

## HAZARD MANAGEMENT – EVENT SAFETY CHECKLIST

<b>Stage 1:</b>	<b>Hazard Identification</b>	<b>Residual risk rating</b> L, M, H, VH	
<b>Name or description of the event</b>			
<b>Venue/location of the event</b>			
<b>Designated safety co-ordinator(s) conducting the risk assessment. Name and contact details.</b>		<b>Mobile/Phone</b>	
		<b>Mobile/Phone</b>	
		<b>Mobile/Phone</b>	

- This template or equivalent template can be used. Please note that this list is not exhaustive, but can be used as the basis for your initial hazard identification.
- If you tick yes to any of the hazards listed below, then the hazard is to be transferred and addressed on page 3 of this appendix.  
Where a number of activities have the same hazards, they may be grouped together on the same assessment and the same control measures applied to each.
- Ensure there is a system for retaining formal Risk assessments in accordance with the State Records of SA, General disposal [Schedule No 30](#) issued under the State Records Act 1997. (Contact the University's [Records Management Office](#) for further assistance/information if required.)

Consider – is there potential for, or identified exposure to any of the following, hazards as part of the event?

HAZARD IDENTIFICATION: Stop and think. What could cause harm?	
Identify each hazard that is part of this event	Examples of how/when the worker could be exposed to the hazard during the event (e.g. what is the route of exposure?)
<b>Access and egress</b>	<input type="checkbox"/> Access and egress points could become blocked <input type="checkbox"/> Access and egress is not adequate for the number of people attending <input type="checkbox"/> Thoroughfares are not well defined and clearly marked <input type="checkbox"/> Access and egress is not suitable for a person with a disability <input type="checkbox"/> An emergency evacuation could be required and there are insufficient and safe exit options <input type="checkbox"/> Access to facilities and important equipment could become obstructed by people/objects/vehicles <input type="checkbox"/> Emergency exits have been locked to control entry points <input type="checkbox"/> A person with a disability is unable to negotiate paths of access/egress (e.g. steps).
<b>Traffic flow – Hit by a vehicle</b>	<input type="checkbox"/> Areas for traffic and pedestrian have not been defined and separated <input type="checkbox"/> Provision for safe passage of emergency and other vehicles has not been considered <input type="checkbox"/> There is no traffic control <input type="checkbox"/> There is inadequate signage for directions
<b>Insufficient amenities</b>	<input type="checkbox"/> There is insufficient provision of toilets and hand washing facilities (including disabled toilets) <input type="checkbox"/> There is insufficient signage to direct attendees to amenities <input type="checkbox"/> There is insufficient monitoring of amenities during the event (e.g. to restock supplies, clean)
<b>Hazardous chemicals are in use</b>  Use of: <input type="checkbox"/> a corrosive <input type="checkbox"/> an explosive <input type="checkbox"/> an acid <input type="checkbox"/> a flammable liquid/solid/gas <input type="checkbox"/> a toxic poison Including hazardous waste  The SDS for the chemical will provide additional information.	<input type="checkbox"/> Workers/attendees could be exposed to potential harm via inhalation. <input type="checkbox"/> Workers/attendees could be exposed to potential harm via skin absorption. <input type="checkbox"/> Workers/attendees could be exposed to potential harm via ingestion. <input type="checkbox"/> Workers/attendees could be splashed by the chemical. <input type="checkbox"/> The chemical could accidentally spill during use/transport. <input type="checkbox"/> The chemical is being used in an enclosed space. <input type="checkbox"/> The chemical could cause a fire and explosion if there is a source of ignition. <input type="checkbox"/> Exposure to the chemical would require an immediate first aid response (e.g. antidote, emergency shower). <input type="checkbox"/> There is a potential for vapour accumulation. <input type="checkbox"/> Chemical storage containers need to have impact protection in place. <input type="checkbox"/> Specific transfer/transport arrangements are required for the chemical. <input type="checkbox"/> Specific storage arrangements are required for the chemical.

