Create a New Study Tour Risk Assessment by Cloning the Study Tour Risk Assessment Template

The Riskware WHS Risk module provides a process for identifying hazards, assessing risk and developing proposed controls to reduce the level of risk to as low as reasonably practicable as well as a risk approval process.

For further details on the procedures for completing Hazard Risk Assessments (HRA) and Hazard Risk Registers (HRR) please refer to the following documents available from the Health and Safety pages of the Human Resources Services website
- *Hazard Risk Assessment Procedure*
- *Hazard Risk Register Procedure*

New study tour risk assessments can be created in Riskware by:
Cloning (copying) and then editing the **Health and Safety Risk Assessment Template – Study Tours risk reference #215** from the WHS Risk Register
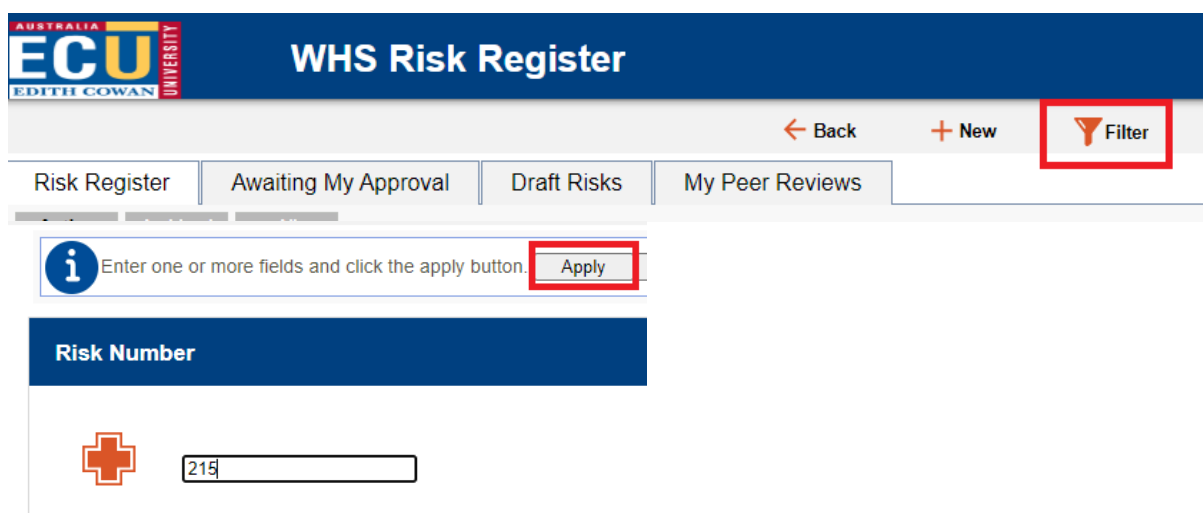
A) Create a new risk using the 'Clone a Risk' function

The WHS Risk module has a function that allows users to search for and then clone (copy) any existing approved risk assessment from the WHS risk register.

For study tours the Safety Employment Relation and Risk teams have created a Health and Safety Risk Assessment Template – Study Tours risk reference #215 to assist Study Tour leaders in creating a new risk assessment for their specific tour. The template provides users with a set of standard information about hazards and controls that may relate to and should be considered in preparation for a study tour. Once cloned the standard information should be reviewed and updated/deleted or new hazards and controls added to reflect your specific study tour and the current situation.

To clone an existing risk assessment:

1. Navigate to the WHS Risk register and click the filter button to find Health and Safety Risk Assessment Template Study Tours risk reference #215

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2. Click the three dots [...] under commands and select the Clone button:

3. Once you select the Clone icon, you will be prompted with a message asking whether you wish to clone the risk assessment. Once you click 'ok' you will receive a pop up message advising the Risk assessment has been cloned and placed in your 'My Draft Risks' tab.

