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| **HAZARD MANAGEMENT – EVENT SAFETY MANAGEMENT PLAN (RISK ASSESSMENT)** | **Appendix B (Page 1 of 2)** |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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)** | **Inherent risk** **assessment****rating**Before controls are implemented (Refer to the risk assessment Tables – Appendix B page 2)**L, M, H, VH**  | **List the control measures implemented (i.e. in place)*** 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.
 | **Residual risk****rating**After controls in placeThe highest rating is to be transferred to the top of Appendix A. |
| Planning |  |  |  |
| Unforeseen circumstances, concurrent events.  |  | Event Plan (including but not restricted to):* Risk Assessment.
* Timetable.
* Timeframe. (Start and finish times)
* Contingency planning. (E.g. Severe weather, occupancy limit exceeded, )
* Event contact list including: Event organisers, University coordinator, security, emergency, contractors etc.
* Worker/volunteer pre-screening: training and induction, police clearance requirements.
 |  |
| Venue unavailable or in competition with contiguous event. |  | Book venue. (Including bump in/out) |  |
| Denied access to premier location. |  | VC Permission (if location requires it) |  |
| Inadequate facilities – ancillaries. |  | Ancillaries booked: E.g. AV, power, additional cleaning, tables & chairs. |  |
| Inadequate facilities – amenities. |  | Amenities booked: Drinking water, toilets, rubbish bins etc. |  |
| Penalty for unauthorised activity. |  | Permits:* Infrastructure Permit System. E.g. General permission, Hot Work, confined space etc. (Refer below)
* Parking.
* Liquor licencing.
 |  |
| Loss of control – patrons/public. |  | Security requirements:* Number of security personnel required.
* Competence & Registration of security personnel.
* Barrier/fence access requirements.
 |  |
| Loss of control – emergency. |  | Emergency management plan* Marshalls.
* Alarms.
* Assembly points.
* First aid requirements.
* Firefighting equipment.
* Communication methods. (E.g. 2 way radios / mobile phones / bullhorns etc.)
 |  |
| Financial Risk |  | Insurance requirements. |  |
| Vehicular damage to personnel, plant, environment or infrastructure. |  | Traffic Management Plan (includes but not restricted to):* Access restrictions (Gates, machine clearance, prohibit driving on lawns etc.)
* Defined non-trafficable areas. E.g. Lawns, pavers etc.
* Speed limits.
* Lay down areas.
* Time frames.
* Pedestrian access.
* Disability access.
* Emergency vehicle access.
* Signage.
* Spotters used with mobile plant.
* Parking attendants.
 |  |
| Event exceeding reasonable behaviour.  |  | Event procedures & rules:* Behaviour. E.g. follow reasonable instructions, language, fighting, weapons etc.
* Dress code.
* Noise.
* Rubbish.
* Lawns.
* No smoking.
* Drugs.
* Alcohol.
* Fire & cooking.
* Lost children.
 |  |
| Inadequate power, electric shock, fire. |  | Power:* Circuit capable of meeting demand.
* Connection by licenced electrician.
* Testing/tagging.
* No daisy chaining of extension cords and/or distribution outlets.
* Cables to be protected from traffic and not provide trip hazards.
* Cables terminations rated to at least IP54.
 |  |
| Working outside University requirements. |  | Incident management and reporting.Permit/Permission* High risk work:
* SWMS
* Licences
* Plant registration.
* Inspection/maintenance records.
* Sign in/out.
 |  |
| Contractor Management |  |  |  |
| Inadequate personnel. |  | Identify Contractors and Sub-contractors. (Event and bump in/out) |  |
| Contractors denied access to site. |  | Verification of Inductions, licences and competency. |  |
| High risk work |  | No high risk work without a permit. |  |
| Bump in / Bump Out |  |  |  |
| Loss of control |  | All of the above and … |  |
| Public injured |  | Restrict public access during bump in/out. |  |
| Working outside agreed parameters. |  | Conformance with all agreed permits and plans. |  |
| Event |  |  |  |
|  |  |  |  |
| Workers/volunteers inadequate knowledge. |  | All workers/volunteers attend site pre-start / toolbox meeting. |  |
| Loss of control – patrons and public. |  | Entrance to event requirements (E.g. by invitation or ticket.) |  |
| Loss of control – outside event plan. |  | Monitor key indicators. (E.g. number of patrons, temperature, noise etc.)Enact contingency plan if parameters exceeded. |  |
| Running overtime. |  | Patrons clearly advised of event start and finish times. |  |
|  |  |  |  |
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| --- | --- |
| **Staff related activities** (Note – Low and Medium Residual Risk does not require Manager/Supervisor authorisation) | **Student related activities** |
| **Author** | **Name and****Signature**  |  | **Author** | **Name and****Signature** |  |
| **High Residual Risk –** **Authorised by Manager/Supervisor** | **Name and****Signature/authority** |  | **Low and Medium Residual Risk –** **Authorised by Manager/Supervisor**  | **Name and****Signature/authority** |  |
| **High Residual Risk –** **Authorised by Head of School/Branch** | **Name and****Signature/authority** |  | **High Residual Risk –** **Authorised by Head of School/Branch** | **Name and****Signature/authority** |  |
| **Very High Residual Risk –** **Authorised by VC&P** | **Name and****Signature/authority** |  | **Very High Residual Risk –** **Authorised by VC&P** | **Name and****Signature/authority** |  |

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| **HSW Handbook** | **Events Safety Management (Information Sheet)** | **Effective Date:**  | **28 January 2016** | **Version 1.0** |
| **Authorised by**  | **Associate Director, HR Compliance and Improvement Services** | **Review Date:** | **28 January 2019** | **Page 6 of 15** |
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| **HAZARD MANAGEMENT** | **APPENDIX B (Page 2 of 2)** |

**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 **could occur** but not certain to occur. |
| Slight | This expectation lies somewhere in the midpoint between “could” and “improbable”. |
| Unlikely | There is an expectation that an event/incident is doubtful or **improbable** 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. |
| Negligible | Injury requires minor first aid (e.g. bandaid), or result in short term discomfort (e.g. bruise, headache, muscular aches etc), 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** |
| **Slight** | **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
* Tag out the plant/equipment; or
* Secure any chemical; and
* Determine if the activity is to:
* continue; or
* cease

in consultation with your Manager/Supervisor.

Follow the process in 3.5.6.1where the risk cannot be reduced to medium or low.

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