distancing signs to be used</li> <li>• Bryan Brown Theatre &amp; Function Centre COVID Safe Plan in place, signposted at the centres and on website and approved by ELT</li> <li>• Staff briefed on venue COVID Safe Plan</li> </ul>	<ul style="list-style-type: none"> <li>• S</li> </ul>	<ul style="list-style-type: none"> <li>• VU</li> </ul>	<ul style="list-style-type: none"> <li>• 4</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>Handling customer face to face enquiries and transactions</p>	<ul style="list-style-type: none"> <li>• COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and community becoming infected</li> <li>• Spread of COVID-19 between staff and onto family &amp; friends</li> </ul>	<ul style="list-style-type: none"> <li>• S</li> </ul>	<ul style="list-style-type: none"> <li>• L</li> </ul>	<ul style="list-style-type: none"> <li>• 2</li> </ul>	<ul style="list-style-type: none"> <li>• Where forms are required to be completed, customers to ensure hands are sanitised again prior to using pens – staff to ensure they don't share pens with customers</li> <li>• Phone numbers of key events/catering staff to be made available inside every function room to allow for any requests to be made via phone.</li> <li>• 1.5m barrier between customer and staff</li> </ul>	<ul style="list-style-type: none"> <li>• S</li> </ul>	<ul style="list-style-type: none"> <li>• VU</li> </ul>	<ul style="list-style-type: none"> <li>• 4</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>



## WHS04.1 RISK ASSESSMENT WORKSHEET

		<ul style="list-style-type: none"> <li>• Spread of COVID-19 from community to staff</li> </ul>				<ul style="list-style-type: none"> <li>• at POS (i.e. table of bench in place)</li> <li>• Staff to disinfect phones between each use</li> <li>• Gloves and sanitiser dedicated for staff</li> <li>• Prominent signage inside function rooms advising of COVID-19 restrictions and controls in place</li> <li>• Bryan Brown Theatre &amp; Function Centre COVID Safe Plan in place, signposted at the centres and on website and approved by ELT</li> <li>• Staff briefed on venue COVID Safe Plan</li> </ul>				
Managing catering for onsite events held in function rooms	<ul style="list-style-type: none"> <li>• COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and community becoming infected</li> <li>• Spread of COVID-19 between staff and onto family &amp; friends</li> <li>• Spread of COVID-19 from community to staff</li> </ul>	• S	• L	• 2	<ul style="list-style-type: none"> <li>• Venue assistants to strictly wear gloves and PPE during food handling and service.</li> <li>• Dedicated food preparation surfaces to be cleaned and sanitised on a regular basis during the day.</li> <li>• Individually prepared lunch box options to be made available for clients booking function rooms.</li> <li>• Staff to reduce instances for shared utensils and increase availability of disposable cutlery.</li> <li>• Staff to use gloves, wash hands regularly and practice good hand hygiene when handling utensils and catering equipment.</li> <li>• External catering requests to be strictly monitored and limited in venue.</li> <li>• Bryan Brown Theatre &amp; Function Centre COVID Safe Plan in place, signposted at the centres and on website and approved by ELT</li> <li>• Staff briefed on venue COVID Safe Plan</li> </ul>	•	•	•	•

## Risk Matrix

### DETERMINING THE RISK SCORES

#### INITIAL RISK SCORE

To determine the "Initial Risk Score" for an identified hazard, consider the hazard without any controls being put in place to prevent harm to the person or environment:

1. Scroll down the left hand column and choose what you consider to be the most "serious outcome" for the hazard eg, Fatality, Serious, Minor or Negligible harm to the individual or environment. Write corresponding letter (F-S-M-N) in the "consequence" column.
2. Then determine the Likelihood of that event actually happening – Is it: "Very Likely"- "Likely" - "Unlikely" or "Very Unlikely" to actually occur. Write the corresponding letters: VL - L - U - VU in the "likelihood" column of the worksheet.
3. Where the "Consequences" and "Likelihood" lines intersect a risk number (1 – 6) will be identified. Transfer this number to the "initial Class of Risk" column on the worksheet. Repeat steps 1 – 3 for each safety or environmental hazard identified for the activity.

