

**Fire**

ID	8364	Alert Number	CRITICAL RISK	Next Review	01/02/2024
GPS Longitude		GPS Latitude		Location	
Category	Site	Reported By	Karen Bonney	Significant Risks	Yes
	Site	Date	20/05/2021	Status	Completed
Description	Uncontrolled emergency incident leading to adverse outcomes:				
	-Loss of life				
	-Injury or illness				
	-Property damage				
	Loss of communication				
	Breakdown in emergency procedures				



**Hazard Identified**

Hazard Classifications	Hazard Category	Hazard	Risk
Emergency	Physical	Potential injury or death	Potential injury or death
Physical	Electrical	risk of fire	Potential for injury
Physical	Equipment	Heat	Damage to equipment/facilities

**Risks Identified**

Risk	Risk/Score
	- Very High

**Residual Risk Rating 6.00**

Type	Control	Control Name	Status	Description
Modified	Administrative Controls	Trained First Aiders and Fire Wardens	Completed	Trained First Aiders and Fire Wardens to assist in evacuations and administer first aid in an emergency. Having plans in place for the emergency situation. Follow emergency procedures as set out in the Emergency Flip Charts.
New	Administrative Controls	"Housekeeping"	Completed	Maintain good standards around storage, organised work area etc. Ensure egress ways are clear of all obstacles at all times so safe egress can be achieved.
Modified	Administrative Controls	Building Specific emergency procedures and plans	Completed	Ensure there are trained Building fire Wardens and Floor Wardens. Ensure staff are aware of the operation and location of Fire Extinguishers (if available). Complete at least drills every 6 months.

Modified	Administrative Controls	Building essential services and ongoing maintenance of those services	Completed	Ensure buildings have current Building Warrant of Fitness issued. Where necessary ensure the Fire Evacuation Plans in place.
New	Administrative Controls	Crisis and emergency management Group	Completed	Emergency management group available to co-ordinate emergency plans
New	Administrative Controls	Scheduled building evacuations	Completed	Ensure 6 monthly building evacuations are practised and documented

## Reviews

Date	Person	Findings	Actions	Status
29/11/2017	Bonney, Karen June	NFA		Completed
20/05/2021	Karen Bonney	Critical Risk Emergency Incident description and controls	Updated	Completed
01/02/2023	Andrea McMillan	Updated controls to include flipchart file		Completed

## Earthquake

ID	8365	Alert Number	CRITICAL RISK	Next Review	01/02/2024
GPS Longitude		GPS Latitude		Location	
Category	Site	Reported By	Karen Bonney	Significant Risks	Yes
	Site	Date	21/05/2021	Status	Completed
Description	Uncontrolled emergency incident leading to adverse outcomes: -Loss of Life -Injury or Illness -Property damage Loss of Communication Breakdown in emergency procedures				

## Risks Identified

Risk	Risk/Score
	- Medium

## Residual Risk Rating 5.00

Type	Control	Control Name	Status	Description
Modified	Administrative Controls	Task/activity specific emergency procedures and plans	Completed	Having plans in place for the emergency situation. Follow Emergency Flip Chart instructions. Ensure adequately prepared to leave University and make way home. Flip chart attached as a file
Modified	Administrative Controls	Licensing/certifications	Completed	Ensure buildings are up to necessary earthquake standards
Modified	Administrative Controls	External Compliance Documents	Completed	Comply with external compliance documents such as buildings Codes of Practice, emergency response legislation and instructions. Refer to Flip Chart, attached as a file
Modified	Administrative Controls	Crisis and emergency management Group	Completed	Emergency management group available to co-ordinate emergency plans

## Reviews

Date	Person	Findings	Actions	Status
26/05/2016	Alexander, Kelly Una	Reviewed		Completed

21/05/2021	Karen Bonney	Updated description and controls	Completed
01/02/2023	Andrea McMillan	Updated Controls	Completed

