

HAZARD MANAGEMENT – RISK ASSESSMENT

This template or equivalent template can be used

Date: 19 / 12 / 2024

MULTIPLE TASKS

(If you have not completed a risk assessment before refer to the [Handbook Chapter Appendix A](#) for guidance)

RECORD THE HIGHEST RESIDUAL RISK RATING

Ensure the appropriate level of authority to complete the activity can be evidenced. (e.g. a signature or formal approval attached)

- Low
- Medium
- High
- Very high

Physical location(s) or Operational unit:	The Braggs Lecture Theatre & Ingkarni Wardli Atrium
Names of workers involved in completing the risk assessment	Claudia Fechner Faculty of SET Event Officer

Supervisors/person in control of the area/activity

- Ensure that the control measures address the hazards identified for each step in the process for this task.
- Ensure that there is a system for retaining this Risk assessment. (See section 5.1 of the Handbook chapter)
- Ensure that workers who undertake this task have access to this Risk assessment, are provided with the relevant, information, instruction and training required before they undertake the task. (This includes any other guidance material (e.g. Safe operating procedures) where required by this Risk assessment.)
- Ensure that if there is a requirement for instruction (Level 2 proficiency) and/or training (Level 3 competency/qualification) the information is added to the Training plan.

Standard controls for this location (e.g. Lab/workshop rules)
(See definitions for information on [control banding](#))

The control measures listed must be applied by all workers when entering the location regardless of whether they are completing the task. The control measures must be specific. They do not need to be repeated under each task below.

NA

Hazard identification: Stop and think. What could cause harm from start to finish?	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 work process	Record how/when the worker is exposed to the hazard (e.g. what is the route of exposure when completing the task)	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 the Hierarchy of Control Appendix A page 6 for guidance.)
			i.e. the residual risk rating after controls are in place

Task 2:	Event Day			
Consumers becoming ill from catered food consumption.	Unsafe food and hygiene practices.	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high	Cater is chosen from an approved list of vendors. Ensuring platters are not out for long periods of time. Providing sanitiser at food stations. First aid officer present.	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
Illicit drugs and alcohol	Attendees bringing illicit drugs or alcohol to event	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high	Presence of security Briefing with staff and volunteers	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
Lost Attendees	Dark, dimly lit areas, wandering off etc.	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high	Volunteers ensuring all children stay within the event spaces. Clear directional wayfinding signage. No access to dark/dimly lit spaces.	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high

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Hard accessibility of toilets and venue	Participants with accessibility requirements cannot access facilities.	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high	List of attendees in advance with mobility restrictions, all venues chose are accessible via flat grounds. Accessible toilets nearby via flat ground surfaces.	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
Stolen Items	In exhibition halls, attendees stealing items from bags	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High <input type="checkbox"/> Very high	Ensure exhibitors are briefed to not bring valuable items, ensure bags are placed under tableclothed tables so they are not easily seen. Ensure bags are always zipped up. Ensure volunteers are briefed and are in exhibition hall to deter stealing.	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
Over-crowding / Over-capacity of venue	People trampled, injures to attendees	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high	Limit booking system to room capacity Staff & volunteers to manage traffic flow. Split group into two to reduce overcrowding in exhibition space.	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
Slip Hazard	Spilled drinks, leaking roof from severe rain etc.	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high	Inform attendees to alert staff so staff can clean it immediately. Put wet floor signs out in visible locations	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
Trips and Falls	Inadequate lighting, exposed cables, peeling carpet tiles, bags place in walkways, uneven surfaces.	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high	Check venue prior to event to ensure sufficient lighting Inform attendees to keep bags under seats, including the straps of bags. Taping down any cables/cords & peeling carpet tiles.	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
Workers/volunteers inadequate knowledge.	No information/briefing provided prior to event	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High <input type="checkbox"/> Very high	Ensuring volunteers are provided information prior to event with roles, expectations and responsibilities.	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
Wayfinding issues	Lack of signage	<input type="checkbox"/> Low <input checked="" type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high	Signage from Frome Road and North Terrace placed in obvious locations. Details/map provided prior to event	<input checked="" type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high

Authorisation for staff and student related tasks		
Residual risk rating	Authorisation	Name and signature (or attach evidence of authorisation)
Low & medium risk	Supervisor/Person in control of the area/activity	
High risk	Head of School/Branch	
Very high risk	Executive Dean/Divisional Head	

Proof of hazard identification and risk assessment is required for this task

- File your completed Risk assessment as instructed by the Supervisor/Person in control of the area/activity
- 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.)

For activities with a Residual risk rating of high or very high risk

- The Head of School/Branch or Executive Dean/Divisional Head is to raise a risk under the [University's Risk management framework](#) through the [University Risk Register](#).

DESCRIPTORS FOR ASSESSING THE LEVEL OF RISK

Assess the level of risk based on the likelihood of an incident occurring and the consequence			
Likelihood Table		Consequences Table	
Almost certain	There is an expectation that an event/incident will occur.	Severe	Injury resulting in death, permanent incapacity.
Likely	There is an expectation that an event/incident could occur but not certain to occur.	Major	Injury requiring extensive medical treatment (e.g. hospitalisation) or activities could result in a Notifiable occurrence.
Possible	This expectation lies somewhere in the midpoint between "could" and "improbable".	Moderate	Injury requires formal medical treatment (e.g. hospital outpatient/doctors visit).
Unlikely	There is an expectation that an event/incident is doubtful or improbable to occur.	Minor	Injury requires first aid treatment.
Rare	There is no expectation that the event/incident will occur.	Negligible	Injury requires minor first aid (e.g. bandaid), short term discomfort (e.g. bruise, headache), no medical treatment.

The level of risk will increase as the likelihood of harm and its severity increases										
Likelihood of exposure	Consequences – level of seriousness of the injury following exposure to the hazard(s) -									
	Negligible	Minor	Moderate	Major	Severe	Negligible	Minor	Moderate	Major	Severe
Almost certain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Likely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unlikely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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