



Slips, Trips and falls

ID 8369	Alert Number CRITICAL RISK	Next Review 13/02/2024
GPS Longitude	GPS Latitude	Location
Category Site	Reported By Karen Bonney	Significant Risks Yes
Site	Date 27/05/2021	Status Completed
Description Slips, trips and falls from trip hazards, slippery surfaces, weather (ice etc)		

Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Environment	External	Ice/frost/snow	Personal injury
Emergency	Physical	Potential injury or death	Potential injury or death
Environment	External	Uneven/slippy surfaces	Personal injury
Environment	External	Weather	Slip/trips/falls

Risks Identified

Risk	Risk/Score
	- High

Residual Risk Rating 5.00

Type	Control	Control Name	Status	Description
Modified	Administrative Controls	"Housekeeping"	Completed	Maintain good standards around storage, organised work area etc. Ensure all walkways/office etc are well lit and clear of clutter. Ensure electrical, computer, phone cables etc are placed around walls. If necessary consider new electrical outlets. Ensure spills are cleaned up immediately. Report any damage to Property Services immediately.
Modified	Administrative Controls	Signage	Completed	Have signage available to alert people of slippy surfaces
Modified	Administrative Controls	Anti- slip surfaces	Completed	Have anti-slip surfaces available and used in high risk areas. Consider resurfacing . De icing machine pre high foot traffic times, signage.

Reviews

Date	Person	Findings	Actions	Status
15/02/2018	Lucas, Janine Marie	Added signage control measure		Completed
27/05/2021	Karen Bonney	Updated files and description		Completed
13/02/2023	Andrea McMillan	Updated controls		Completed

Skateboards, Scooters, Vehicles on Campus

ID 8475	Alert Number CRITICAL RISK	Next Review 13/02/2024
GPS Longitude	GPS Latitude	Location
Category Activity/Task	Reported By Karen Bonney	Significant Risks Yes
Site Skateboards, Scooters, Vehicles on Campus (Critica)	Date 15/06/2021	Status Completed
Description Risk to both skateboarders & pedestrians around campus from skateboards, scooters and vehicles on campus		

Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Emergency	Physical	Potential injury or death	Potential injury or death
Physical	Transport	Moving vehicles	Potential for injury or fatality

Risks Identified

Risk	Risk/Score
Personal Injury	- Very High

Residual Risk Rating 6.00

Type	Control	Control Name	Status	Description
New	Administrative Controls	Management	Completed	Signage at skateboard rack reminding users to be mindful of other footpath users
New	Administrative Controls	Walk your Wheels	Completed	Walk your wheels on campus
New	Administrative Controls	Speed limit on campus	Completed	There is a speed limit of 10kph on campus. Contractors are advised of this in their inductions
Modified	Administrative Controls	Contractors Traffic management plan	Completed	Approved contractors and large deliveries out of work hours required to have traffic plans in place. All traffic limited to 10kph on campus, bollards in situ to manage traffic

Reviews

Date	Person	Findings	Actions	Status
03/11/2017	Galvin, Trish	Reviewed	skateboarders to be mindful of car in carpark and people walking through carpark/footpath	Completed
15/06/2021	Karen Bonney	Updated controls		Completed
13/02/2023	Andrea McMillan	Updated controls		Completed

Stairs/walkways

ID 8477	Alert Number CRITICAL RISK	Next Review 13/02/2024
GPS Longitude	GPS Latitude	Location
Category Site	Reported By Karen Bonney	Significant Risks Yes
Site Stairs and Walkways (Critical Risk)	Date 15/06/2021	Status Completed
Description Fall up/down stairs or ramp. Particular care should be taken when frosty.		

Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Physical	Housekeeping	Obstructions on walkways	Potential for illness/injury
Physical	Facility	Walkways / floor surfaces uneven	Slip/trips and falls
Physical	Facility	Walkways / floor surfaces uneven	Slip/trips and falls
Physical	Housekeeping	Spills on surface	Potential for illness/injury
Physical	Building related	wet surfaces due to leaks	Risk of injury
Environment	External	Ice/frost/snow	Slip/trips/falls

Risks Identified

Risk	Risk/Score
	- Medium

Residual Risk Rating 5.00

Type	Control	Control Name	Status	Description
Modified	Administrative Controls	"Housekeeping"	Completed	Regular checks of stair rails and surfaces. Obstacles removed from stairwells. General care when walking especially when wet. Outdoor stairs may require anti slip surface.
Modified	Administrative Controls	Planned maintenance/checks	Completed	Regular maintenance/checks of surfaces are in place. Cleaning schedule in place with Grounds and areas with increased risk are cleaned more frequently.
Modified	Engineering Controls	Research into surface products	Completed	Before areas are resurfaced ensure that the products being supplied are non-slip under the conditions that they will be applied. Ensure the following standards have been applied AS/NZS3661.1993 AS/NZS 3661.2 1994 AS/NZS 4663.2002

Reviews

Date	Person	Findings	Actions	Status
26/05/2016	Alexander, Kelly Una	Reviewed		Completed
15/06/2021	Karen Bonney	Updated controls		Completed
13/02/2023	Andrea McMillan	Updated controls		Completed

Organised Events on Campus

ID 8512	Alert Number Critical Risk	Next Review 01/03/2024
GPS Longitude	GPS Latitude	Location
Category Site	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 01/03/2023	Status Completed
Description Events organised and held on site with University of Otago permission		

Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
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Physical	Electrical	risk of fire	Potential for injury
Physical	Equipment	Plant/equipment not fit for purpose	Risk of Injury

Risks Identified

Risk	Risk/Score
Personal Injury	- High

Residual Risk Rating 6.00

Type	Control	Control Name	Status	Description
New	Administrative Controls	Approval to be on site	Completed	All external persons/contractors must be approved to be on site and have appropriate induction to campus
New	Administrative Controls	Health and Safety plan	Completed	Health and Safety plan required for events
New	Engineering Controls	Electrical test and tag	Completed	All equipment brought onto site must be tested and tagged as per AS/NZ standards and regulations.
Modified	Administrative Controls	On site monitoring and response	Completed	Manage approved events on site and coordinate with Campus Watch in case of emergency response required. Audits to health and safety plan. Notification requirements in case of injuries

Reviews

Date	Person	Findings	Actions	Status
01/03/2023	Andrea McMillan	New risk		Completed