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<b>HAZARD IDENTIFICATION: Stop and think. What could cause harm?</b>	
<b>Identify each hazard that is part of this event</b>	<b>Examples of how/when the worker could be exposed to the hazard during the event (e.g. what is the route of exposure?)</b>
<p><b>Hazardous Plant/Equipment (“Plant”)</b> (During operation)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rotating/moving parts</li> <li><input type="checkbox"/> Sharp edges – moving/stationary</li> <li><input type="checkbox"/> Ignition sources (flame or spark)</li> <li><input type="checkbox"/> Compressed air or high pressure fluid</li> <li><input type="checkbox"/> Electricity</li> <li><input type="checkbox"/> Explosive or flammable atmosphere</li> <li><input type="checkbox"/> Ergonomic (e.g. equipment design/layout)</li> <li><input type="checkbox"/> Mobile plant/equipment (e.g. forklifts)</li> <li><input type="checkbox"/> Heat (radiated or conducted) or steam or cold</li> <li><input type="checkbox"/> Harmful noise</li> <li><input type="checkbox"/> Poorly positioned control levers or buttons</li> </ul>	<p>The plant/equipment could:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> entangle a person’s hair, clothing, gloves, jewellery, in moving parts;</li> <li><input type="checkbox"/> crush a person (e.g. material fall off the plant, uncontrolled/unexpected movement of the plant);</li> <li><input type="checkbox"/> stab, puncture or strike e.g. due to coming into contact with sharp or flying objects;</li> <li><input type="checkbox"/> shear a body part (e.g. between two parts of the plant/between the plant and a work structure);</li> <li><input type="checkbox"/> expose the worker/attendees to live electrical conductors (e.g. proximity, overload of electrical circuits);</li> <li><input type="checkbox"/> expose the worker/attendee to gases/vapours/liquids/dusts/other substances triggered by the operation;</li> <li><input type="checkbox"/> explode or implode, or reach high temperatures;</li> <li><input type="checkbox"/> exceed safe noise levels;</li> <li><input type="checkbox"/> overturn, collide with another person or thing (e.g. moving powered plant);</li> <li><input type="checkbox"/> cause a significant burn or trap a person in a refrigerated chamber/trailer;</li> <li><input type="checkbox"/> stop/start if controls are inadvertently bumped or knocked;</li> <li><input type="checkbox"/> require extension leads which present electrical hazards if damaged or wet.</li> </ul>
<p><b>Hazardous Manual Handling</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Set up/pack-up requires carrying, lifting and/or transferring of heavy/awkward/dirty/unpredictable/unbalanced objects, equipment, chairs, tables;</li> <li><input type="checkbox"/> Set up/pack up requires items to be transferred up or down stairs or from one level to another.</li> </ul>
<p><b>Excess noise</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Noise levels could impact on communications between organisers, security, attendees.</li> <li><input type="checkbox"/> Noise levels could impact workers in adjacent buildings.</li> <li><input type="checkbox"/> Loud music is a part of the event.</li> </ul>
<p><b>Temporary structures</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A marquee is to be installed. The installation will require earth penetration and could potentially impact underground services – water, power, gas?</li> <li><input type="checkbox"/> Temporary structures could be impacted by weather conditions (e.g. wind, rain)?</li> <li><input type="checkbox"/> Temporary structures could become airborne or fall over.</li> <li><input type="checkbox"/> Temporary structures could block access/egress.</li> <li><input type="checkbox"/> Scaffolding is required.</li> </ul>
<p><b>Emergency management</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Workers/attendees could require medical assistance during the event.</li> <li><input type="checkbox"/> Workers/attendees could be affected by heat/cold during the event.</li> <li><input type="checkbox"/> There could be a potential for aggressive, threatening behaviour due to the nature of the event.</li> <li><input type="checkbox"/> The location of the event could pose an issue for Emergency Services to gain access or to provide treatment.</li> <li><input type="checkbox"/> There are insufficient wardens to co-ordinate an emergency response e.g. evacuation?</li> <li><input type="checkbox"/> There are an insufficient number of fire extinguishers available.</li> <li><input type="checkbox"/> There are no provisions for any worker/attendee with a disability in the event of an emergency.</li> </ul>
<p><b>Event activities</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The event requires a liquor license.</li> <li><input type="checkbox"/> Young children could be attending and event activities may place the child at risk.</li> <li><input type="checkbox"/> The event involves working with animals.</li> <li><input type="checkbox"/> The event involves amusement rides/structures or inflatable structures.</li> <li><input type="checkbox"/> A worker/attendee could fall from a height.</li> </ul>

