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| **NUMBER** | **RISK DESCRIPTION** | **TREND** | **MANAGED (CURRENT)** | **TARGET (RESIDUAL)** |
| **27106** | Big Day In - Risk Assessment |  | Low | Low |
| **RISK OWNER** | **RISK IDENTIFIED ON** | **LAST REVIEWED ON** | **NEXT SCHEDULED REVIEW** |
| Kellie Denise Colahan | 21/02/2023 | 21/02/2023 | 21/02/2028 |
| **RISK FACTOR(S)** | **EXISTING CONTROL(S)** |

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| **PROPOSED CONTROL(S)** | **OWNER** | **DUE DATE** |

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| Moving furniture Furniture can be moved around the foyer area which presents hazards associated with moving heavy awkward loads and repetitive twisting\lifting. |

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| **Control:** Moving furniture Where possible arrange for any heavy furniture to be moved prior to the day by P&F, and any tresltes and chairs to be setup in advance by venue operator or catering staff. Plan ahead and prepare if room equipment will need to be moved to ensure adequate number of people are available to assist, there is enough time for setup and necessary equipment will be available. A chair trolley should be used where available to move the chairs and heavy furniture. If no trolley is available then supervisor can carry out local risk assessment on appropriate method of moving, while considering the following: - Type of floor surface if intending to push chairs (such as thick carpet). - Weight of stacked chairs (there should be little resistance and arms can stay close to body while pushing. - Avoid pulling heavy loads such as stacked chairs. - Exerting force by stretching out arms and pushing with legs is a sign of a load that is too heavy. When moving furniture, follow correct manual handling techniques including: - keep back straight and lift\lower with legs - keep chair close to body - avoid lifting above shoulder height - avoid twisting action - only carry one item at a time Ensure chairs are being held in a way to avoid body parts (such as fingers) being pinched\crushed between chairs or trolley. Flat footed shoes should be worn for carrying out manual tasks. |

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| Moving of general items There are a number of items that require moving during events that might include boxes, tables and stands. This work presents hazards relating to lifting\lowering heavy objects. |

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| **Control:** Moving of general items When moving small items around the venue, the following manual task techniques should be applied: - keep back straight and lift\lower by bending legs - keep items close to body when lifting\carrying - avoid twisting while carrying loads - with the exception of very light items, carry one item at a time using both hands - consider unpacking\disassembling heavy items where possible to reduce weight - use a trolley to move items where possible, particularly if process requires a free hand (such as opening door, pressing lift buttons etc) - avoid lifting anything other than light items above shoulder height. if activity is repetitive then consideration should be given to alternating work tasks to allow breaks. Repetitive work tasks should be restricted to less than 30 minutes at a time and no more than a total of 2 hours during a shift. Storage should be continually reviewed and where possible, heavy items should be stored at waist height to reduce reaching low\high to move items. Plan route of travel between buildings to avoid hills and rough surfaces and consider the use of ramps\crossings rather than navigating over kerbs. Flat footed shoes should be worn for manual tasks. |

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| Banner setup Various banners have different methods of set up and can present hazards related to striking\pinching injuries. |

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| **Control:** Banner setup Retractable banners can cause injury when retracting back into place. The best practice method to erect pull up banners has been identified as the following: 1. Set up support pole and insert into base. 2. Pull the banner out of the base by about a foot. 3. While holding the support pole and top of banner, walk backwards as you pull the banner out of the base. 4. Keep walking backwards until able to attach the top of the banner to the support pole. 5. Attach the banner to the pole securely then walk forward while easing the banner into the full stand position. Event supervisors should provide safety advice to workers regarding other types of banners being used. |

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| Working outdoors Working outdoors can introduce various hazards. |

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| **Control:** Working outdoors Closed shoes should be worn by all event staff. When working outdoors, consider the need to use\wear appropriate protection relative to weather conditions such as sunscreen, hats, long sleeves, umbrellas, warm clothes. |
| **Control:** If risk of heat stress is present then plan appropriate controls that may include: - Shaded work areas - Cool areas for breaks - Avoiding work in middle of day Additional controls may need to be considered if strenuous work is involved. Monitor weather conditions prior to event and during event. Bureau of Meteorology site provides accurate information - http://www.bom.gov.au/ Develop basic response plan in case of severe weather event (such as safe location to move to, making site safe etc). Inspect site for hazards on arrival such as: - Slip\Trip hazards - Animal\Insect hazards (such as nearby wasp nests, snakes, aggressive birds - particularly in nesting season). - Hazards above site (such as power lines that pose hazard for setup and loose\hanging tree branches, particularly after a recent storm). If hazards are identified then either rectify them if safe to do so or cordon off area and notify event supervisor\Venue operator. |

