

# Event Risk Assessment & Control Form

Event OH&S Risk Assessment & Plan					
<b>Event Name</b>	KIOSC Discovery Programs		<b>Date(s)</b>	Daily	
<b>Location</b>	WK Wantirna Campus		<b>Time(s)</b>	9.30 a.m. – 2.30 p.m.	
<b>Risk Assessment undertaken by</b>			<b>Approved by</b>	<b>Date</b>	
<b>Workplace(s)</b>	WK204-207, WK255		<b>Activities</b>	Conducting Discovery Programs	
<b>Organiser</b>	Leann Caira				
<b>Key Contacts</b>	Kulari Lokuge Dona				

## Risk Assessment Rating

Risk Assessment Rating – Use this table to determine risk rating

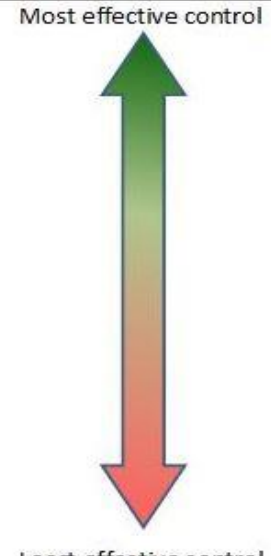
What is the worst possible **CONSEQUENCE** of the hazard?

What is the **LIKELIHOOD** of this occurring?

RISK rating	Consequence				
	Minor (No injury)	Disruptive (Minor injury – no lost time)	Significant (Lost time injury)	Critical (Serious injury)	Catastrophic (Death/serious injury)
<b>Likelihood</b>					
<b>Almost Certain</b> <small>Is almost certain to occur</small>	High	High	Very High	Very High	Very High
<b>Likely</b> <small>Is likely to occur</small>	Major	Major	High	Very High	Very High
<b>Possible</b> <small>May occur</small>	Moderate	Major	Major	High	Very High
<b>Unlikely</b> <small>Is not likely to occur</small>	Low	Moderate	Moderate	Major	High Risk
<b>Rare</b> <small>May occur in exceptional circumstances</small>	Low	Low	Moderate	Moderate	Major

### HIERARCHY OF CONTROLS

Start at the top and work down



Most effective control	Elimination Eg. Discontinue use of product, equipment, cease work process
	Substitution Eg. Replace with a similar item that does the same job but with a lower hazard level
	Isolation Eg. Put a barrier between the person and the hazard
	Engineering controls Eg. Change the process, equipment or tools so the risk is reduced
	Administration controls Eg. Guide lines, procedures, rosters, training etc to minimise the risk
Least effective control	Personal protective equipment Eg. Equipment worn to provide a temporary barrier

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Hazards/Risks									
Access/egress	<input type="checkbox"/>	Amenities	<input type="checkbox"/>	Working alone	<input type="checkbox"/>	Violence	<input type="checkbox"/>	Signage	<input type="checkbox"/>
Traffic	<input type="checkbox"/>	Heat/UV	<input type="checkbox"/>	Food - serving	<input type="checkbox"/>	Young workers/volunteers	<input type="checkbox"/>	Electrical/power	<input checked="" type="checkbox"/>
Driving	<input type="checkbox"/>	Fatigue	<input type="checkbox"/>	Alcohol - serving	<input type="checkbox"/>	Temporary structures	<input type="checkbox"/>	Hazard/incident reporting	<input type="checkbox"/>
Manual handling	<input type="checkbox"/>	Slips, trips, falls	<input checked="" type="checkbox"/>	Chemicals	<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	First aid response	<input type="checkbox"/>
Falls from height	<input type="checkbox"/>	Psychosocial	<input type="checkbox"/>	Equipment	<input type="checkbox"/>	PPE - usage	<input type="checkbox"/>	Emergency Evacuation	<input checked="" type="checkbox"/>

Activity	Hazards	Risks	Current risk rating	Controls	Residual risk rating	How will the controls be implemented		
						Responsible person(s)	Due date	Completed?