## Active Shooter/s

ID	8366	Alert Number	CRITICAL RISK	Next Review	01/02/2024
GPS Longitude		GPS Latitude		Location	
Category	Site	Reported By	Karen Bonney	Significant Risks	Yes
Site	Active Shooter/s (Critical Risk)	Date	21/05/2021	Status	Completed
Description	<p>An active shooter is defined as an individual who is actively engaged in killing or attempting to kill people in a confined and populated area. In most cases active shooters use a firearm and shoot randomly. The event is unpredictable and evolves quickly.</p> <p>Uncontrolled emergency incident leading to adverse outcomes:</p> <ul style="list-style-type: none"> <li>-Loss of life</li> <li>-Injury or illness</li> <li>-Property damage</li> <li>Loss of Communication</li> <li>Breakdown in emergency procedures</li> </ul>				

## Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Emergency	Physical	Potential injury or death	Potential injury or death

## Risks Identified

Risk	Risk/Score
	- High

## Residual Risk Rating 7.00

Type	Control	Control Name	Status	Description
Modified	Administrative Controls	Internal Policy and/or Guidelines	Completed	Refer to emergency flips charts, attached as a file Call Police if it is safe to do so Run - to a safe place Hide- if unable to run from the area hide Fight- as a last resort when your life is in imminent danger
Modified	Administrative Controls	Emergency Planning	Completed	Having plans in place for potential emergencies. Critical incident response team

## Reviews

Date	Person	Findings	Actions	Status
26/05/2016	Alexander, Kelly Una			Completed
21/05/2021	Karen Bonney	Updated		Completed
01/02/2023	Andrea McMillan	Updated controls		Completed

## Bomb threat

ID 8367	Alert Number CRITICAL RISK	Next Review 01/02/2024
GPS Longitude	GPS Latitude	Location
Category Site	Reported By Karen Bonney	Significant Risks Yes
Site Bomb Threat (Critical Risk)	Date 21/05/2021	Status Completed
Description	Uncontrolled emergency incident leading to adverse outcomes:	
	-Loss of life	
	- Injury or illness	
	-Property damage	
	Loss of communication	
	Breakdown in emergency procedures	

### Risks Identified

Risk	Risk/Score
	- Medium

### Residual Risk Rating 6.00

Type	Control	Control Name	Status	Description
Modified	Administrative Controls	Emergency Planning	Completed	Having plans in place for the emergency situation. Follow Emergency Flip Chart Procedures. Take all threats seriously.
New	Administrative Controls	Critical Incident Management Team	Completed	Organisational Critical Incident response teams and processes in place.

### Reviews

Date	Person	Findings	Actions	Status
11/01/2017	Benjamin, Paul William	NFA		Completed
21/05/2021	Karen Bonney	Updated		Completed
01/02/2023	Andrea McMillan	Added control		Completed

### Severe Weather event

ID 8368	Alert Number CRITICAL RISK	Next Review 01/02/2024
GPS Longitude	GPS Latitude	Location
Category Environmental	Reported By Karen Bonney	Significant Risks Yes
Site	Date 27/05/2021	Status Completed
Description	Extreme weather conditions e.g. Strong winds, snow, flooding	

### Risks Identified

Risk	Risk/Score
Financial	- Medium

### Residual Risk Rating 5.00

Type	Control	Control Name	Status	Description
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Modified	Administrative Controls	Internal Policy and/or Guidelines	Completed	Refer to Flipcharts and Emergency Management Policy. Flipchart attached as a file
Modified	Administrative Controls	Emergency Planning	Completed	Having plans in place for potential emergencies. Refer to Flipcharts, copy attached as a file

## Reviews

Date	Person	Findings	Actions	Status
26/05/2016	Alexander, Kelly Una			Completed
27/05/2021	Karen Bonney	Added snow policy		Completed
01/02/2023	Andrea McMillan	Updated Control measures		Completed

