

EXAMPLES ONLY EVENTS – SAFETY MANAGEMENT PLAN (RISK ASSESSMENT) (APPENDIX C)

Item No.	List the potential hazards/issues identified in the Hazard Identification Process from Appendix A and when and where the hazard is present (i.e. when is a person at risk of exposure to the hazard if applic)	Risk Assessment Rating	List control measures to be implemented	Who is responsible for the action	Residual Risk Rating (i.e. Risk rating after controls in place.) (High will require sign off by the Head of School/Branch. Very High by the VC&P).
			<ul style="list-style-type: none"> Control measures are to be in accordance with the Hierarchy of Control. Refer to Appendix C for examples. Choose the control(s) that most effectively eliminate the hazard or minimises the risk. Record the control measures in place under the relevant control measure (e.g. list in order under the following headings - substitution, isolation, engineering, administrative, Personal Protective Equipment). Ensure that control measures do not introduce new hazards. <p style="color: red; text-align: center;">NOTE: The control measures below are examples only. Schools/Branches will need to tailor appropriate control measures based on the nature, size and location of the event. These examples are interdependent i.e. not related to a specific event.</p>		
1	<i>Access to the event is restricted/controlled</i>	<p>This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.</p>	<p>Isolation</p> <ul style="list-style-type: none"> Event can only be accessed via the nominated entry points. Barriers in place. <p>Administration</p> <ul style="list-style-type: none"> Event access points are monitored by Security or a designated member of the Event Team. The Event Team and authorised personnel are to wear identification badges/vests. Local induction provided to the Event Team which covers specific risks and procedures for the area. 		<p>This risk assessment rating will vary based on the control measures implemented, so has not been included in the examples.</p>
2	<i>Amenities inadequate, insufficient</i>		<p>Administration</p> <ul style="list-style-type: none"> Additional toilets and hand washing facilities arranged. Disabled toilet available. Adequate signage displayed to direct people to toilets. 		
3	<i>Amusement structures/rides/inflatable structures</i>		<p>Isolation</p> <ul style="list-style-type: none"> There is appropriate fencing surrounding rides. <p>Engineering</p> <ul style="list-style-type: none"> There is appropriate soft-fall area for inflatable structures. All tie down ropes attached to the device are fastened to adequate anchorages. <p>Administration</p> <ul style="list-style-type: none"> Amusement rides have a current certificate of registration issued by SafeWork SA. All structures have current certificate of inspection issued by a professional engineer and qualified electrician. Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons Operator is monitoring the structure at all times and ensuring weather conditions do not change. 		

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4	<i>Communication – inability to communicate effectively</i>	<p align="center">This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.</p>	<p>Engineering</p> <ul style="list-style-type: none"> Radios arranged for the duration of the event and training provided to operators. <p>Administration</p> <ul style="list-style-type: none"> Contact numbers entered into each person’s mobile phone for Security and other key personnel. A lanyard has been provided to volunteers with contact information for safety personnel included. Additional communication methods introduced to signal a particular activity or emergency response. (e.g. whistle, loud hailer, siren.) All event personnel can be clearly identified – High visibility vests distributed. Training provided for radio use. 		<p align="center">This risk assessment rating will vary based on the control measures implemented, so has not been included in the examples.</p>
5	<i>Overcrowding, or large number of people in one location</i>		<p>Administration</p> <ul style="list-style-type: none"> Security engaged to assist in the management of the crowd (if required). Defined areas for specific activities to reduce congestion. Defined paths for access/egress. Communication systems and procedures well defined for Security and the Events Team. 		
6	<i>Entry and exit points compromised/not clearly defined</i>		<p>Engineering</p> <ul style="list-style-type: none"> Temporary barriers installed to ensure access/egress is not compromised (e.g. for the emergency services). <p>Administration</p> <ul style="list-style-type: none"> Signage clearly displayed for entry, thoroughfares and exit points. Provision is made for people with a disability including provision of a designated area. 		

