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| Unifulllogo-wht2011_03r[1] | **PUBLIC EVENTS RISK MANAGEMENT** | **UNIVERSITY RISK MANAGEMENT CHECKLIST WHS 9** |

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| **INSTRUCTIONS FOR USE:****This form is for the use of staff members responsible for preparing and conducting public events as part of University business. This checklist will assist in assessing foreseeable hazards and risks that may occur during these events. Consideration of this form will raise awareness of the variety of suitable control measures that could be applied. If further advise and guidance is required, contact the UniSA Safety & Wellbeing Team.****Refer to** [***Appendix 1 Risk Assessment Matrix***](#_Risk_Assessment_Matrix) **for explanation on risk ratings. Retain the completed form locally as evidence for audit purposes.** |
| **Event name:**  | **Location & date of event:** | **Unit/Institute:** | **Name of Coordinator:** | **Date Completed:**  |

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| **Item** | **Hazard description** | **How exposed to hazard** | **Level of risk****(High/Medium/ Low)** | **Risk control measure(s)**  | **Controls Incorporated**  | **By whom** |
| 1 | **Heavy or awkward lifting and handling**  | Lifting / handling / pushing / pulling equipment and objects without a safe method | Medium | Porter Services available to assist with physical set-up through CSR. Specialist aids available to reduce amount of physical load handling.Manual handling training provided to staff prior to event (online Manual Handling training module available). On site practical training and supervision as required.Ensure appropriate number of staff have been rostered to lift and manoeuvre items. Two (or more) person lift where required.Ensure correct lifting techniques are used including multi persons utilised and the use of mechanical assistance such as hand trolleys.Ensure appropriate number of staff have been rostered to lift items requiring movement. |  |  |
| 2 | **Slip, trip, fall** | Uneven surface Poor housekeeping Liquid spillsLoose cables | Medium | During set up ensure slip and trip hazards are removed / covered / signed / barricade to restrict access. Where possible electrical cable does not cross any public pathway. If unavoidable, cable erected overhead or covered.Area to be kept clear of loose material or items that may cause trips.Ensure electrical cords on ground are secured and covered by appropriate means.Ensure all crew have been appropriately trained in setup/pull down of temporary structures/equipment. In event of large numbers of participants attending, additional safety fencing erected.Ensure that safety control zone is placed around spills and cleaned up as quickly as possible. Ensure any spills are reported for clean-up. Ensure equipment available to clean up spills.Walk through of event space prior to event to confirm that tripping type hazards are not present. |  |  |
| 3 | **Potential for mishap leading to injury** | There is a risk that people could be injured requiring treatment May arise during set-up, actual event or pack-down. Could result in injury (minor or major). At Risk: Patrons, Staff, Volunteers | Low | Inspect area to identify any equipment that could cause injury and have situation rectified. Is there any special training required to enable staff to undertake their tasks safely? Have Safe Operating Procedures been developed for specific work processes?  Ensure first aid kit available on site.  First Aid staff to be in attendance (Security staff are trained and can augment this requirement).  Medical evacuation available to treat and transport of injured / ill.  Monitor patrons for any aggressive behaviour.  Treat aggressive behaviour with calming words.  Request assistance from Security. Incident / Injuries reported to Event Coordinator / supervisor as soon as possible. Incident is logged into the university online hazard/incident reporting and investigation system. University Insurance receive automatic notification. |  |  |
| 4 | **Weather**  | There is a risk that severe Weather conditions could disrupt the event. Causes: Strong winds Heavy rain or hail. Extreme heat Lightning strike.  | Medium |  Monitor the weather in lead up to the event directly from the Bureau of Meteorology. Develop options to be implemented in the event of severe weather conditions. Ability to implement alternate plan if severe weather conditions forecast / experienced.  In hot weather - Ensure all staff have access to sun protection including hats, sun cream and water. |  |  |
| 5 | **Electricity**  | There is a risk that electrical equipment might lead to an electric shock or fire | Low | Electrical equipment will be kept clear of water (puddles, run-offs, gutters).Any electrical item being used should have inspection and test tag attached. Any electrical equipment that is suspect is to be removed from use and a UniSA staff person is to be notified.Electrical equipment to be used in accordance with manufacturer’s recommended procedure. People using electrical equipment should have undertaken competency training. Use of outdoor weather proofed portable RCDs to be considered. |  |  |