## Robbery

ID	8371	Alert Number	CRITICAL RISK	Next Review	01/02/2024
GPS Longitude		GPS Latitude		Location	
Category	Site	Reported By	Karen Bonney	Significant Risks	Yes
Site		Date	09/06/2021	Status	Completed
Description	Risk of robbery when cash handling takes place within Department. Uncontrolled emergency incident leading to adverse outcomes: -loss of life -injury or illness -property damage				

## Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Physical	Work practices	Lack of training	Potential for injury
Physical	Work processes	Operating procedures not followed	Potential for injury

## Risks Identified

Risk	Risk/Score
	- Low

## Residual Risk Rating 4.00

Type	Control	Control Name	Status	Description
Modified	Administrative Controls	Crisis and emergency management Group	Completed	Crisis and emergency management group available in the event of an emergency. Trained First Aiders and Building wardens Emergency management exercises task specific emergency procedures and plans
Modified	Administrative Controls	Emergency Preparedness and response procedures	Completed	"Panic" alarms connected to other areas in building or Campus Watch. Refer to Flip Charts, attached as a file

## Reviews

Date	Person	Findings	Actions	Status
01/02/2023	Andrea McMillan	Updated		Completed

## Tsunami

ID 8463 Alert Number CRITICAL RISK Next Review 01/02/2024  
GPS Longitude GPS Latitude Location  
Category Environmental Reported By Karen Bonney Significant Risks Yes  
Site Date 14/06/2021 Status Completed  
Description Risk of tsunami in New Zealand

### Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Environment	External	Earthquake	Threat to personal safety

### Risks Identified

Risk	Risk/Score
Personal Injury	- Medium

### Residual Risk Rating 4.00

Type	Control	Control Name	Status	Description
Modified	Administrative Controls	Training	Completed	Evacuation practises. Refer to Flipcharts in an emergency copy attached as a file
New	Administrative Controls	SMS response plans and structure	Completed	SMS plan to alert staff of a threat
Modified	Administrative Controls	Emergency Planning - Potential emergencies	Completed	If applicable IT Infrastructure will invoke the Disaster Response plan for the University of Otago.

### Reviews

Date	Person	Findings	Actions	Status
01/02/2023	Andrea McMillan	Updated controls		Completed

## Medical Emergency

ID 8499 Alert Number Critical Risk Next Review 02/03/2024  
GPS Longitude GPS Latitude Location  
Category Activity/Task Reported By Andrea McMillan Significant Risks Yes  
Site Date 01/02/2023 Status Completed  
Description Medical event on the University of Otago campus/workplace

### Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
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Emergency	Physical	Potential injury or death	Potential injury or death
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### Risks Identified

Risk	Risk/Score
Personal Illness	- Very High

### Residual Risk Rating 7.00

Type	Control	Control Name	Status	Description
New	Administrative Controls	First Aiders, First Aid Kits, AED's, emergency phones	Completed	First Aiders and first aid kits available on site. AED available around campus, check AED locations App. Emergency phones are directed to Campus Watch for assistance in the first instance. Refer to Flipchart attached as a file

### Chemical substance/spill release/gas leak

ID 8500	Alert Number Critical Risk	Next Review 01/02/2024
GPS Longitude	GPS Latitude	Location
Category Site	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 01/02/2023	Status Completed
Description Spill and or release of a hazardous or unknown substance on site		

### Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Chemical	Hazardous Chemicals	Spill or Release	Injury (e.g. burns)
Biological	General	Bio-medical waste	Potential illness