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| Catering Presents hazards including anaphylaxis, allergies, food poisoning  |

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| **Control:** Catering Where possible, when collecting information for an event, identify where dietary requirements relate to an allergy. Consider the following as relevant to the event planning: - Check with the caterer that they are able to meet all the specified dietary requirements - If a food allergy has been identified and the caterer is unable to guarantee no cross contamination then attendees should be advised that they may need to consider bringing their own food to the event - For events that are open invitation, advise that it may not be possible to provide for all dietary requirements and attendees with food allergies should consider arranging their own food. - Advising attendees in advance that the event team do not carry epipens The maximum time food should sit outside of a fridge is two hours. |

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| Security and Emergencies Event work can introduce additional hazards relating to emergency preparedness and personal safety. |

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| **Control:** Security and Emergencies Check emergency number to be used in all relevant locations (note that St Lucia emergency number is 336 53333). Identify emergency procedures for site (may be provided by venue manager). All event workers should be provided with the following information: - Evacuation procedure for site and location of fire exits\assembly areas - Emergency number to be used for site - Site address and\or process to be used for calling emergency services - Where\How to get first aid assistance - Any other site specific safety information Unless advised otherwise, always evacuate buildings on the first alarm. Consider if additional security measures may be required (for event topics of a sensitive nature, possibility of disruption etc). If there additional hazards relating to security concerns, an additional risk assessment may be required. Consider the need to hold a first aid kit or have a first aid officer onsite, relative to scale and activities of event. All workers should install the UQ Safe Zone app which can be used for emergencies on any UQ campus. Incidents and near misses should be reported via the UQ Safe Incident Reporting Database. Ensure that room occupancy limits are maintained. If unsure of limits then talk to venue operator. Consider increased personal security risks for staff, particularly when working early, late or working in isolation. Depending on the location some of the following information may assist staff when travelling to and from work location: - Keep updated with public transport timetables to minimise wait times and stay near to emergency call points if available. TransLink has some safety and security information. QLD rail also have some specific security initiatives. - Park in populated, well lit areas as close as possible to your workplace. - Consider organising pick-up and drop off at workplaces. - Walk with others to your vehicle or public transport. - Stick to walking routes that are populated and well lit. Do not take short cuts through dark and isolated areas. - Advise someone if you are working late and let them know what time you expect to be home. - Keep your mobile phone in your hand when walking so you can easily call for help if needed. - Keep up to date with events occurring in the area and the impact these might have on your journey. |

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| Setup of AV\electrical equipment Events often require use of AV equipment including microphones, speakers and lighting. There may also be use of ad-hoc electrical equipment depending on the event |

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| **Control:** Setup of AV\Electrical equipment Always ensure power supply is turned off when inserting or pulling plugs from outlets, power boards or extension cables. When setting up electrical equipment, ensure that it will not be impacted by wet weather such as rain egress or water pooling. If unsure of water resistance limitations, check manufacturers guidelines. Visually inspect all electrical equipment prior to use to look for damage to cabling or casing and do not use damaged equipment. Ensure all equipment\cables used on site have been tagged to confirm electrical testing has been carried out within any required time frames. When planning the event, ensure adequate number of power boards are supplied relative to event and there is access to require power outlets. Mutli adaptors and 'daisy chaining' (plugging power boards into each other) is prohibited at UQ Ensure cables do not present a tripping hazard. Cables that run through a walkway area should have cable covers or be duct taped to reduce trip risk as well as alert public to their presence. Use of sounds systems at high volume and\or for long periods of time may present noise exposure risks. If the event involves the use of sounds systems, consider consulting safety contacts with regards to noise exposure risks. If equipment has been hired or a contractor is being used, check that the area has appropriate power supplied. Standard power at UQ sites is often only 10amp and some pieces of equipment may be 15amp. |

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