| 6 | **Loss of control at event**  | Panic, collapse, accident, evacuation  | Low | Crowd control measures in place Have adequate entry & Exits been established.Pre event consideration of crowd density and dynamics to allow suitable controls.Event preparation and site briefing to staff may include:* Identifying hazards and appropriate control measures (may include training),
* Highlighting emergency procedures
* Identifying key staff who will co-ordinate an emergency response.
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| 7 | **Vehicle movement or driving in support of the event**  | General road and traffic hazards.Reversing in constricted locations | Medium | Driver is authorised and holds a current SA driving licence. UniSA pool vehicles available for use.Drivers adhere to current road rules. Flashing lights on all vehicles to be used during set up and pack down. If reversing or vision is restricted, a guide is to be used to aid the driver’s visibility.If long distance or remote area driving as required risk assessment documentation should be completed. |  |  |
| 8 | **Hazardous work** | Set up for the event may include hazardous work [examples; working from height, in isolation, with energised plant or equipment, working with plant etc].  | High | The nature of any hazardous work is identified in the planning process and specific risk management processes are to be implemented (e.g. a risk assessment has identified and established control measures).Control measures comply with Australian Regulations, Standards, and Codes of Practice for the nature of any specific work.Appropriate training for hazardous work has been undertaken by staff performing this work.Supervision is provided to staff undertaking hazardous work when and where it is required. Staff are advised of specific hazards and risk associated with the work. SOPs for the required work have been created and are applied during the work task.Personal Protective Equipment is provided and worn where required.Contractors engaged in supporting the event have been contracted in accordance with the UniSA [Contractor Management](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/procedures/safety-and-wellbeing/contractor_management.pdf) WHS Procedure. |  |  |
| **Item** | **Hazard description** | **How exposed to hazard** | **Level of risk****(High/Medium/ Low)** | **Risk control measure(s)**  | **Controls Incorporated**  | **By whom** |
| 9 | **Working after hours or in Isolation**  | Event is in a remote area or late evening or where shift work is required.Set up for event may occur after hours or be in isolated circumstances. | Medium | Planning process identifies the nature of afterhours or isolated work. Security to be advised of location and timing of this type of work.Safezone App available to provide Security Officer response. Staff not to work alone in these circumstances.Adequate lighting is available.Supervisor has been notified that staff will be working after hours or alone. Staff advising Security that they are on site and again when they are leaving. This could be via phone call, visit to Security office, or SafeZone app to UniSA Security. Establish a means of communication to Security. Discuss the method and interval with Security prior to the event.  Undertaking reasonable personal security measures.Is security of unattended equipment / exhibits required? Means of accessing or leaving the site.  |  |  |
| 10 | **Fire, or** **other emergency** | There is a risk that Flammable or combustible material could ignite. Causes: Flammable fuels Combustible materials LP gas Vehicles Electrical Arson Careless disposal of lighted material Elements at Risk Power generators Fuel supplies Plant and equipment Vehicles People | Low | Combustible material to be stored away from fire sources. Maintain general housekeeping.Exhausts of plant equipment to be kept clear of combustible materials.If internal combustion engine is used, fuel cap is firmly on the fuel tank and any reserve fuel tank is suitable and remains in a safe position.Generators and Electrical equipment will be kept clear of dry grasses / ignitable sources.Ensure fire suppression equipment accessible, and clearly indicated with signs.Ensure that all fire extinguishers have a current test tag affixed.Ensure fire extinguisher placed in position and staff are aware of location. Ensure staff are trained in fire extinguisher use.Evacuation Plan to be briefed to key event staff. Respond to fires as per Emergency Response SOP.Report any fires to 000 and Security. Emergency evacuation alarms & plans exist for UniSA facilities.Evacuation Plan to be briefed to key event staff.Report suspicious actions of public to Police.  |  |  |
| 11 | **Communication**  | There is a risk that communications could be disruptedCauses: Equipment failure, Interference  Elements at Risk: Command Coordination and control.  | Low | Establish a communications plan for the event.Compile and distribute a list of key event appointments.Consider and establish an alternate means of communication should the primary means fail.Consider use of two-way radios for staff at event.Consider additional two-ways as a contingency for defective equipment. Brief staff on correct radio procedures.Nominate alternate channel to turn to in the event of failure of primary channel.Check Equipment daily prior to operation. |  |  |