### Risks Identified

Risk	Risk/Score
Personal Injury	- Very High

### Residual Risk Rating

Type	Control	Control Name	Status	Description
New	Engineering Controls	External accreditation or certification	Completed	Compliance with building/storage areas to contain chemicals in a spill. Compliance with HSNO COP and IBSC biological compliance requirements
New	Administrative Controls	Training	Completed	People using and handling Hazardous Substances trained in the safe use/practise including storage and spill management prevention
New	Administrative Controls	Safety Data Sheets	Completed	Safety Data sheets are available either hard copies or online via Chemwatch
New	Engineering Controls	Spill response plans	Completed	HSTLC (Hazardous Substances technical liaison committee) and internal response plans. Refer to flipcharts, attached as a file

### Aggressive person/assault

ID 8501	Alert Number Critical Risk	Next Review 01/02/2024
GPS Longitude	GPS Latitude	Location
Category Site	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 01/02/2023	Status Completed
Description Aggressive behaviour from staff, students or visitors. Unwanted media attention		

### Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Psychosocial	Workplace community/relationships	Aggressive Behaviour	Potential Ill health
Psychosocial	Workplace community/relationships	Aggressive Behaviour	Personal Injury
Psychosocial	Workplace community/relationships	Aggressive Behaviour	Potential for ill health

### Risks Identified

Risk	Risk/Score
Personal Injury - (Aggressive staff, student or visitor who threatens or injures a staff member. Increased risk if the staff member is in an isolated office / working alone.)	- High
Personal Illness - (Media attention e.g. Covid 19 response from media and public increased risk to some staff)	- High

### Residual Risk Rating 7.00

Type	Control	Control Name	Status	Description
Modified	Administrative Controls	Training and/or Supervision	Completed	Identify areas where potential for aggressive behaviour, ensure frontline staff have training in de-escalation and communication skills. Media training to de-escalate potential situations. Review emergency planning. Refer to flipcharts attached as a file
Modified	Administrative Controls	Internal practice	Completed	Refer to flipcharts. Remove yourself and others from immediate danger. If feeling threatened call 1-111 then campus watch 4795000. Use panic alarms if available

### Reviews

Date	Person	Findings	Actions	Status
20/01/2016	Bonney, Karen June			Completed
07/12/2018	Coleman, Megan Janet	No changes to control measures required.		Completed
01/02/2023	Andrea McMillan	Updated control measures		Completed

### Suspicious mail/item

ID 8502	Alert Number Critical Risk	Next Review 01/02/2024
GPS Longitude	GPS Latitude	Location
Category Activity/Task	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 01/02/2023	Status Completed
Description Suspicious objects received by mail or left in workplace		



## Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Emergency	Physical	Potential injury or death	Potential injury or death
Emergency	Business interruption	Building unavailability	Unable to continue teaching/research

## Risks Identified

Risk	Risk/Score
Personal Injury	- Very High

## Residual Risk Rating

Type	Control	Control Name	Status	Description
New	Administrative Controls	Training	Completed	Training in procedures and awareness. Refer to flip charts. Critical incident team response.
New	Engineering Controls	Building security measures	Completed	Swipe Card access, restricted areas, CCTV and Campus watch

## Reviews

Date	Person	Findings	Actions	Status
01/03/2023	Andrea McMillan	Updated Control measures		Completed

## Flooding

ID 8503	Alert Number Critical Risk	Next Review 01/02/2024
GPS Longitude	GPS Latitude	Location
Category Site	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 01/02/2023	Status Completed
Description Floods/power outage, building services failure.		

## Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Emergency	Business interruption	Building unavailability	Unable to continue teaching/research
Emergency	Physical	Potential injury or death	Potential injury or death

## Risks Identified

Risk	Risk/Score
Property Damage	- Very High
Personal Injury	- Very High

## Residual Risk Rating 6.00

Type	Control	Control Name	Status	Description
New	Administrative Controls	Response plans in place	Completed	Refer to flipcharts, attached as a file
New	Engineering Controls	Building and campus maintenance	Completed	Buildings systems and services are maintained by Property Services

## Reviews

Date	Person	Findings	Actions	Status
01/02/2023	Andrea McMillan	Updated Controls		Completed