

# 4902

## RISK DESCRIPTION

The BiG Day In Australia - on campus event

STATUS

Live

TREND



CURRENT

Low

RESIDUAL

Low

## RISK TYPE

Hazard Risk Assessment

RISK OWNER

Karina PRICE

RISK IDENTIFIED ON

07/05/2024

LAST REVIEWED ON

14/05/2024

NEXT SCHEDULED REVIEW

14/05/2026

RISK FACTOR(S)

Failure to follow Event Management Procedures

EXISTING CONTROL(S)

Control: Event organiser (ECU SSCI) to coordinate with national lead (BiG Day In co-ordinator) and conduct event planning meetings with event team.  
Effective communication between team members and volunteers.  
Team members understand their role and responsibilities in the management and running of event.  
Control Effectiveness: \_\_\_\_\_

Control: Event team to follow SSCI Event procedures as per instructions on SSCI's Training & Development SharePoint Site :<https://edithcowanuni.sharepoint.com/sites/SSCI-sscitrainingdevelopment/SitePages/School-of-Science-Events.aspx>  
Control Effectiveness: \_\_\_\_\_

Control: Participant registration to be managed by national lead in liaison with SSCI team to ensure participation numbers are manageable.  
Control Effectiveness: \_\_\_\_\_

CURRENT

Low

PROPOSED CONTROL(S)

TREATMENT OWNER

DUE DATE

RESIDUAL

Low

	Control: Event team to welcome and escort invited exhibitors and speakers to venue. Control Effectiveness:				
Failure to follow ECU Campus Support Office event procedures for an on-campus event when the following applies: - External participants - Serving food or drink - Event hosted or chaired by an external party	Control: Event team will follow ECU Campus Support Office procedures and submit a "Function on Campus" form: <a href="https://edithcowan.service-now.com/kiosk?id=sc_cat_item&amp;sys_id=2f03d648dbfe3c50dc0eb6f5f39619f9">https://edithcowan.service-now.com/kiosk?id=sc_cat_item&amp;sys_id=2f03d648dbfe3c50dc0eb6f5f39619f9</a> Control Effectiveness:	Low			Low
Failure to follow ECU Campus Support Office event procedures for an on-campus event when the following applies: - Reserving a space that is not bookable via Outlook or ECUSIS i.e., external & outdoor spaces such as; gazebos, ovals, and miscellaneous spaces such as: >Foyers, kitchenettes etc. - And Non-repeating bookings for course-related spaces such as: >Teaching Spaces, Labs, Theatres and Learning Spaces)	Control: Event team will follow ECU Campus Support Office procedures and submit an "Adhoc Staff Room Bookings" form: <a href="https://edithcowan.service-now.com/kiosk?id=sc_cat_item&amp;sys_id=c50e2181db327890eb740af6f39619e1">https://edithcowan.service-now.com/kiosk?id=sc_cat_item&amp;sys_id=c50e2181db327890eb740af6f39619e1</a> Control Effectiveness:	Low			Low
Insufficient number of event team members (staff/volunteers), leading to: - Inadequate supervision of activities - Event delayed - Event activities cancelled or misunderstanding between event team and vendors/suppliers - Stress experienced by event team	Control: Event leads to ensure event staff resourcing is adequate Event staff/volunteers identified, confirmed and briefed before event begins. Utilise reliable sources of personnel Utilise more experienced personnel for critical roles. Control Effectiveness:	Low			Low
Event cancelled or interrupted - Failure to carry out event or activities - Inadequate communication about cancellation	Control: Experienced personnel involved in planning of event. Careful planning of the event is undertaken at all levels to minimise the risk of event	Low			Low

<p>- Negative PR and complaints</p>	<p>cancellation. Collection of stakeholder contact details by national event lead. Control Effectiveness:</p>			
<p>Insurance: - Event not covered by insurance - Suppliers/Contractors do not have adequate insurance coverage</p>	<p>Control: Liaise with ECU Insurance (insurance@ecu.edu.au) for queries relating to event and insurance if unsure of process &amp; requirements. Prior to engagement ensure National event lead, holds appropriate insurances. National even lead to hold their own Insurance. PLI Certificate of Currency supplied to ECU event coordinator for record. Control Effectiveness:</p>	<p>Low</p>		<p>Low</p>
<p>Traffic Management - Participants, vendors, suppliers not knowing where to park - Getting lost on campus and not able to find event - Vehicle/vehicle collisions - Pedestrian/vehicle collisions</p>	<p>Control: Event organiser to liaise with ECU Parking to make appropriate arrangements bringing exhibitor and visitor vehicles onto campus. Event team will manage the organisation and signposting for event parking. Car Park #2 has been identified as the most appropriate area for bus and exhibitor parking. Participants to be provided with campus map. Exhibitors to be provided with campus map, and an event team member(s) contact number(s) in event of any issues. Control Effectiveness: _____</p> <p>Control: Vehicle/vehicle / vehicle/pedestrian near misses, incidents, hazards will be reported as per ECU's Incident &amp; Hazard Reporting Guidelines. Event team to be aware of emergency procedures and emergency contact numbers (such as ECU Security and local</p>	<p>Low</p>		<p>Low</p>

