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| **EXAMPLES ONLY** | **DRAFT EVENTS – SAFETY MANAGEMENT PLAN (RISK ASSESSMENT)** | **(****APPENDIX B)** |

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| **Stop and think.** **What could cause harm** | **Assess the harm** | **What needs to be in place** **before you start** | **Re-assess** **the level of risk** |

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| Identify and list each hazard that is part of this event | Record how/whenthe worker is exposed to the hazard(e.g. what is the route of exposure) | Calculate the risk rating without controls in place(See descriptor table Appendix A) | The measures you select must address the hazard, be selected in accordance with the Hierarchy of Control and be clear to the worker. **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.** | i.e. the residualrisk ratingafter controls are in place |
| **Inadequate access and egress** | [x]  Access and egress points could become blocked[x]  Access and egress is not adequate for the number of people attending[x]  Thoroughfares are not well defined and clearly marked | This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples. | **Isolation*** Dedicated event entry points identified [ List ].
* Barriers are in place to define paths of access and egress.

**Administration*** Event entry/exit points are monitored by a Security officer/a designated member of the event team.
* Paths are identified on the Traffic Management Plan and the members of the event team have been informed during their induction.
* Paths are defined using spray paint.
* Paths are monitored every 30 minutes during the event by the event team.
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| **Traffic flow – hit by a moving vehicle** | [x]  Areas for traffic and pedestrian have not been defined and separated[x]  Provision for safe passage of emergency and other vehicles has not been considered[x]  There is no traffic control [x]  There is inadequate signage for directions | **Isolation*** Traffic has been separated from pedestrians using temporary barriers/bunting.

**Administration** * The event has been co-ordinated in consultation with Facilities Management and is in accordance with the University/s Traffic Management Plan.
* Designated members of the event team have been rostered to assist with traffic control.
* Separate entry points (gate number …..) nominated for the Emergency Services. Security to advise emergency services prior to the event.
* Directional signage displayed. One way only.
* Paths of travel for vehicles has been included on the Traffic Management Plan.
* A spotter has been appointed, who is not the driver, for each forklift//industrial lift truck to assist the operator to restrict/monitor access until completion.
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| **Insufficient amenities** | [x]  There are insufficient provision of toilets and hand washing facilities (including disabled toilets)[x]  There is insufficient signage to direct attendees to amenities[x]  There is insufficient monitoring of amenities during the event (e.g. to restock supplies, clean) | This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples. | * Male, female and disabled toilet facilities are open to the public in ….[..building(s)].
* Additional temporary signage installed on barriers to direct attendees to amenities.
* […..Contractors] engaged to monitor amenities during the event and restock supplies and clean if required.
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| **Hazardous chemicals are in use**Use of:[ ]  a flammable gasThe SDS for the chemical will provide additional information. | [x]  LPG could cause a fire and explosion if there is a source of ignition[x]  There are specific storage arrangements required for the chemical.  | **Engineering*** LPG cylinders are secured to increase stability.

**Administration*** LPG cylinders are positioned clear of ignition sources and in a well ventilated area.
* LPG cylinders have been checked and are in date.
* SDS for LPG is available on site
* Dry chemical fire extinguishers are positioned adjacent to ….
 |
| **Hazardous Plant/Equipment (“Plant”)**(During operation) | [x]  The forklift/industrial lift truck could collide with another person or thing.[x]  Catering equipment could cause a significant burn.[x]  Catering equipment requires extension leads which present electrical hazards if damaged or wet.[x]  A refrigerated trailer is in use. | **Forklift/Industrial lift truck*** Evidence provided and on file - all forklift/industrial lift truck operators have a high risk work licence.
* The operator provided with information re the designated pathways as per the traffic management plan.
* Operation of the forklift/industrial lift truck must only occur before/after the event.
* Speed restricted to walking pace.