*Hazards with scores of a "1" indicate a hazard that could kill and could be "very likely" or "likely" to happen. Such a hazard must be dealt with immediately. A hazard with a score of 6 indicates "First Aid" for something that is "very unlikely" to occur. All risks must be eliminated where reasonably practicable) or controlled using the hierarchy of control measures listed on previous worksheet page.*

#### RESIDUAL RISK SCORE

To determine the "Residual" Risk Score repeat steps 1 - 3 above, but this time consider the impact of the control measures to be put in place and enter this new score in the "Residual Risk Score" column. This process should result in a lower risk score being able to be achieved e.g, 2 down to a 4, 5 or 6

#### TOLERABLE RISK (4, 5 or 6)

**Tolerable risk score of 4, 5 or 6 must be attained when assigning Residual risk scores.**

What are the consequences and likelihood of this event occurring.		Likelihood			
		Very likely It could happen at least weekly	Likely It could happen once or twice annually	Unlikely It could happen once every 10 years	Very Unlikely It could occur once every 25 years
		VL	L	U	VU
Fatality or permanent disability or permanent environmental harm, major property damage.	<b>F</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>
Serious injury (broken leg) or environmental harm with extensive cleanup, some property damage.	<b>S</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Minor injury, medical attention several days off work and or temp environmental harm. Disruption minimal.	<b>M</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Negligible injury (first aid) or minor environmental cleanup with spill kit. or no property damage	<b>N</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

**Control Measures:** Seek to Eliminate a hazard where reasonably practicable. If not practicable to eliminate, then use the Hierarchy of Controls: Substitute → Isolate → Engineering → Administrative controls → least effective option PPE.

**Tolerable risk. Tolerable is defined as a risk that is: "acceptable, allowable, satisfactory".** All residual risk scores will aim to achieve a "tolerable" risk level of "4, 5 or 6". It will generally be unacceptable to work with residual risk scores of "1, 2 or 3" except where a manager accepts and retains that risk by way of an informed decision and affirms as such in Part 9.

Code	Consequence	Consequence Definitions
<b>F</b>	<b>Fatality</b>	Fatality or permanent disability. Permanent environmental harm. Major loss of property, plant, equipment or infrastructure.
<b>S</b>	<b>Serious</b>	Serious injury e.g., broken leg or other lost time injury. Environmental harm with extensive clean-up. Damage to property, plant, equipment or infrastructure impacting on normal usage and/or requiring repair or other intervention to restore normal function.
<b>M</b>	<b>Minor</b>	Injury / medical attention requiring several days off work. Temporary environmental harm causing some short term disruption of up to several hours. Slight impact on property, plant, equipment or infrastructure only marginally impacting on normal usage with simple repair and/or other intervention needed to restore normal function.
<b>N</b>	<b>Negligible</b>	Negligible injury (first aid only). Environmental clean-up required with minor spills kit only. Able to resume normal functions immediately. Impact on property, plant, equipment or infrastructure not impacting on normal usage with minimal or no intervention needed to restore normal function.
Code	Likelihood	Likelihood Definitions
<b>VL</b>	<b>Very Likely</b>	It might be expected that the consequence could occur at a weekly frequency. Often enough to be regarded as a common event.
<b>L</b>	<b>Likely</b>	It might be expected that the consequence could occur at a frequency of once or twice annually.
<b>U</b>	<b>Unlikely</b>	It might be expected that the consequence could occur at a frequency of once every 10 years
<b>VU</b>	<b>Very Unlikely</b>	It might be expected that the consequence could occur at a frequency of once in an interval of 25 years.

**Part 7: Risk Assessment Lead Authorisation**

- A. The risk assessment team is satisfied with all ratings? Yes  No
- B. Are there any risks rated as 1, 2, or 3 and therefore are not "tolerable risks"? Yes  No

**Comments:**


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**Lead Assessor Signature:** \_\_\_\_\_

**Date:** / /

**Part 8: Coordinator Comments (if applicable)**
**Comments:**
N/A – Coordinator position is vacant
**Coordinator Name & Signature:** \_\_\_\_\_

**Date:** / /

**Part 9: Manager Authorisation**

- A. I have reviewed the risk assessment? Yes  No
- B. I am is satisfied with all ratings? Yes  No
- C. Are there any risks rated as 1, 2, or 3 and therefore are not "tolerable risks"? Yes  No
- D. I retain the risk for this activity by way of an informed decision Yes  No

**Note-** Where a **tolerable residual risk** score of 4, 5 or 6 has **not been able** to be achieved in relation to the activity, then work should not commence. In such cases, a review of the control measures will need to be done to achieve a tolerable residual risk score i.e., 4, 5 or 6.

If a manager, after considering all the hazards and controls considers a residual risk score of 1, 2 or 3 is '*tolerable*', by way of an informed decision' (thereby retaining the full risk) then the manager must consult with affected staff before allowing the activity to proceed.

**Comments:**

The additional control of having a paint specific spill kit near by is required. Limit use of ladders where possible and always have a 2nd team member standing by when ladders are being used. Long handled rollers to be used and an SWP needs to be developed for painting within Aquatic Centres – no staff to paint unless trained in the SWP.

**Manager Name & Signature:** Ben Ellison-Kubecka
**Date:** / /

**Part 10: WHS Team Authorisation**

 All sections adequately completed, signed and ready for registered and sent for scanning. Yes  No 
**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**WHS Team Member Name & Signature:** \_\_\_\_\_

**Date:** / /