	emergency services). Control Effectiveness:				
Accessibility to Event - Event team/participants/patrons with a disability/difficulty unable to gain easy and safe access to event	Control: Where applicable, ramps are in place to provide access into buildings. Disabled Access Parking is available close to the event. The event itself is easily accessible (e.g. for persons in wheelchairs, using walking aids, etc) and; Entry / Exit area is easily accessible (e.g. for persons in wheelchairs, using walking aids, etc). Control Effectiveness:	Low			Low
Electrocution - Faulty and/or non-compliant electrical equipment - Exposed electrical cables - Injury if event team/participants/patrons come into contact, accidental or deliberate tampering	Control: All leads, portable outlets, electrical items must have been tagged and tested within six months by a licensed electrician. Cover electrical cables ensuring does not cause trip hazard. Power boards with an overload cut off switch must be used. Use of signage. Control Effectiveness:	Low			Low
Manual handling injuries during event set up and pack up - Lifting and Carrying heavy/awkward objects - Pushing and pulling trolleys - Erecting banners	Control: Event team are inducted and trained in correct manual handling techniques. Deliveries to be as close to area as possible. First aid officer on site. Ensure team are provided with sufficient breaks, food and water. Control Effectiveness: _____  Control: Team lifting - Two or more people to maneuver heavy/awkwardly shaped objects into position. Individual lifts - keep load close to the body, maintain neutral spine, and use the big leg muscles and not the back, eyes forward, long neutral back then	Low			Low

	<p>lift. Use lifting aids (flat trolleys, upright trolleys) when transporting heavy items over longer distances and between buildings. Seek advice from School's WHS Administrator or ECU's Central WHS Team if unsure of correct lifting procedures. Wear closed toed shoes &amp; work gloves, to minimise injury to feet and hands. Utilise more experienced / stronger members of team. Check event team are comfortable with any manual handling tasks before event set-up and pack-up.</p> <p>Control: Eliminate sharp or protruding objects that cause injury when setting up displays, tents etc.</p> <p>Control Effectiveness:</p>									
<p>Slips, trips and falls - Injury to event team/participants/patrons from uneven ground, slippery and wet surfaces, objects, curbs, ledges.</p>	<p>Control: Thorough assessment of site is undertaken prior to event. Ensure trip hazards are identified and action taken to rectify problem (i.e., uneven ground hazards reported in Riskware). Sufficient lighting in car parks, vehicle drop off points, walkways and around facility. Pathways and thoroughfares kept free of trip hazards. Tape down electrical leads with gaffer tape (indoors) to eliminate tripping hazard. Control Effectiveness:</p> <p>Control: First aider on site. Slips, trips, falls reported as per ECU's Hazard &amp; Incident Reporting Guidelines.</p>	<p>Low</p>	<table border="1"> <tr> <td data-bbox="972 850 1413 906"></td> <td data-bbox="1413 850 1667 906"></td> <td data-bbox="1667 850 1858 906"></td> </tr> <tr> <td data-bbox="972 906 1413 961"></td> <td data-bbox="1413 906 1667 961"></td> <td data-bbox="1667 906 1858 961"></td> </tr> </table>							<p>Low</p>