Information ✕

Risk Cloned and has been placed in your Draft
Risks for completion

The new Risk assessment will be an exact copy of the original risk assessment content except:
*   There will be a new risk reference number
*   The status will be Draft
*   The Risk Owner will be the user who cloned the risk
*   The Business Unit will change to the Business Unit of the new Risk Owner
*   The Affected area will change to the location of the new Risk Owner

4. From the "draft risks" tab, Double Click on the cloned risk assessment to open the content.

WHS Risk Register

| Risk Register | Awaiting My Approval | Draft Risks |

My Draft Risks | My Teams Draft Risks

All fields and content from the original risk assessment will appear and these can be edited to reflect the context and details of your new activity. This includes renaming the activity, editing the description, adding or deleting risk factors, existing controls, changing risk ratings and adding new proposed controls.

5. This will open a new Risk Assessment page and allow for entry of key information related to the risk assessment.

  - *The red * on the left of a field indicates where a field is mandatory.*
  - ***Blue help boxes on the right provide additional guidance on what to include for each field.***

Risk Assessment

← Back   Previous   → Next   💾 Save   ✔ Submit

Risk Assessment Name:

📄   *[   ]   ABC ✔

- 🔍   Search buttons allow you to look up people or locations for fields.

Risk Approver

👤   *[Lesley ROZA   ]   🔍

- The Risk Approver field will default to the Supervisor of the person completing the risk assessment but may need to be changed depending on instructions below.

  The Risk Approver should be selected as the person with the appropriate delegation level to accept the level of risk in accordance with ECU's risk acceptance criteria. This will normally be the Supervisor/Manager, or in some cases the Associate Dean or Executive Dean/Director depending on the level of risk.

  Students, including Higher Degrees Research students, are not able to approve risk assessments so should not be selected as the Risk Approver.

6. Once all the required * fields on the first page have been completed Click the next
   → Next   button at the top of the page to progress to page 2 of the risk assessment.

Tip: It is recommended you save **the risk assessment once you are on page 2. This will allow for the risk assessment to be entered over multiple sessions and avoid losing work should there be an internet outage.**

After saving, you may return to the Risk Assessment later after closing in the "My drafts" tab.

7. Page 2 of the risk assessment takes you through the process of identifying risk factors and recording risk descriptions, identifying existing and proposed controls and assessing both current and residual risk ratings.

The following icons are used on this page:

Icon	Use
+	Add another line item. Depending on the step, this will add: • A new risk factor and risk description • An additional Existing or Proposed Control
↑ ↓	Move the line item up or down in the order
✕	Delete the line item
⅋	Add an attachment to the step – noting it's preferred to add attachments on page 1.
ABC ✓	Spell check

8. Work through Steps 1 – 6 to record the required * information:

Please note Steps 4-5 are optional for if you wish to assign a specific task to a person to implement an additional control not yet planned or in place.

a) Step 1 – Risk Factor and Risk Description

-   This step describes the risks which are applicable to your activity. Each individual risk scenario should be added on a new + line.

-   To add a new risk, choose the primary risk factor (hazard) from the drop down list.

- Use the free text field to provide a description of the risk factor scenario and potential impact.

- Select any relevant checkboxes that apply to the risk you are describing:

b) Step 2 – Existing Controls

Record the existing controls related to the risk described in step 1 that are in place or already organised to be in place for when the activity occurs. These should be grouped based on the hierarchy of controls which can be selected from the dropdown list.

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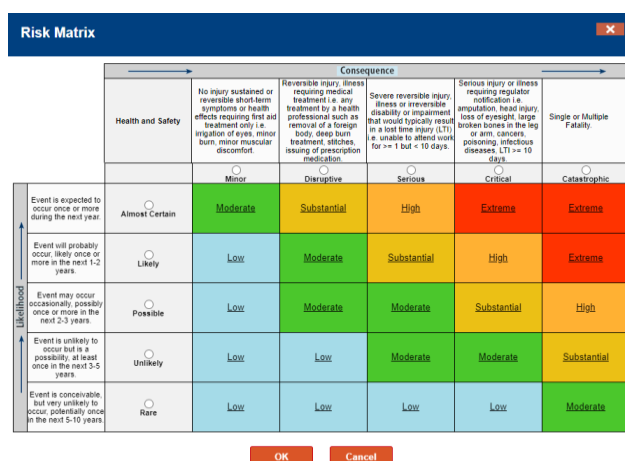*Version 3.0   Uncontrolled when printed   December 2022*

