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Inventory of Work Activities				
Reference Number: (please refer to PRS RA Repository for next running number)			Division	Food, Chemical and Biotechnology
Title	SLT 2025			
Ref	Location	Process	Work Activity	Remarks
1		Outreach programme	Collection of logistics from the club room	
			Transportation of logistics to the canteen	
			Setting up of booth	
			Thickening of fluids (SLT students)	
			Trying of fluids (SIT students/staff)	
			Competing maximum phonation time (SIT students/staff)	
			Packing up	
			Transportation of logistics to the club room	


Note:

1. This form is to be completed before filling in the Risk Assessment Form.
2. The contents of the Process (column) and Work Activity (column) in the Inventory of Work Activities Form are to be copied over to the Process (row) and Work Activity (column), respectively, in the Risk Assessment Form.

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RISK ASSESSMENT														
<u>Reference Number</u>				RA Leader:				Approved by:						
Title:	SLT 2025			RA Team:				Signature:						
Division:	Food, Chemical and Biotechnology	Location:						Designation:						
Last Review Date:		Next Review Date:						Date						
Ref	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	Remarks
Outreach programme														
1.1.1	Collection of logistics from the club room	Back strain from carrying heavy	a) Back/ligament strain	a) Adopt proper lifting technique (carry with back straight and squat down to lift heavy objects)	2	3	6	a)						
1.1.2		items	b) spinal cord injury	a) Adopt proper lifting technique (carry with back	2	3	6	a)						

Likelihood \ Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
Catastrophic (5)	5 (M)	10 (M)	15 (H)	20 (H)	25 (H)
Major (4)	4 (M)	8 (M)	12 (M)	16 (H)	20 (H)
Moderate (3)	3 (L)	6 (M)	9 (M)	12 (M)	15 (H)
Minor (2)	2 (L)	4 (M)	6 (M)	8 (M)	10 (M)
Negligible (1)	1 (L)	2 (L)	3 (L)	4 (M)	(M)

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Ref	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	Remarks
				straight and squat down to lift heavy objects										
1.2.1	Transportation of logistics to the canteen	Trips and falls	a) Bruises	a) a) Wear proper footwear (covered shoes) b) Avoid routes which includes kerbs or ledges c) If trolley is used, don't stack items so high that it blocks vision of floor in front	3	2	6	a)						
1.2.2		while walking to destination	b) cuts	a) a) Wear proper footwear (covered shoes) b) Avoid routes which includes kerbs or ledges c) If trolley is used, don't stack items so high that it blocks vision of floor in front	3	2	6	a)						

Likelihood \ Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
Catastrophic (5)	5 (M)	10 (M)	15 (H)	20 (H)	25 (H)
Major (4)	4 (M)	8 (M)	12 (M)	16 (H)	20 (H)
Moderate (3)	3 (L)	6 (M)	9 (M)	12 (M)	15 (H)
Minor (2)	2 (L)	4 (M)	6 (M)	8 (M)	10 (M)
Negligible (1)	1 (L)	2 (L)	3 (L)	4 (M)	(M)

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Ref	Hazard Identification			Risk Evaluation				Risk Control						
	<u>Activity</u>	<u>Hazard</u>	<u>Possible injury / ill-health</u>	<u>Existing risk controls</u>	<u>S</u>	<u>L</u>	<u>RPN</u>	<u>Additional controls</u>	<u>S</u>	<u>L</u>	<u>RPN</u>	<u>Implementation Person</u>	<u>Due date</u>	<u>Remarks</u>
1.3	Setting up of booth	Hit the corner of tables	a) Bruises b) cuts	a) Avoid rushing when setting up the stations	3	2	6	a)						
1.4	Setting up of booth	Trip over the legs of the chairs	a) Bruises b) cuts	a) a) Avoid rushing when setting up the stations b) Keep chairs neatly tucked under the tables when not in use	3	2	6	a)						
1.5	Thickening of fluids (SLT students)	Wrist strain from stirring	a) Wrist tendonitis b) carpal tunnel syndrome	a) Rest when stirring gets tiring	3	2	6	a)						
1.6.1	Trying of fluids (SIT students/staff)	Food poisoning	a) Diarrhoea	a) a) Ensure a controlled number of SLT students thickening the samples b) SLT students will be asked to perform the 8-step hand-washing technique	3	2	6	a)						