	<p>Event team aware of emergency procedures including who to contact in the event of a non-life threatening emergency and a life-threatening emergency. Health and Safety Induction compliance met by ECU event lead and relevant ECU staff. Control Effectiveness:</p>					
<p>Medical emergencies:  - Event team/participants/patrons requiring medical emergency attention  - Lack of available first aid officers or first aid supplies</p>	<p>Control: First aid officer on site. First aid kit available. Use of St John's First Responder App. Event team aware of ECU emergency procedures. ECU Security (trained first aiders) contact details on hand in case of emergency (08 6304 3333). Phone 000 in the event of a life-threatening emergency. Report medical incidents as per ECU's Incident Reporting Procedures. Report hazards (which have caused a medical incident) as per ECU's Hazard Reporting procedures. Schools to be responsible for ensuring their students attend with essential medications. Induction compliance met by ECU event lead and relevant ECU staff. Control Effectiveness:</p>	Low				Low
<p>Not knowing what to do in the event of an emergency situation</p>	<p>Control: Event leader/team must complete ECU's Health &amp; Safety Induction PE038 and ECU's Emergency Evacuation Training PE089. Know the location of building exits. Exhibitors to complete visitor induction Emergency Evacuation. Do not use the lifts during an emergency. Nearest evacuation assembly point communicated to all in</p>	Low				Low

	<p>attendance. Event leader/team to liaise with ECU Security during an emergency situation (08 6304 3333). Event leader/team to ensure their mobile phone is charged and functioning during the event. Induction compliance met by ECU event lead and relevant ECU staff.</p> <p>Control Effectiveness:</p>					
<p>Adverse weather conditions for an outdoor event: - Event team/participants/patrons affected by extreme cold, wind, rain, hail</p>	<p>Control: Monitoring of forecast and weather conditions prior to event and on event day. Site Plan includes location of shelter. Cancellation of event if necessary. Induction compliance met by ECU event lead and relevant ECU staff. Emergency Management Plan. Evacuation Plan.</p> <p>Control Effectiveness: _____</p> <p>Control: Site inspections to ensure loose equipment is tied down. Control Effectiveness:</p>	Low				Low
<p>Fire or other emergency</p>	<p>Control: Contact Security on 08 6304 3333. Evacuate all visitors, staff and volunteers from the building. Prevent visitors from entering the building until cleared by Security. Event team to discuss emergency procedures during event planning meetings and again in event pre-brief (strategy for emergency situation/s). Cancel event if necessary.</p>	Low				Low

	<p>Induction compliance met by ECU event lead and relevant ECU staff.</p> <p>Control Effectiveness:</p>				
<p>Antisocial behaviour</p>	<p>Control: Contact Security on 6304 3333.</p> <p>Security to intervene/remove disorderly persons from site.</p> <p>Control Effectiveness:</p>	Low			Low
<p>Food preparation and service:</p> <ul style="list-style-type: none"> <li>- Unsafe food practices</li> <li>- Food poisoning</li> <li>- Allergic reaction</li> <li>- Injury from sharps and burns</li> </ul>	<p>Control: Food vendors are to: Display Certificate of Registration</p> <p>Comply with Safe Food Handling procedures and practices.</p> <p>Store and use sharps appropriately.</p> <p>Place urns and hot items in suitable area to avoid burns.</p> <p>Store, prepare and serve food in accordance with Health Regulations.</p> <p>Wear appropriate PPE when preparing/handling food.</p> <p>Control Effectiveness:</p> <p>_____</p> <p>Control: First aid kit on site.</p> <p>First aider on site.</p> <p>ECU Security (trained first aiders).</p> <p>Hand washing stations available.</p> <p>Control Effectiveness:</p>	Low			Low
<p>Waste Management:</p> <ul style="list-style-type: none"> <li>- Insufficient bins around venues</li> <li>- Inefficient cleaning and removal of litter</li> <li>- Site left unclean during and after event</li> <li>- Breach of food safety requirements</li> <li>- Injury / illness</li> <li>- Disruption to event</li> <li>- Damage to reputation</li> </ul>	<p>Control: Liase with ECU Campus Management/Wast Management in advance of event.</p> <p>Adequate bins around event site and food vending areas.</p> <p>Event staff cleaners provided during and after event.</p> <p>Food areas to be maintained and monitored.</p> <p>Control Effectiveness:</p>	Low			Low



<p>Under-aged participants (students) in attendance. Under-aged participants (students) leaving the dedicated event area unsupervised.</p>	<p>Control: Relevant guardian permissions to attend and participate in the event to be obtained by the School responsible for students in attendance. Clear communication of the limits of the event area. Clear communication that students aren't to leave the event area. Teacher chaperones to remain with and be responsible for supervising their student group. Members of event team to monitor student activity during breaks. Control Effectiveness:</p>	<p>Low</p>				<p>Low</p>
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**ATTACHMENTS**

RUNNING A BiG DAY IN ECU.pdf