

Risk Assessment			
Activity/Service	Career Links – Career Expo held at Newcastle Race Course 15/5/2025	Date	1/4/2025
Assessed By	Amber Glasper	Reviewed By	Ashlee Flewitt

Activity Step	Hazards / Risks	L	C	R	Controls
Vehicle traffic Exhibitors-Staff-Volunteers	Unsafe movement of vehicle traffic.	C	2	M	Vehicles entering the venue to follow venue directions and signage, no vehicle access from 8:00am to 4:00pm or when visitors are in attendance on the day of the Expo. Restricted access at other times.
Safe Manual Handling Staff-Volunteers	Hazards associated with manual handling by using incorrect techniques, not using a team lift technique or not using a manual handling aid during set up, Expo day activities and dismantling of event.	C	4	M	Ensure a test lift is undertaken prior to lifting, ensure where appropriate a designated manual handling aid is used, ensure that where appropriate 2+ persons are involved. Correct manual handling techniques MUST be implemented AT ALL TIMES.
Tripping – Knocks - Falls Exhibitors-Staff-Volunteers-Visitors	Wires/leads, stands, chairs & tables causing trip/knock/fall hazard during set up, Expo day activities and dismantling of event.	C	4	M	All wires/leads will be taped to the floor, while stands, tables & chairs will be placed in such a position as to not cause a trip/knock /fall hazard to Exhibitors, Staff or Visitor.
Slip-Trip-Fall	Wet weather prior or during event creating slippery surfaces/and or muddy ground. Potential injury to people from impact due to fall.	D	3	M	Additional care to be taken by vehicles during set up and pack down in case of wet surfaces/roads. Additional care/signage used to direct foot traffic around puddles and on slippery surfaces.
Weather Hazards Sun Storm	Sunstroke, Sunburn Lightning, Wind	D D	3 3	M M	Additional procedures to be introduced to limit the exposure in outdoor spaces. All participants are instructed to bring water, hat, umbrella or wet weather gear. Where Lightning is within 20kms, the event will be postponed
Crowd Control Visitors	Capacity of venue exceeded, squashing due to panic.	E	3	M	Visitor times scheduled, inductions before entry, visitor entry controlled at entry gate, staff to use two way radios to monitor visitor volume.
Emergency Evacuation Exhibitors-Staff-Volunteers-Visitors	The need to evacuate the venue in an emergency.	E	3	L	Follow evacuation plan as per venue Emergency Procedures. (Displayed on venue walls)

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First Aid Exhibitors-Staff-Volunteers-Visitors	First Aid provision.	C	4	M	As per venue procedures. St John and or Ambulance to be in attendance.
Security Exhibitors-Staff-Volunteers-Visitors	Intimidation by unwanted guests or strangers	E	5	L	Security as per venue procedures. ID Bands provided to all attendees.

<u>Hierarchy of Controls:</u>	1. Elimination of the hazard or Risk 2. Substitution, eg change equipment or materials 3. Isolation, eg barriers, distance, enclosures	4. Engineering controls, eg guarding 5. Administrative controls eg. WMS, Procedure, supervision, training 6. Personal Protective Equipment (PPE)																																											
<u>Likelihood</u> <i>A = Almost Certain: Expected to occur</i> <i>B = Likely: Will probably occur</i> <i>C = Possible: Might occur at sometime</i> <i>D = Unlikely: Not likely to occur</i> <i>E = Rare: Exceptional circumstances</i>	<u>Consequence</u> <i>1 = Catastrophic: Extreme pollution; Death or permanent disability; > \$500,000</i> <i>2 = Major: Severe pollution; Long term illness or serious injury; \$50,000 to \$500,000</i> <i>3 = Moderate: Significant pollution; Medical attention & off work; \$10,000 to \$50,000</i> <i>4 = Minor: Low level pollution, First aid treatment; \$1,000 to \$10,000</i> <i>5 = Insignificant: Minimal pollution, No injuries; Loss < \$1,000</i>	<u>Rating</u> <i>E = Extreme</i> <i>H = High</i> <i>M = Moderate</i> <i>L = Low</i>	<table><tr><td></td><td colspan="5"><i>Likelihood</i></td></tr><tr><td><i>Consequence</i></td><td><i>A</i></td><td><i>B</i></td><td><i>C</i></td><td><i>D</i></td><td><i>E</i></td></tr><tr><td><i>1</i></td><td>E</td><td>E</td><td>E</td><td>E</td><td>H</td></tr><tr><td><i>2</i></td><td>E</td><td>E</td><td>E</td><td>H</td><td>H</td></tr><tr><td><i>3</i></td><td>E</td><td>H</td><td>H</td><td>M</td><td>M</td></tr><tr><td><i>4</i></td><td>H</td><td>H</td><td>M</td><td>L</td><td>L</td></tr><tr><td><i>5</i></td><td>H</td><td>M</td><td>L</td><td>L</td><td>L</td></tr></table>		<i>Likelihood</i>					<i>Consequence</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>1</i>	E	E	E	E	H	<i>2</i>	E	E	E	H	H	<i>3</i>	E	H	H	M	M	<i>4</i>	H	H	M	L	L	<i>5</i>	H	M	L	L	L
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Risk Assessment to address WH&S, Quality and Environmental Risks. A Risk Rating of **E** or **H** requires the risk be addressed immediately, with a Control based on the Hierarchy of Control. You must identify any Legislation, Australian Standard or Code of Practice relevant to the Service or Activity being assessed and detail in the section below.