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7	<i>Fire hazard/naked flame</i>		<p>Administration</p> <ul style="list-style-type: none"> Emergency Wardens have been nominated for the event. Additional and appropriate fire extinguishers are in place and adjacent to the hazard. Ignition sources are being monitored. Procedures for evacuation have been communicated, including provision for those with a disability. 		
8	<i>Potential to be hit by a vehicle</i>		<p>Isolation</p> <ul style="list-style-type: none"> Separate traffic from pedestrians using temporary barriers/bunting. <p>Administration</p> <ul style="list-style-type: none"> Designated members of the Event team arranged to assist control traffic flow. Directional signage displayed. 		
9	<i>Lighting (e.g. due to time of the day/night/location)</i>		<p>Engineering</p> <ul style="list-style-type: none"> Additional lighting installed in consultation with Campus Services. 		
10	<i>Alcohol</i>		<p>Administration</p> <ul style="list-style-type: none"> A liquor licence has been obtained. Appropriate numbers of responsible personnel have been appointed to manage the serving of alcohol and to monitor the safety of those consuming alcohol. 		

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11	<i>Medical emergency</i>	<p>This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.</p>	<p>Administration</p> <ul style="list-style-type: none"> Appropriate numbers of <u>first aid personnel and first aid kits</u>. First aid “stations” are suitably located, clearly signed and easily accessible for everyone. Emergency contact numbers are held by members of the Event Team. Periodic checks conducted to ensure access is clear for the emergency services. Security have been informed of the event. 		<p>This risk assessment rating will vary based on the control measures implemented, so has not been included in the examples.</p>
12	<i>Electrical hazards (Potential for electric shock)</i>		<p>Engineering</p> <ul style="list-style-type: none"> All portable electrical appliances and tools are RCD protected. Only RCD protected power boards with individual switches are being used. <p>Administration</p> <ul style="list-style-type: none"> Electrical equipment brought on site has been tested/tagged. Procedures are in place to ensure Electrical equipment is protected if outside. All trip hazards from cords have been addressed. 		
13	<i>Violence/aggression/personal threat</i>		<p>Engineering</p> <ul style="list-style-type: none"> Duress system is in place and all key personnel have been trained on the procedure. <p>Administration</p> <ul style="list-style-type: none"> Security have been informed and additional security available if required. Alternative entry/exit points are made known to and available for key speaker. Venue is suitable for the event. 		
14	<i>LPG cylinders and heaters</i>		<p>Engineering</p> <ul style="list-style-type: none"> LPG cylinders and/or heaters are secured, safe (i.e. placed inside a box) and in date. <p>Isolation</p> <ul style="list-style-type: none"> Flammables have been removed from the vicinity of heater. 		

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15	<i>Slip, trip hazards</i>	<p>This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.</p>	<p>Control measures are to be in accordance with the Hierarchy of Control. Refer to Appendix C for examples.</p> <ul style="list-style-type: none"> Choose the control(s) that most effectively eliminate the hazard or minimises the risk. Record the control measures in place under the relevant control measure (e.g. list in order under the following headings - substitution, isolation, engineering, administrative, Personal Protective Equipment). Ensure that control measures do not introduce new hazards. <p>NOTE: The control measures below are examples only. Schools/Branches will need to tailor appropriate control measures based on the nature, size and location of the event. These examples are interdependent i.e. not related to a specific event.</p>		<p>This risk assessment rating will vary based on the control measures implemented, so has not been included in the examples.</p>
16	<i>Event off-site – bus trip</i>		<p>Isolation</p> <ul style="list-style-type: none"> Clearly defined walkways to avoid areas identified as higher risk. <p>Administration</p> <ul style="list-style-type: none"> Walk site to identify and control any slip/trip hazards with barriers, tape, witches hat, or mat. Additional bins to be arranged to manage litter and to keep areas tidy. Volunteers and events co-ordinators to monitor on an ongoing basis. 		
17	<i>Noise</i>		<p>Administration</p> <ul style="list-style-type: none"> Contingency arrangements are in place in the event of an emergency including communication, first aid. Alcohol licence obtained and responsible person appointed. 		
18	<i>Hot temperature forecast</i>		<p>Administration</p> <ul style="list-style-type: none"> Communication arrangements in the event of an emergency are in place. Communication has been made to staff in adjacent areas to advise them of the event & potential disruption. <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> Appropriate Personal Protective Equipment (e.g. ear plugs) have been provided. 		
19	<i>Manual handling</i>		<p>Administration</p> <ul style="list-style-type: none"> Sunscreen, hats provided and fresh water available at the First Aid points. Shaded areas provided. Scheduled rest breaks for volunteers and event co-ordinators. 		
			<p>Engineering</p> <ul style="list-style-type: none"> Loads have been assessed and appropriate trolleys are available. <p>Administration</p> <ul style="list-style-type: none"> Loads are delivered as close as possible to the area of use. Arrangements for team lifts have been made to place items in position. 		

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