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| **CCC-Logo-Black** | **Attachment E****Work Health and Safety** |
| Risk Identification, Control and Management Plan |
| Event Name  | Getting It Together  |
| Event Date  | 21 January 2016 | Event Times  | 10:00am – 3:00pm  |
| Event Location  | Bradbury Oval, Campbelltown, NSW  |  |  |
| Date of Original Assessment | 10/11/ 2015 | Date Last Reviewed | 09/12/2015 | Date of Next Review | 10/01/2016 |
| Development/Reviewed By | Fiona Ng – Production Coordinator  |
| Supplementary reviewers & consultants | Marilyn Fogarty  |
| Supplementary reviewers & consultants | Josh Bell  |
| Supplementary reviewers & consultants | Charmaine  |
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| Supplementary reviewers & consultants | Fabien Lamberty |
| Event Description | To promote and raise awareness of services for Aboriginal peoples in the Macarthur region and gather Aboriginal entertainment to showcase local talents in a family friendly and alcohol free event. |
| Identified Areas of Risk and Management | * Medical Services/First facilities
* Stallholder and Other Temporary Infrastructure
* Strong winds blowing objects or structures
* Trip Hazards
* Noise Pollution and Hearing Loss
* Fire Hazards
* Food Safety
* Wet Weather or Extreme weather
* Sun exposure or extreme heat
* Heavy Vehicle access in public spaces
* Emergency Procedures
* Crowd management
* Security and theft
* Site Inductions
* Marshalling for off limit areas
* Incident and Hazard Reporting/Notification Reporting
* Communications
* Manual Handling
* Electrical Protocols
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| **Identified Hazards** | **Identified Risks** | **Risk Rating** | **Risk Control Measures** | **Risk Rating** |
| **How Severe** | **How Likely** | **Risk** | **How Severe** | **How Likely** | **Risk**  |
| **Medical Services/****First Aid facilities** | Required Medical Services available in the event of accidents occurring from passive or active activities. | M | L | 3 | * St Johns will provide First Aid in a clearly marked and designated first aid tent
* Local Campbelltown Ambulance services have been alerted of the event
* Additional First Aid kits will be located at stage managers desk and information tent along with the first aid tent.
* Volunteer Coordinator and Event Coordinator also have current first aid certificates.
* Radio Comms (walkie talkies to be given to relevant management/coordinators, St Johns first aid tent and Information tent to enable swift response and location of incidents).
 | M | U | 4 |
| **Stallholder and Other Temporary Infrastructure**  | Risk of structures not being erected correctly or weighted properly. | S | U | 3 | * Pillingers have $20 million public liability insurance
* Installation of structures are under supervision of Pillingers production management and MGRS event coordinator
* All stalls to be erected by professional staff a day in advance and appropriate weights/shot bags will be used according to structure size to affix structures.
 | S | U | 3 |
| **Strong winds blowing objects or structures** | Equipment falling or structures becoming unstable | M | L | 3 | * All stalls can have all side opened to prevent wind gusts
* Large Marquee walls will be left open on all side to prevent wind gusts
* All speakers for PA to be stacked from the ground, with no more than 2 speakers stacked on top of each other.
* Any signage/flags on stage will cable tied firmly to the back wall of the stage or to any structural poles
* All freestanding umbrellas will have additional 2x 10kg shot bags on top of the weighted base plate
* Front of stage will have a clearance of 100cm to ensure no mic stands fall into the audience.
* Marshals shall monitor front of stage to ensure patrons do not come too close or onto stage.
* Regular monitor and inspection by management, coordinators and marshals to ensure areas are secure.
* Pillingers have a CoC $20 million for public liability
 | M | U | 4 |
| **Trip Hazards**  | Data and power cables, unmarked uneven surfaces, steps to/from the stage, inadequate space around any obstructions, large equipment  | M | L | 3 | * Pillingers providing sound/PA have $20 million public liability insurance.
* Visible rubber cable trays will be used to house data/power cable running from the stage to the sound desk operating under cover at front of house. To protect from water and trip hazards
* All loose cable will run along the perimeter of the stage and taped with electrical or gaff tape to prevent trip hazards
* All tents/marquees and umbrellas and chairs are white for visibility.
