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| **NUMBER** | **RISK DESCRIPTION** | **TREND** | **CURRENT** | **RESIDUAL** |
| **5932** | The BiG Day |  | Low | Low |

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| **DOCUMENTS REFERENCED** |
| Event Planning Checklist
Health Department of WA Covid-19 Events Requirements website - https://ww2.health.wa.gov.au/Articles/A\_E/Events-registration
Curtin University COVID-19 Policy
Curtin University COVID-19 Procedures
AS 3533.2 - 1997 Amusement Rides and Devices – Operations and Maintenance.
oAS 3533.4.1-2005: Amusement Rides and Devices - Land-borne inflatable devices.
https://www.safeworkaustralia.gov.au/system/files/documents/1705/amusement-devices-general-guide-v3.pdf
https://www.safeworkaustralia.gov.au/resources-and-publications/information-sheet/amusement-devices-information-sheet-inflatable-devices |

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| **RISK OWNER** | **RISK IDENTIFIED ON** | **LAST REVIEWED ON** | **NEXT SCHEDULED REVIEW** |
| Lois Paffett | 28/06/2023 |  |  |

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| **RISK FACTOR(S)** | **EXISTING CONTROL(S)** |

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

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| Possible spread of COVID-19 infection from person to person due to attendance at this event. |

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| **Control:** Hand sanitiser facilities are available on entry and throughout the event for use as required |
| **Control:** The Curtin COVID-19 website has been used as a source of information when preparing this risk assessment.
https://staffportal.curtin.edu.au/homepage/covid-19-staff-guides/  |
| **Control:** Participants
 This event is invitation only inclusive of catering and other staff. or
 No additional persons will be permitted to participate. |
| **Control:** Participants
 Hand sanitiser facilities are available on entry and throughout the event for use as required |

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| **Control:** all adequate controls in place | Lois Paffett | 05/09/2023 |

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| Toilets - Hygiene (not enough facilities for volume of event)
Toilets - Access
Washing facilities - Hygiene (transmission of bacteria due to inadequate hygiene) |

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| **Control:** University Toilets accessible throughout the event.
Visitor – access to public toilets with running water and soap around the grounds on campus will be available.
Additional hand sanitiser available on entry to the event |

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| **Control:** all adequate controls in place | Lois Paffett | 05/09/2023 |

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| Waste Management - Hygiene (exposure to pathogens in waste)
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| **Control:** Catering staff will have hand sanitiser |
| **Control:** Any handling of rubbish shall be done with appropriate gloves.
No secondary sorting of waste will be undertaken. |

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| **Control:** all adequate controls in place | Lois Paffett | 05/09/2023 |

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| Food poisoning, allergies, illness, reputation |

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| **Control:** no food is being supplied |

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| **Control:** all adequate controls in place | Lois Paffett | 05/09/2023 |

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| Stakeholders unaware of emergency procedures during Medical/Other Emergencies
Stakeholders unaware of evacuation procedures |

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| **Control:** Prior to the event stakeholders should be made aware of emergency/evacuation procedures, location of first aiders and reporting channels.
Assembly area to be identified and volunteers informed.
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| **Control:** Access and egress routes to remain clear at all times.
On-site event managers to supervise
For life threatening emergencies Dial 0000 from an internal phone or 000 from a mobile and contact Safer Community Team on 9266 4444. |

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| **Control:** all adequate controls in place | Lois Paffett | 05/09/2023 |

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| Manual Handling (musculoskeletal injury, cuts and abrasions) during setup
Slips and trips  |

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| **Control:** Prior to the event stakeholders should be made aware of emergency/evacuation procedures, location of first aiders and reporting channels.
Assembly area to be identified and volunteers informed. |
| **Control:** Personnel to ensure cables are secured and kept away from pathways when possible. |
| **Control:** Staff trained in manual handling
Curtin Safer Community Team are first aid trained
Health Services available at building 109 (8.30-4.30, M-F)
For all medical emergencies Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444 |

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| **Control:** all adequate controls in place | Lois Paffett | 05/09/2023 |

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| Electrocution, fire |

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| **Control:** Appropriately rated power cables and boards to be used at all times.
Equipment to be tested and tagged.
Appropriate fire extinguishers to be provided by event organiser. |
| **Control:** Use appropriate covers for electrical cords to protect against damage and exposure to moisture |
| **Control:** For all medical emergencies Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444 |

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| **Control:** all adequate controls in place | Lois Paffett | 05/09/2023 |

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| Personal (theft, assault)
Money or property theft |

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| **Control:** Safer Community Team has been informed of event
Contact Safer Community Team on 9266 4444 for any serious incidents.
For any Emergency Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444.
Report any safety incidents on Curtin’s incident reporting system.
All allegations of sexual assault are to be treated seriously. Firstly ensure the dignity and safety of the complainant. Keep observation on the accused where they are known. Call police and the Safer Community Team and wait for their arrival. Give a brief handover to campus Safer Community Team / Police on arrival.

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| **Control:** staff to be informed of need to secure money and valuables.
Attendees to be responsible for securing their vehicles. |

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| **Control:** all adequate controls in place | Lois Paffett | 05/09/2023 |

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