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**HAZARD MANAGEMENT – EVENT SAFETY MANAGEMENT PLAN (RISK ASSESSMENT) Appendix A (Page 3 of 4)**

**Stage 2 and Stage 3 – Risk Assessment and Control**

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
Identify and list each hazard that is part of this event	Record how/when the 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 overleaf)	The measures you select must address the hazard, be selected in accordance with the Hierarchy of Control and be clear to the worker. (Refer to <a href="#">Appendix B</a> for guidance.)	i.e. the residual risk rating after controls are in place
		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high		<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high

**Authorisation for events**

Residual risk rating	Authorisation	Name and signature (or attach evidence of authorisation)	
<b>Low &amp; medium risk</b>	Supervisor/Person in control of the event		
<b>High risk</b>	Head of School/Branch		
<b>Very high risk</b>	Executive Dean/Divisional Head		

**Records Management:**

Ensure there is a system for retaining this Risk assessment in accordance with the State Records of SA, General disposal [Schedule No 30](#) issued under the State Records Act 1997. (Contact the University's [Records Management Office](#) for further assistance/information if required.)

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RISK ASSESSMENT TABLES

Three essential steps are taken:

1. The probability or likelihood of an incident occurring is evaluated;
2. The severity of the potential consequences is calculated or estimated;
3. Based on these two factors, the risks are assigned priority for risk control through the use of a risk rating.

Risk assessment involves examining and evaluating the likelihood/severity/consequence in order to prioritise and implement adequate controls. The risk matrix has been adopted based on the principles of AS/NZS ISO 31000 (2009) Risk Management – Principles and Guidelines and Code of Practice “How to Manage Work Health and Safety Risks (2012).

Likelihood Table

CATEGORY	DESCRIPTION
Almost certain	There is an expectation that an event/incident will occur.
Likely	There is an expectation that an event/incident <b>could occur</b> but not certain to occur.
Possible	This expectation lies somewhere in the midpoint between “could” and “improbable”. May happen occasionally
Unlikely	There is an expectation that an event/incident is doubtful or <b>improbable</b> to occur.
Rare	There is no expectation that the event/incident will occur.

Consequences Table

CATEGORY	DESCRIPTION
Severe	Injury resulting in death, permanent incapacity.
Major	Injury requiring extensive medical treatment, hospitalisation, or activities could result in a Notifiable occurrence.
Moderate	Injury requires formal medical treatment (hospital outpatient/doctors visit etc), activities could result in an Improvement Notice.
Minor	Injury requires first aid treatment.
Negligible	Injury requires minor first aid (e.g. bandaid), or result in short term discomfort (e.g. bruise, headache, muscular aches), no medical treatment.

Risk matrix

Likelihood	Consequences				
	Negligible	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Very High	Very High	Very High
Likely	Medium	Medium	High	Very High	Very High
Possible	Low	Medium	High	High	Very High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

If the level of risk is assessed as high or very high

- Stop the activity; or
- Determine if the activity is to:
  - continue; or
  - cease

in consultation with your Supervisor.

Follow the process in the Hazard Management handbook chapter where the risk cannot be reduced to medium or low.

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