* All stalls are a steeple structure that do not require pegs to reduce incidents of trip hazards
* Sound Equipment/empty road cases will be secured safely and out of main thoroughfare.
* Regular monitoring and inspection by production/ event/volunteer/stage/technical management and coordinators to ensure clearance and trip hazards are eliminated throughout set up, event and bump out.
 | M | U | 4 |
| **Noise Pollution and** **Hearing loss** | Noise pollution caused by bands, vehicles, performers.Staff, volunteers or patrons affected by noise. | F | U | 5 | * Operations of sound and entertainment are between 9am – 3:30pm within working hours on a weekday when residents are likely not to be home.
* Speakers for front of house will be facing away from houses and towards the main road (The Parkway) to ensure sound is deflected away from residents
* Compressors &/or limiters and sound checks will be applied by the technician to ensure sound system is prevented from playing too loud.
* Bump in and out times also occur within working hours on weekdays when residents are more likely not ot be at home.
* Marquees and activities for children will be positioned a minimum 20 metres away from speakers to ensure hearing may be protected.
* Quantity of ear plugs supplied to staff, volunteers /and or patrons upon request.
 | F | VU | 6 |
| **Fire Hazards**  | Potential fire hazards from community sausage sizzle BBQ | S | U | 3 | * Fire blankets and fire extinguishers to be placed under the same tent as BBQ gas cooking facilities with ease of access.
* Cooking to me contained within tent with 3 sides to maintain adequate ventilation and protect food from dust and wind
* Gas Cylinders will have tags visible and be tested in advance.
 | S | VU | 4 |
| **Food Safety****For BBQ sausage sizzle** | Adequate storage and cooking temperature of food to prevent food poisoning  | M | U | 4 | * Cool room powered with a generator will be close to cooking areas to ensure storage of raw meats are kept below 5°C.
* Thermometers will be used to ensure all sausages are cooked to above 60°C.
* Separate utensils will be used for handling raw and cooked meats.
* Disposable gloves, sanitiser and hand wash and equipment washing facilities will be provided to ensure cleanliness of handling food.
* All bread to be stored in plastic to prevent contamination.
* All sauces to be in squeeze type or pump bottles dispensers.
* Proper labelling of waste water buckets, cold water for utensils and warm water for handwashing to eliminate contamination when washing hands and utensils.
 | M | VU | 5 |
| **Wet Weather or Extreme weather.**  | Electric hazards from powered equipment. Damage to equipment in wet weather.Potential injury to patrons in extreme wet weather conditions | M | U | 4 | * Contractor to provide wet weather protection of PA and other equipment.
* Operations desk to be located under a marquee or tent to protect in the event of wet weather.
* The connecting ends of power cables to be elevated from floor and/or encased.
* Patrons will be advised to bring wet gear
* 2 x adjoining large marquees covering a span of 20 metres x 30 metres will be located at the centre of the oval to provide protection of the elements to patrons.
 | M | VU | 5 |
| **Sun exposure or extreme heat** | Sun burn and heat stroke  | F | L | 4 | * Free sunscreen and water will be available to all staff and patrons
* Large 20 x 30 metre marquee, 20 x freestanding umbrellas (3m diameter) and 30 tents will be available to provide shade from exposure to the sun.
 | F | L | 4 |
| **Heavy vehicles in public spaces** | Injury of the public and damage of property due to heavy vehicles in the park | S | U | 3 | * Pillingers contracted to erect tents/marquees/toilets/stage will bump in the day before and the day after the event date when patrons will not be in attendance
* All heavy vehicles will not be parked onsite during the times of the event.
* All other small vehicles have a strict lock down time of removing all vehicles off the grass by 9am, one hour before patrons are to arrive.
* Marshals will direct vehicles out of the site, ensuring parking spaces for emergency vehicles are kept clear at all times.
 | S | VU | 4 |
| **Emergency Procedures** | Emergency access and action plan for potential injuries sustained from event | S | U | 3 | * All staff and volunteers inducted into emergency procedures with written information disseminated prior to entering onsite.
* St Johns will provide First Aid in a clearly marked and designated first aid tent with radio comms.
* Local Campbelltown Ambulance services and Police have been alerted of the event
* Additional First Aid kits will be located at stage managers desk and information tent along with the first aid tent.
