

EXAMPLES ONLY		DRAFT EVENTS – SAFETY MANAGEMENT PLAN (RISK ASSESSMENT)		(APPENDIX B)
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 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 residual risk rating after controls are in place
Inadequate access and egress	<input checked="" type="checkbox"/> Access and egress points could become blocked <input checked="" type="checkbox"/> Access and egress is not adequate for the number of people attending <input checked="" type="checkbox"/> 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 <ul style="list-style-type: none"> Dedicated event entry points identified [List]. Barriers are in place to define paths of access and egress. Administration <ul style="list-style-type: none"> 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. 	This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.
Traffic flow – hit by a moving vehicle	<input checked="" type="checkbox"/> Areas for traffic and pedestrian have not been defined and separated <input checked="" type="checkbox"/> Provision for safe passage of emergency and other vehicles has not been considered <input checked="" type="checkbox"/> There is no traffic control <input checked="" type="checkbox"/> There is inadequate signage for directions		Isolation <ul style="list-style-type: none"> Traffic has been separated from pedestrians using temporary barriers/bunting. Administration <ul style="list-style-type: none"> 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 <input checked="" type="checkbox"/> There are insufficient provision of toilets and hand washing facilities (including disabled toilets) <input checked="" type="checkbox"/> There is insufficient signage to direct attendees to amenities <input checked="" type="checkbox"/> There is insufficient monitoring of amenities during the event (e.g. to restock supplies, clean)	<input checked="" type="checkbox"/> There are insufficient provision of toilets and hand washing facilities (including disabled toilets) <input checked="" type="checkbox"/> There is insufficient signage to direct attendees to amenities <input checked="" type="checkbox"/> 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.	<ul style="list-style-type: none"> 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. 	This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.
Hazardous chemicals are in use Use of: <input type="checkbox"/> a flammable gas The SDS for the chemical will provide additional information	<input checked="" type="checkbox"/> LPG could cause a fire and explosion if there is a source of ignition <input checked="" type="checkbox"/> There are specific storage arrangements required for the chemical.		Engineering <ul style="list-style-type: none"> LPG cylinders are secured to increase stability. Administration <ul style="list-style-type: none"> 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)	<input checked="" type="checkbox"/> The forklift/industrial lift truck could collide with another person or thing. <input checked="" type="checkbox"/> Catering equipment could cause a significant burn. <input checked="" type="checkbox"/> Catering equipment requires extension leads which present electrical hazards if damaged or wet. <input checked="" type="checkbox"/> A refrigerated trailer is in use.		Forklift/Industrial lift truck <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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. 	This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.
Manual Handling	<input checked="" type="checkbox"/> Set up/pack-up requires carrying, lifting and/or transferring of heavy/awkward/dirty/unpredictable/unbalanced objects, equipment, chairs, tables.		Engineering <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Grip gloves, protective clothing and enclosed footwear to be worn when completing manual handling activities. 	
Noise	<input checked="" type="checkbox"/> Noise levels could impact on communications between organisers, security, attendees. <input checked="" type="checkbox"/> Noise levels could impact workers in adjacent buildings. <input checked="" type="checkbox"/> Loud music is a part of the event.		Administration <ul style="list-style-type: none"> 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	<input checked="" type="checkbox"/> A marquee is to be installed. The installation will require earth penetration and could potentially impact underground services – water, power, gas <input checked="" type="checkbox"/> Temporary structures could be impacted by weather conditions (e.g. wind, rain, become airborne or fall over) <input checked="" type="checkbox"/> Temporary structures could block access/egress. <input checked="" type="checkbox"/> 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 <ul style="list-style-type: none"> Anchor mechanisms are in place and suitably protected (e.g. to prevent trips). Administration <ul style="list-style-type: none"> Contractors engaged through Facilities Management. Information on the Traffic Management Plan provided to contractors and key personnel. All structures have been checked following installation. 	This risk assessment rating will vary, based on the nature, size and location of the event so has not been included in the examples.
Emergency management	<input checked="" type="checkbox"/> Workers/attendees could require medical assistance during the event. <input checked="" type="checkbox"/> Workers/attendees could be affected by heat/cold during the event. <input checked="" type="checkbox"/> There could be a potential for aggressive, threatening behaviour due to the nature of the event. <input checked="" type="checkbox"/> The location of the event could pose an issue for Emergency Services to gain access or to provide treatment. <input checked="" type="checkbox"/> There are insufficient wardens to co-ordinate an emergency response e.g. evacuation? <input checked="" type="checkbox"/> There are an insufficient number of fire extinguishers available.		Administration <ul style="list-style-type: none"> 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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	<input checked="" type="checkbox"/> There are no provisions for any worker/attendee with a disability in the event of an emergency.			
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Event activities <ul style="list-style-type: none"> <input type="checkbox"/> The event requires a liquor license. <input type="checkbox"/> The event involves working with animals. <input type="checkbox"/> The event involves amusement rides/structures or inflatable structures. 	<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>Alcohol</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. <p>Animals</p> <ul style="list-style-type: none"> Nominated staff to supervise and control the animal(s) at all times. Muzzles to be used if appropriate. <p>Amusement structures</p> <ul style="list-style-type: none"> 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. 	<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>
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