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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/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** | ☒ Access and egress points could become blocked  ☒ Access and egress is not adequate for the number of people attending  ☒ 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. | 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** | ☒ Areas for traffic and pedestrian have not been defined and separated  ☒ Provision for safe passage of emergency and other vehicles has not been considered  ☒ There is no traffic control  ☒ 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** | ☒ There are insufficient provision of toilets and hand washing facilities (including disabled toilets)  ☒ There is insufficient signage to direct attendees to amenities  ☒ 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. | 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:  ☐ a flammable gas  The SDS for the chemical will provide additional information  . | ☒ LPG could cause a fire and explosion if there is a source of ignition  ☒ 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) | ☒ The forklift/industrial lift truck could collide with another person or thing.  ☒ Catering equipment could cause a significant burn.  ☒ Catering equipment requires extension leads which present electrical hazards if damaged or wet.  ☒ 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. | 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** | ☒ 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** | ☒ Noise levels could impact on communications between organisers, security, attendees.  ☒ Noise levels could impact workers in adjacent buildings.  ☒ 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** | ☒ A marquee is to be installed. The installation will require earth penetration and could potentially impact underground services – water, power, gas  ☒ Temporary structures could be impacted by weather conditions  (e.g. wind, rain, become airborne or fall over)  ☒ Temporary structures could block access/egress.  ☒ 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. | 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** | ☒ Workers/attendees could require medical assistance during the event.  ☒ Workers/attendees could be affected by heat/cold during the event.  ☒ There could be a potential for aggressive, threatening behaviour due to the nature of the event.  ☒ The location of the event could pose an issue for Emergency Services to gain access or to provide treatment.  ☒ There are insufficient wardens to co-ordinate an emergency response e.g. evacuation?  ☒ There are am insufficient number of fire extinguishers available.  ☒ 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. |