* Names and contacts of first aid officers published on back of event crew/performers pass.
* Adequate clearance between structures to allow emergency vehicles to enter site if needed. (See site plan)
 | M | VU | 5 |
| **Crowd Control** | Pedestrian traffic ways in venue and near entrances/exits and activities structures. | F | U | 5 | * Oval capacity is larger than anticipated crowd expected.
* Multiple pedestrian entrance/exits onsite are on all 3 sides of the park
* Event set up will allow for adequate clearance for pedestrian and emergency vehicle pathways.
* Marshals will enable giving directions to patrons to aid flow of pedestrian traffic
* Marshals
 | F | VU | 6 |
| **Security and theft** | Theft and damage to property overnight  | F | L | 4 | * Seeker Security to be employed to guard temporary event infrastructure and equipment overnight on the night before and night after the event until contractors can bump in/out.
* Marshalls to be briefed on security and appropriate backstage access
* Local Campbelltown police will also have a stall on the day and be contacted if need be.
* Briefing to all staff, volunteers and performers on designated lost and found areas
* All staff and volunteers encouraged not to bring valuables on the day.
* Backstage passes and access all areas passes given to relevant staff and performers.
 | F | U | 5 |
| **Site Inductions** | Staff, Volunteers, Marshalls, Performers and stall holderslack awareness of logistics, safety, emergency and 1st Aid procedures. |  F |  L | 4 | * All staff, performers, volunteers, marshalls to be briefed prior to going onsite
* Stage Manager to give inductions to performers for on stage and backstage areas.
* Maps and contact numbers are given to all who are briefed
* Maps and contact numbers are given to stallholders in advance with terms and conditions given before arriving on site.
* Certificate of Public Liability and Workers Compensation Certificate will be received for contracting performers before the event.
 | F  | U | 5 |
| **Marshalling of off Limit Areas** | Patrons enter into out of bounds areas that may risk injury or security |  F | L | 4 | * Marshals briefed, inducted and allocated to designated to monitor out of bound areas such as:
* Near the Gully along The Parkway road
* Near front edge of stage.
* Backstage entrance/exits.
* Near main gate entrances to ensure no parking is on reserved emergency vehicle parking spaces
* Inside the sound operations desk area.
 | F | U | 5 |
| **Incident and Hazard Reporting/ Notification Reporting**  | Accidents or injuries are not documented or reported adequately for medical and insurance purposes | M | L | 3 | * Incident reporting and hazard notification procedures and paperwork templates to be given to all managers and coordinators in the event of an accident
* St. Johns First Aid tent also to have their own templates of reporting and replicates of any completed incident report forms to be given to patient and MGRS management.
* All performers, contractors and staff to have workers compensation certificates
* Volunteer, Events Coordinators and stage manager to have first aid certificates with foreknowledge of incident reporting protocols.
 | M | U  | 4 |
| **Communications**  | Ineffective communications may result in delayed response or coordination in the event of an accident, emergency or lost children. | M | U | 4 | * Radio comms (walkie talkies) to be given to head personnel, including St. Johns First Aid, police, managers and coordinators.
* Contact list and numbers of personnel to be given to staff, contractors and volunteers before the event and on back of all passes.
* Reports of lost children can be reported through comms and announcements can be made over the PA for lost child collection point at information tent
 | M | VU | 5 |
| **Manual Handling** | Injuries occurring during the setting up and dismantling of equipment | S | L | 2 | * Event staff trained in manual handling techniques.
* Volunteers briefed on manual handling techniques and advised of safe practices.
* Use of trolleys and dollies encouraged to minimise carrying loads over distances.
* Management and coordinator to monitor volunteers undertaking any heavy lifting
* St Johns Ambulance located in central location and first aid kits to be located at stage area and information tent
* All staff, contractors and performers to have work cover certificates.