**Catering equipment*** Hazardous equipment is secure and not accessible to the public
* Catering equipment never to be left unattended when on and to be switched off when not in use.
* All cords to be taped down and/or covered to prevent tripping.

**Continued** |

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| **Hazardous Plant/Equipment** (During operation)**(Continued)** |  | This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples. | **Refrigerated trailer*** Door must be able to be opened by hand from the inside without a key
* Internal lighting must be controllable only from within the room.
* A means of communicating or alerting others in case of emergency.
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| **Manual Handling** | [x]  Set up/pack-up requires carrying, lifting and/or transferring of heavy/awkward/dirty/unpredictable/unbalanced objects, equipment, chairs, tables.  | **Engineering*** Truck to be used to transport equipment/event items via gate […]
* Forklift/sack truck/trolley to be available via the Event Co-ordinator/ [insert location].

**Administration*** Team meeting held to discuss and co-ordinate bump in and bump out of all items.(Including any deadlines, inspection of event location/layout, impact of environmental conditions.)
* Loads to be delivered as close as possible to area.

**PPE*** Grip gloves, protective clothing and enclosed footwear to be worn when completing manual handling activities.
 |
| **Noise** | [x]  Noise levels could impact on communications between organisers, security, attendees.[x]  Noise levels could impact workers in adjacent buildings.[x]  Loud music is a part of the event. | **Administration*** Contact cards distributed to the events team
* Event co-ordinator, Faculty reps and area reps holding mobiles at all times
* Key personnel will have Uni radios to communicate with Security.
* Communication plan in place. Email to be distributed to key contacts in [name buildings] advising of the event.
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| **Temporary structures** | [x]  A marquee is to be installed.The installation will require earth penetration and could potentially impact underground services – water, power, gas[x]  Temporary structures could be impacted by weather conditions (e.g. wind, rain, become airborne or fall over)[x]  Temporary structures could block access/egress.[x]  Scaffolding is required. | This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples. | **Engineering*** Anchor mechanisms are in place and suitably protected (e.g. to prevent trips).

**Administration*** Contractors engaged through Facilities Management.
* Information on the Traffic Management Plan provided to contractors and key personnel.All structures have been checked following installation.
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| **Emergency management** | [x]  Workers/attendees could require medical assistance during the event.[x]  Workers/attendees could be affected by heat/cold during the event.[x]  There could be a potential for aggressive, threatening behaviour due to the nature of the event. [x]  The location of the event could pose an issue for Emergency Services to gain access or to provide treatment.[x]  There are insufficient wardens to co-ordinate an emergency response e.g. evacuation?[x]  There are am insufficient number of fire extinguishers available.[x]  There are no provisions for any worker/attendee with a disability in the event of an emergency. | **Administration*** Emergency response plan is in place (including for those with a disability).(The plan includes but is not limited to fire, medical emergency, failure of resources e.g. power, personal threat, evacuation.)
* Perimeter for the event has been clearly defined and all key personnel have been provided with a copy of the Emergency response plan.
* Sufficient number of Wardens and First Aiders nominated and positioned in each quadrant to monitor activities and raise an alarm via mobile/radio and assist to direct attendees.
* Key personnel are provided with identification vests.
* Warden/Security to co-ordinate access for emergency vehicles via gate [ ].
* Fire extinguishers positioned adjacent to first aid station(s) set up on [ ].
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| **Event activities** | [ ]  The event requires a liquor license.[ ]  The event involves working with animals.[ ]  The event involves amusement rides/structures or inflatable structures. | This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples. | **Alcohol*** 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.

**Animals*** Nominated staff to supervise and control the animal(s) at all times. Muzzles to be used if appropriate.

**Amusement structures*** Amusement structures are not to be used or operated unless a current certificate of registration issued by SafeWork SA can be provided. (Interstate registrations are not acceptable in 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.
* There is appropriate fencing surrounding rides.
* There is appropriate soft-fall area for inflatable structures.
 | This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples. |