

COVID-19 Risk Register: ACT Legislative Assembly Estimates Hearing 2022-23

Location: ACT Legislative Assembly Building

Date: 16/08/2022

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
Transmission of COVID-19 from staff or other attendees who are infected	Staff or other attendees catching COVID-19 (could result in serious illness or death).	Medium, new infections are declining and ACT community has a very high vaccination rate.	Moderate, while infections are declining consequences may be severe, especially if unvaccinated.	<p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authorities.</p> <p>Frequently touched surfaces including desks, handrails, doors, phones, keyboards etc are regularly cleaned.</p> <p>Desks are wiped clean with surface wipes after each use.</p> <p>Physical distancing – room has markings to keep workers and other attendees at least 1.5m apart. Room occupancy limits consistent with public health directions are in place and signs placed around the precinct advising of these.</p> <p>Alcohol based hand sanitiser is provided at entry points to the building and available in meeting rooms.</p> <p>Posters on good hygiene practices and physical distancing are prominent in Assembly building and hand washing facilities are available in the bathrooms.</p> <p>The Assembly Office has increased fresh air intake into the building through the HVAC system from 30% to 50%.</p>	<p>A reminder by the Chair of the committee that witnesses, and others, practice good hand and respiratory hygiene.</p> <p>Mandated mask wearing except when speaking.</p>		On-going	On-going	On-going
Staff or attendees attending workplace with COVID 19 or other flu like symptoms	Staff or attendees catching COVID-19 (could result in serious illness or death).	Medium, new infections are declining and ACT community has a very high vaccination rate.	Moderate, while infections are declining consequences may be severe, especially if unvaccinated.	<p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and Health authorities.</p> <p>Frequently touched surfaces including desks, handrails, doors, phones, keyboards etc are regularly cleaned.</p> <p>Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well.</p> <p>Signage is displayed at entry points reminding staff and building attendees of the importance of staying home when experiencing flu like symptoms.</p> <p>Posters on good hygiene practices and physical distancing are prominent in Assembly building</p>			On-going	On-going	On-going

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
				<p>and hand washing facilities are available in the bathrooms.</p> <p>Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms with instructional signs on hand washing.</p> <p>Alcohol based hand sanitiser is available in all staff areas including bathrooms, break rooms, and meeting rooms.</p> <p>If a witness has a health condition that would classify them as vulnerable to risk of exposure, alternative arrangements can be made, including attending remotely.</p> <p>The Office has increased fresh air intake into the building through the HVAC system from 30% to 50%.</p>					
Inadequate arrangements for addressing a confirmed case of COVID-19 in the precinct	Staff or attendees catching COVID-19 (could result in serious illness or death).	Medium, new infections are declining and ACT community has a very high vaccination rate.	Moderate, while infections are declining consequences may be severe, especially if unvaccinated.	<p>Signage is displayed at entry points reminding staff and building attendees of the importance of staying home when experiencing flu like symptoms.</p> <p>Secretariat will maintain a record of all attendees at hearings and approximate timeframes of appearances.</p> <p>If a witness has a health condition that would classify them as vulnerable to risk of exposure, alternative arrangements can be made, including attending remotely.</p> <p>The Office has increased fresh air intake into the building through the HVAC system from 30% to 50%</p> <p>Process as outlined by ACT Health in the case of exposure will be followed.</p>			On-going	On-going	On-going
Lack of mask wearing	Staff or attendees catching COVID-19 (could result in serious illness or death).	Medium, new infections are declining and ACT community has a very high vaccination rate.	Moderate, while infections are declining consequences may be severe, especially if unvaccinated.	<p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and Health authorities</p> <p>Staff have been briefed on symptoms of COVID-19 and have been told to stay home if they aren't feeling well.</p> <p>Signage is displayed at entry points reminding staff and building attendees of the importance of staying home when experiencing flu like symptoms.</p> <p>Posters on good hygiene practices and physical distancing are prominent in Assembly building</p>			On-going	On-going	On-going

Hazard	What is the harm that the hazard could cause?	What is the likelihood that the harm would occur?	What is the level of risk?	What controls are currently in place?	Are further controls required?	Actioned by	Date Due	Date Complete	Maintenance and review
				<p>and hand washing facilities are available in the bathrooms.</p> <p>Soap and water for hand washing and paper towel or air dryer for hand drying is available in bathrooms with instructional signs on hand washing.</p> <p>If a witness has a health condition that would classify them as vulnerable to risk of exposure, alternative arrangements can be made, including attending remotely.</p> <p>The Office has increased fresh air intake into the building through the HVAC system from 30% to 50%.</p>					
Persistent use of hand sanitiser	Dermatitis	Low, alcohol-based sanitiser has minimal impact and people are familiar with using sanitisers.	Low, people have been using hand sanitisers for a long period and are very familiar with it.	Staff or visitors can wash hands with soap and water as an alternative to hand sanitiser.	Ask staff if they have a history of dermatitis or allergy to alcohol		On-going	On-going	On-going
Poor culture of adhering to social distance requirements	Staff or attendees catching COVID-19 (could result in serious illness or death).	Low, ACT community has a high knowledge and compliance record.	Low, staff and attendees have been adequately informed of requirements – generally a high level of knowledge and compliance in the community.	<p>Cleaning and disinfecting in accordance with guidance from Safe Work Australia and Health authorities</p> <p>Signage is displayed at entry points reminding staff and building attendees of the importance of staying home when experiencing flu like symptoms.</p> <p>Posters on good hygiene practices and physical distancing are prominent in Assembly building and hand washing facilities are available in the bathrooms.</p> <p>If a witness has a health condition that would classify them as vulnerable to risk of exposure, alternative arrangements can be made, including attending remotely.</p> <p>The Office has increased fresh air intake into the building through the HVAC system from 30% to 50%.</p>			On-going	On-going	On-going