An evaluation of control effectiveness must be completed for each current control which can be selected from the dropdown list:

1 – Fully Effective
2 – Partially Effective
3 - Ineffective

Additional controls can be added by using the ➕ icon.
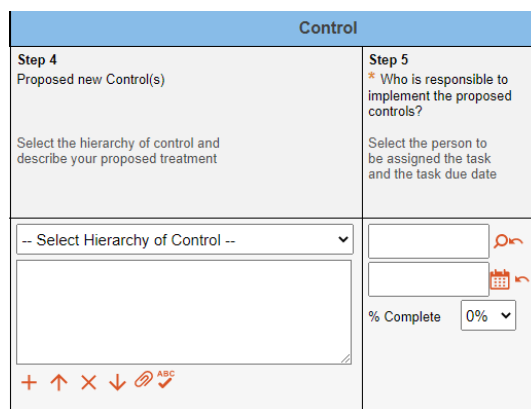
c) Step 3 – Current Rating

Rate the current level of risk with existing controls in place. This can be done by clicking on the 'Matrix' button, selecting the appropriate likelihood and consequence based on the descriptors within the 'Risk Matrix' window and then clicking 'OK'.

d) Step 4 and Step 5 – Proposed Controls and Responsible Person (optional fields)

- Enter any actions that are intended to reduce the risk rating. Please leave these fields blank if no additional actions need to be assigned to anyone.

- The appropriate level of the hierarchy of controls should be selected from the drop down list for each proposed control.

- A responsible person to implement the action is allocated by using the search 🔍 button and a due date for completion recorded using the calendar 📅

Multiple proposed controls can be added by using the ➕ icon.

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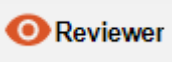
e) Step 6 – Residual Rating

Rate the level of risk as it will be once the proposed controls are in place. This can be done by clicking on the 'Matrix' button, selecting the appropriate likelihood and consequence within the 'Risk Matrix' window and then clicking 'OK' as per step 3.

This rating should be selected as the same rating as step 3 if no additional controls were entered into Step 4 and 5.
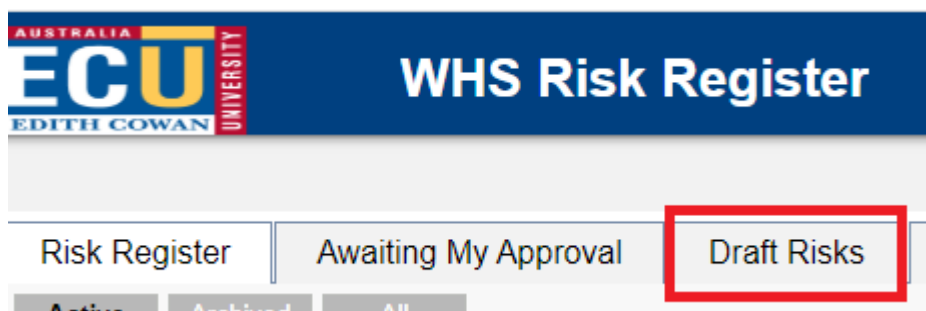
9. Repeat steps 1 to 6 on page 2 as necessary using the ✚ icon to add new line items until all risk factors and risk descriptions, existing and proposed controls and risk ratings have been recorded.

10. Once finalised, you may submit for approval using the Submit ✅ Submit button. This will send an email to the Risk Approver requesting they review and approve the risk assessment.

Note: if you wish to invite someone to review the Risk before submitting for approval, click the reviewer ⦿ Reviewer button to add peer reviewers. More info is provided on peer reviews in the "Complete a peer review" information sheet.

Tip: If you accidentally submit your Risk Assessment, submit it to the wrong person or just want to recall it back to draft mode to make changes, in your "drafts" tab, click the recall button next to the relevant risk.

| | The risk assessment will appear on the Risk Register tab once it has been approved and you will be notified via email. |

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