



RISK ANALYSIS WORKSHEET

Unit/Division/Institute Name: University Library

WORKSHEET 9

Inherent Risk:
High
Assessed Risk:
Moderate

Risk description: Staff and client security.

Risk category: Personnel

Related objective: Occupational health, safety, welfare and injury management.

Possible causes/risk factors:

- Insufficient staff at critical periods.
- Small number of staff for multi-storeyed or large physical area.
- Staff required to work at night, weekends or other isolated periods.
- Distance of Library from Security Office.
- Poorly lit areas within and outside of Library.
- Disasters and lack of support during isolated periods – flooding, electrical failure (darkness), fire.
- Not enough security staff during critical hours – darkness, power failure.
- Insufficient training in personal safety, OHSW&IM, fire and evacuation.

Possible effects:

- Potential for violence against isolated staff and clients.
- Potential for injury to staff and clients.
- Staff dissatisfaction with unsafe working environment.
- Legal proceedings against University.

| INHERENT RISK SCORE (assuming no controls) | Consequence C | Likelihood L | Total* C+L | Total Score: |
|--|--------------------------------|-------------------------------|-----------------------------|---|
| Revenue, cost or liability | 4 | 3 | 7 | 2 – 5 = Low 6 = Moderate 7 = High 8 – 10 = High+ |
| People | 4 | 3 | 7 | |
| Reputation and Political | 3 | 2 | 5 | |
| Project performance | | | | |

*when scored on more than 1 row, select the highest total as the score

Current controls/mitigating factors:

- Building security (swipe cards).
- Security staff – response, escorts, building evacuation.
- Evacuation plans and training.
- Minimum of two staff at all times.
- BEO training.
- Security awareness – phone numbers, etc.
- Personal safety training.

| ASSESSED RISK SCORE (considering controls) | Consequence C | Likelihood L | Total* C+L | Total Score: |
|--|--------------------------------|-------------------------------|-----------------------------|---|
| Revenue, cost or liability | 4 | 2 | 6 | 2 – 5 = Low 6 = Moderate 7 = High 8 – 10 = High+ |
| People | 4 | 2 | 6 | |
| Reputation and Political | 3 | 2 | 5 | |
| Project performance | | | | |

*when scored on more than 1 row, select the highest total as the score

Date: May 2006