Planning									
1.	Participants trips or fall	Use of steps	Injury	Moderate	Sings and information	Low			<input checked="" type="checkbox"/>
	Identify attendees & special requirements	Accessibility with the elevator	Getting stuck in the elevator	Moderate	Keep the elevator serviced with instructions	Low			<input checked="" type="checkbox"/>
	Location and emergency info in WK201	Information not available in an emergency	Not acting accurately	Moderate	Train staff and provide information	Low			<input checked="" type="checkbox"/>
	Training each staff member on emergency process	Evacuation, COVID safe procedures	Safety of students	High	Train staff and reminders through notices and meeting conversation	Moderate			<input checked="" type="checkbox"/>

Set up and during event									
2.									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>

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									<input type="checkbox"/>
									<input type="checkbox"/>
<b>Post event (clean-up/pack up)</b>									
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
<b>Emergency Management</b>									
HSR representative, Building First Aid Representative and Evacuation process									
<b>Legislation, regulations and procedures</b>									
<b>Type</b>	<b>Name</b>	<b>Location</b>							
Legislation	Occupational health and Safety Act Vic 2004	<a href="http://www.legislation.vic.gov.au/domino/web_notes/ldms/pubstatbook.nsf/f932b66241ecf1b7ca256e92000e23be/750e0d9e0b2b387fca256f71001fa7be/\$file/04-107a.pdf">http://www.legislation.vic.gov.au/domino/web_notes/ldms/pubstatbook.nsf/f932b66241ecf1b7ca256e92000e23be/750e0d9e0b2b387fca256f71001fa7be/\$file/04-107a.pdf</a>							
Regulations	Occupational health and Safety Regulations 2007	<a href="http://www.legislation.vic.gov.au/domino/web_notes/LDMS/LTObject_Store/LTObjSt5.nsf/d1a8d8a9bed958efca25761600042ef5/ddd3370d63546cb4ca257761003ec5c2/\$FILE/07-54sr001.pdf">http://www.legislation.vic.gov.au/domino/web_notes/LDMS/LTObject_Store/LTObjSt5.nsf/d1a8d8a9bed958efca25761600042ef5/ddd3370d63546cb4ca257761003ec5c2/\$FILE/07-54sr001.pdf</a>							
	Ch. 2, Part 2.1, 2.1.1 – Proper installation, use and maintenance of risk control measures								
	Ch. 2, Part 2.1, 2.1.2 – Provision of Information, instruction and training								

# Event Risk Assessment & Control Form



	Ch. 3, Part 3.1 – Manual Handling			
	Ch. 3, Part 3.2 - Noise			
	Ch. 3, Part 3.3 Prevention of Falls			
Codes of Practice & guidelines (WorkSafe)	Workplace amenities and work environment	<a href="http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0004/9229/Workplace_amenities_CC.pdf">http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0004/9229/Workplace_amenities_CC.pdf</a>		
	First aid in the workplace	<a href="http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0003/8706/First_aid_CC.pdf">http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0003/8706/First_aid_CC.pdf</a>		
	Your health and safety guide to noise	<a href="http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0020/12368/vwa_guide_to_noise.pdf">http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0020/12368/vwa_guide_to_noise.pdf</a>		
	Your health and safety guide to manual handling	<a href="http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0019/12367/vwa_guide_to_manu_al_handling.pdf">http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0019/12367/vwa_guide_to_manu_al_handling.pdf</a>		
	Prevention of falls	<a href="http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0019/14761/falls_brochure.pdf">http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0019/14761/falls_brochure.pdf</a>		
	Fatigue prevention in the workplace	<a href="http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0008/9197/vwa_fatigue_handbo ok.pdf">http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0008/9197/vwa_fatigue_handbo ok.pdf</a>		
	Preventing and responding to work-related violence	<a href="http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0020/138332/Work-related_violence.pdf">http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0020/138332/Work-related_violence.pdf</a>		
	Preventing slips, trips and falls at work	<a href="http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0008/9557/WS_HSS_PREVENTIN G_SLIPS_WEB.pdf">http://www.worksafe.vic.gov.au/info/_data/assets/pdf_file/0008/9557/WS_HSS_PREVENTIN G_SLIPS_WEB.pdf</a>		
	Volunteer health and safety	<a href="https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0004/9526/Volunteer_handbook.pdf">https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0004/9526/Volunteer_handbook.pdf</a>		
Event related				
<b>Acknowledgement &amp; Sign off</b>				
By signing below, the following persons acknowledge they have read this risk assessment and understand their responsibilities with regards to implementing controls.				
<b>Name</b>	<b>Position</b>	<b>Event role</b>	<b>Date</b>	<b>Signature</b>