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| 12 | **Traffic Management**  | Traffic management may need to be implemented for the safety of patrons. Non-separation of traffic and workers can create significant risk of injury. Regulations require employers to separate  | Medium | Seek FMU guidance on traffic regulations and responsibilities for event management. Assess likely traffic conditions, variables and current controls.Conduct a specific risk assessment taking into account the outcomes of the traffic audit. Develop a Traffic Control Plan.Traffic and workers need to be separated by establishing designated areas for traffic flow.Ensure plan conforms with state traffic management legislation. Provide high-visibility vests for all crew. Provide training of all traffic marshals.25km speed limits enforced at worksites. Advising DTEI, Councils and SAPOL of intention to work on roads with accurate site plans and traffic stoppages detailed).  |  |  |
| 13 | **Installation of equipment and materials**  | During set up & pack up  | Medium | Contractors engaged in supporting the event have been contracted in accordance with the UniSA [Contractor Management](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/procedures/safety-and-wellbeing/contractor_management.pdf) WHS Procedure..Approvals and Permits required for event obtained [FMU or other].Event planners adopt a due diligence process in reviewing any third party providers.Daily checks should be carried out before the first use of any powered equipment using advice provided by the manufacturer.  Daily checks should consider:  Site remains suitable Crowd control measures are effective Electrical equipment is in serviceable condition  plus other items as determined by the Event Manager. If installation is to occur in darkened areas ensure that suitable illumination is provided that allows ample light for the task and any other movement that may occur in the proximity. Generators and outdoor gas heaters (if being used) are set in well ventilated areas to reduce any risk of carbon monoxide exposure to people nearby. |  |  |
| 14 | **Structure collapse**  | There is a risk that a structure could collapse causing injuryCauses: Scaffolding Tents or marquees being blown over. Elements at Risk: Patrons Lives Facilities.*“Dodgy Infrastructure”* | Low | Ensure all structures are erected by qualified tradespersons with current certification using approved materials.Contractors engaged in supporting the event have been contracted in accordance with the UniSA [Contractor Management](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/procedures/safety-and-wellbeing/contractor_management.pdf) WHS Procedure.Ensure all structures are inspected and certified safe prior to event.Ensure that all tents and marquees are secured to ground via all tie down points. Ensure that all anchors are sufficient to secure structure in strong wind.All anchor points used as per manufacturer’s instructions. Spare equipment, leads etc either stowed safely.  |  |  |
| 15 | **Food contamination** |  Potential for attendees to have dietary / health / allergy issues.  | Low | Catering Contractors to be engaged in accordance with procurement process. Reputable catering agencies to be contracted.Allergen warning advice to be posted where required.  |  |  |
|  | ***ADD other hazards***  | ***not included above*** |  |  |  |  |

**APPENDIX 1**

# Risk Assessment Matrix – The risk matrix below is used to determine the level of risk for each hazard.

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|  | **RISK SEVERITY/CONSEQUENCE** |
| **LIKELIHOOD** | **CRITICAL***(may cause severe injury or fatality - more than two weeks lost time)* | **MAJOR***(injury resulting in at least one day lost time)* | **MINOR***(medical treatment injury - back to work)* | **NEGLIGIBLE***(first aid treatment - no lost time)* |
| **VERY LIKELY***(exposure happens frequently)* | **High** | **High** | **Medium** | **Medium** |
| **LIKELY***(exposure but not frequently)* | **High** | **Medium** | **Medium** | **Low** |
| **UNLIKELY***(exposure could happen but only rarely)* | **Medium** | **Medium** | **Low** | **Very low** |
| **VERY UNLIKELY***(Exposure can happen but probably never will)* | **Medium** | **Low** | **Very low** | **Very low** |
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Based on SafeWork SA risk assessment matrix April 2015

**Risk Priority Table**

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| **Risk priority** | **Definitions of priority** | **Time frame** |
| **High** | Situation critical, stop work immediately or consider cessation of work process.Must be fixed today, consider short term and/or long term actions. | **Now** |
| **Medium** | Is very important, must be fixed urgently, consider short term and/or long term actions. | **1 – 3 weeks** |
| **Low** | Is still important but can be dealt with through scheduled maintenance or similar type programming. However, if solution is quick and easy then fix it today. | **1 - 3 Months** |
| **Very low** | Review and/or manage by routine processes | **Not applicable** |