HAZARD MANAGEMENT – EVENT SAFETY CHECKLIST

Stage 1: Hazard Identification

		Residual risk rating L, M, H, VH	
Name or description of the event			
Venue/location of the event			
Designated safety co-ordinator(s) conducting the risk assessment. Name and contact details.		**Mobile/Phone**	
		Mobile/Phone	
		Mobile/Phone	

- 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?)**
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 ☐ Access and egress is not suitable for a person with a disability ☐ An emergency evacuation could be required and there are insufficient and safe exit options ☐ Access to facilities and important equipment could become obstructed by people/objects/vehicles ☐ Emergency exits have been locked to control entry points ☐ A person with a disability is unable to negotiate paths of access/egress (e.g. steps).
Traffic flow – Hit by a 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
Insufficient amenities	☐ There is 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)
Hazardous chemicals are in use Use of: ☐ a corrosive ☐ an explosive ☐ an acid ☐ a flammable liquid/solid/gas ☐ a toxic poison Including hazardous waste The SDS for the chemical will provide additional information.	☐ Workers/attendees could be exposed to potential harm via inhalation. ☐ Workers/attendees could be exposed to potential harm via skin absorption. ☐ Workers/attendees could be exposed to potential harm via ingestion. ☐ Workers/attendees could be splashed by the chemical. ☐ The chemical could accidentally spill during use/transport. ☐ The chemical is being used in an enclosed space. ☐ The chemical could cause a fire and explosion if there is a source of ignition. ☐ Exposure to the chemical would require an immediate first aid response (e.g. antidote, emergency shower). ☐ There is a potential for vapour accumulation. ☐ Chemical storage containers need to have impact protection in place. ☐ Specific transfer/transport arrangements are required for the chemical. ☐ Specific storage arrangements are required for the chemical.

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?)**
Hazardous Plant/Equipment ("Plant") (During operation) ☐ Rotating/moving parts ☐ Sharp edges – moving/stationary ☐ Ignition sources (flame or spark) ☐ Compressed air or high pressure fluid ☐ Electricity ☐ Explosive or flammable atmosphere ☐ Ergonomic (e.g. equipment design/layout) ☐ Mobile plant/equipment (e.g. forklifts) ☐ Heat (radiated or conducted) or steam or cold ☐ Harmful noise ☐ Poorly positioned control levers or buttons	The plant/equipment could: ☐ entangle a person's hair, clothing, gloves, jewellery, in moving parts; ☐ crush a person (e.g. material fall off the plant, uncontrolled/unexpected movement of the plant); ☐ stab, puncture or strike e.g. due to coming into contact with sharp or flying objects; ☐ shear a body part (e.g. between two parts of the plant/between the plant and a work structure); ☐ expose the worker/attendees to live electrical conductors (e.g. proximity, overload of electrical circuits); ☐ expose the worker/attendee to gases/vapours/liquids/dusts/other substances triggered by the operation; ☐ explode or implode, or reach high temperatures; ☐ exceed safe noise levels; ☐ overturn, collide with another person or thing (e.g. moving powered plant); ☐ cause a significant burn or trap a person in a refrigerated chamber/trailer; ☐ stop/start if controls are inadvertently bumped or knocked; ☐ require extension leads which present electrical hazards if damaged or wet.
Hazardous Manual Handling	☐ Set up/pack-up requires carrying, lifting and/or transferring of heavy/awkward/dirty/unpredictable/unbalanced objects, equipment, chairs, tables; ☐ Set up/pack up requires items to be transferred up or down stairs or from one level to another.
Excess 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.
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)? ☐ Temporary structures could become airborne or fall over. ☐ Temporary structures could block access/egress. ☐ Scaffolding is required.
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.
Event activities	☐ The event requires a liquor license. ☐ Young children could be attending and event activities may place the child at risk. ☐ The event involves working with animals. ☐ The event involves amusement rides/structures or inflatable structures. ☐ A worker/attendee could fall from a height.

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 Appendix B for guidance.)	i.e. the residual risk rating after controls are in place
		☐ Low ☐ Medium ☐ High ☐ Very high		☐ Low ☐ Medium ☐ High ☐ Very high
		☐ Low ☐ Medium ☐ High ☐ Very high		☐ Low ☐ Medium ☐ High ☐ Very high
		☐ Low ☐ Medium ☐ High ☐ Very high		☐ Low ☐ Medium ☐ High ☐ Very high
		☐ Low ☐ Medium ☐ High ☐ Very high		☐ Low ☐ Medium ☐ High ☐ Very high

Authorisation for events

Residual risk rating	Authorisation	Name and signature (or attach evidence of authorisation)	
Low & medium risk	Supervisor/Person in control of the event		
High risk	Head of School/Branch		
Very high risk	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.)

HAZARD MANAGEMENT APPENDIX A (Page 4 of 4)

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.
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 **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 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.