 | M | VU | 5 |
| **Electrical Protocols** | Inappropriately wired or tested equipment can cause electric shock or short circuiting of power | M | U | 4 | * All Pillinger’s power cable will have relevant test tags
* Pillingers have a CoC for $20 million in public liability insurance
* Connecting ends of power cables to be elevated off the floor and any looms of cabling at front od house require housing within cable trays to ensure cable is not accidentally cut or damaged
 | M | VU  | 5 |

**Document Control and Consultation Acknowledgement**

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| **Name of Consultant** **(Please Print)** | **Signed**  | **Position/Company**  | **Date** |
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| **Fiona Ng** |  | **Event Coordinator** | **10/12/2015** |
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**ANNEX 1**

**RISK CODES AND CALCULATORS**

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| RISK CALCULATOR | How Likely - Likelihood – How Likely is it to happen and how often? | **Code** | Risk Priority |
| **How Severe - Consequences or Seriousness – How bad is it likely to be?** | **Certain to Occur**Expected to occur in most circumstances **(VL)** | **Likely**Will probably occur in most circumstances **(L)** | **Unlikely**It might occur occasionally or it could happen **(U)** | **Rare**It may happen only in exceptional circumstances**(VU)** | **1** | Dangerous level of risk which is required to be controlled immediately. Access to the hazard should be immediately restricted until the risk can be lowered to an acceptable level. Timeframe for development of action plan to implement controls is within 7 working days. |
| **2** | Unacceptable level of risk which must be controlled immediately. Control measures to involve designing out the source of the risk from the tasks/activity. Timeframe for development of action plan to implement controls is within 10 working days. |
| **Extreme** – Kill or cause permanent disability or ill health **(K)** | **1** | **1** | **2** | **3** | **3** | Risks are considered unacceptable. Low cost control measures to be undertaken to control these types of risks. If these controls already exist and are deemed to be effective, no further investment is necessary. Timeframe for development of action plan to implement controls is within 15 working days. |
| **Major** – Cause serious injury / illness or long term illness **(S)** | **1** | **2** | **3** | **4** | **4** | Risks are considered unacceptable. Low cost control measures should be undertaken to control these types of risks. If these controls already exist and are deemed to be effective, no further investment is necessary. Timeframe for development of action plan to implement controls is within 20 working days. |
| **Moderate** – Medical attention and several days off work **(M)** | **2** | **3** | **4** | **5** | **5** | Risks are considered acceptable. No further action required. If there are controls that can be initiated that are easy and inexpensive they can still be administered. Timeframe for development of action plan to implement controls is within 30 working days. |
| **Minor** – First Aid needed **(F)** | **3** | **4** | **5** | **6** | **6** | No further risk control necessary. If there are controls that can be initiated that are easy and inexpensive they can still be administered.  |
| **Hierarchy of Risk Control - Elimination of the hazard must always be the first priority.****Level 1** **Eliminate the Hazard** – Where elimination is not reasonably practicable, you must minimise the risk by working through the other alternatives in the hierarchy.**Level 2** **Substitute the Hazard** – If the hazard can’t be eliminated, try to replace it with a less hazardous material, equipment or work method**Isolate the Hazard** – Separate the hazard from the person. For example, install guards, fencing or environmental protection devices**Engineering Controls –** Utilise engineering means to control the hazard. For example, change or modification to equipment**Level 3** **Administrative Controls –** Change work methods – alter tools, equipment, adopt safe systems of work/procedures, training in manual handling or cleaner work practise**Personal Protective Equipment** – and training in use. Only use as last resort. For example, glasses, gloves, hearing protection. |
| **Identified Non-Conformances**Non-conformances or action required identified during the development and/or review of a Risk Identification is to be advised to the WHS Unit and entered into the Corrective Action Module of Figtree. Advice on the non-conformance or action required is to detail the proposed action, the responsible person and the proposed completion date. As the proposed action is completed, advice is to be sent to the WHS Unit, advising the action taken and when completed. Corrective Action not rectified will be followed up with the responsible person and or relevant Manager. |
| **Adoption of Risk Identification**A minimum of five (5) workers consulted in relation to this Risk Identification are to sign the Document Control Sign Off Sheet acknowledging consultation was undertaken and acceptance of this document.  |
| **Review and Evaluation**All Risk identifications must be reviewed, and any measures adopted to control risk, whenever: * There is evidence that the risk identification is no longer valid
* Injury or illness results from exposure to a hazard to which the risk identification relates, or
* A significant change is proposed in the place of work or in work practices or procedure to which the risk identification relates

All Risk identifications will be reviewed at 3 months following adoption to ensure their effectiveness. Risk identifications will then be reviewed no more than 3 years from the last reviewed date.  |