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Catastrophic (5)	5 (M)	10 (M)	15 (H)	20 (H)	25 (H)
Major (4)	4 (M)	8 (M)	12 (M)	16 (H)	20 (H)
Moderate (3)	3 (L)	6 (M)	9 (M)	12 (M)	15 (H)
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	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	
1.6.2				prior to handling liquids c) Hand sanitisers will be placed on the tables before handling the liquids										
		from consuming thickened fluids	b) food	a) a) Ensure a controlled number of SLT students thickening the samples b) SLT students will be asked to perform the 8-step hand-washing technique prior to handling liquids c) Hand sanitisers will be placed on the tables before handling the liquids	3	2	6	a)						
1.7	Competing maximum phonation time (SIT students/staff)	Choking of saliva while competing	a) Choking b) xerostomia	a) a) Remind participants to drink water after competing b) Instruct participants to not look up while	2	1	2	a)						

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Ref	Hazard Identification			Risk Evaluation			Risk Control							Remarks
	<u>Activity</u>	<u>Hazard</u>	<u>Possible injury / ill-health</u>	<u>Existing risk controls</u>	<u>S</u>	<u>L</u>	<u>RPN</u>	<u>Additional controls</u>	<u>S</u>	<u>L</u>	<u>RPN</u>	<u>Implementation Person</u>	<u>Due date</u>	
				competing to prevent saliva from flowing down the throat										
1.8	Competing maximum phonation time (SIT students/staff)	Loss of breath while competing	a) Asphyxiation b) fainting c) hypoxia	a) Instruct participants not to force themselves to secure the win	4	1	4	a)						
1.9	Packing up	Hit the corner of tables	a) Bruises b) cuts	a) Avoid rushing when setting up the stations	3	2	6	a)						
1.10	Packing up	Trip over the legs of the chairs	a) Bruises b) cuts	a) a) Avoid rushing when setting up the stations b) Keep chairs neatly tucked under the tables when not in use	3	2	6	a)						
1.11.1		Trips and falls	a) Bruises	a) a) Wear proper footwear (covered shoes) b) Avoid routes which	3	2	6	a)						

Likelihood \ Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
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Ref	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	Remarks
	Transportation of			includes kerbs or ledges c) If trolley is used, don't stack items so high that it blocks vision of floor in front										
1.11.2	logistics to the club room	while walking to destination	b) cuts	a) a) Wear proper footwear (covered shoes) b) Avoid routes which includes kerbs or ledges c) If trolley is used, don't stack items so high that it blocks vision of floor in front	3	2	6	a)						

Likelihood \ Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
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Level	Severity	Description
1	Negligible	Negligible injury.
2	Minor	Injury or ill-health requiring first-aid only (includes minor cuts and bruises, irritation, ill-health with temporary discomfort, fatigue, mental well-being).
3	Moderate	Injury or ill-health (including mental well-being) requiring medical treatment (includes lacerations, burns, sprains, minor fractures, psychosocial stress, dermatitis and work-related upper limb disorders).
4	Major	Serious injuries or life-threatening occupational diseases (includes amputations, major fractures, multiple injuries, occupational cancers, acute poisoning, diagnosed mental illnesses, disabilities and deafness).
5	Catastrophic	Fatality, fatal diseases or multiple major injuries.

Level	Likelihood	Description
1	Rare	Not expected to occur but still possible.
2	Remote	Not likely to occur under normal circumstances.
3	Occasional	Possible or known to occur.
4	Frequent	Common occurrence.
5	Almost certain	Continual or repeating experience.

Risk score	Acceptability of risk	Recommended actions
Low 1-3	Acceptable	No additional risk control measures may be needed. Frequent review and monitoring of hazards are required to ensure that the risk level assigned is accurate and does not increase over time.
Medium 4-12	Tolerable	A careful evaluation of the hazards should be carried out to ensure that the risk level is reduced to as low as reasonably practicable (ALARP) within a defined time period. Interim risk control measures, such as administrative controls, may be implemented while long term measures are being established. Management attention is required.
High 15-25	Not acceptable	High Risk level must be reduced to at least Medium Risk before work commences. There should not be any interim risk control measures and risk control measures should not be overly dependent on personal protective equipment. If practicable, the hazard should be eliminated before work commences. Management review is required before work commences.

Note:

- For the Role and Responsibilities of the Approver and RA Leader please refer to sections 4.3 and 4.4 of the [Risk Management Programme](#) respectively.