Risk Assessment

Activity/Service	Career Links – Future Choices Expo held at Newcastle McDonald Jones Stadium 07/08/2025	**Date**	1/4/2025
Assessed By	Amber Glasper	**Reviewed By**	John Purcell

Activity Step	Hazards / Risks	L	C	R	Controls
Vehicle traffic- Bump in and out (prior and after Expo) Exhibitors-Staff-Volunteers	Unsafe movement of vehicle traffic.	C	2	M	Vehicles entering the venue to follow venue directions and signage, Exhibitors to utilise designated drop zone for access. No vehicle access from 9:00am to 1:00pm or when visitors are in attendance on the day of the Expo.
Vehicle traffic- (During Expo) Teachers, students, general public	Unsafe movement of vehicle traffic.	C	2	M	Buses and other vehicles entering the venue to follow venue directions and signage, Buses to utilise designated parking areas. Events staff in attendance to direct attendees to pedestrian crossings.
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. Walkways to be kept clear of obstacles.
Slip-Trip-Fall	Wet weather prior or during event creating slippery surfaces/and or muddy ground outside of venue. 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.
Crowd Control Visitors	Capacity of venue exceeded, squashing due to panic.	E	3	M	Head count to take place at visitor entry controlled at entry gate to monitor arrivals and not exceed maximum capacity
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). Events staff on hand to safely direct attendees to the nearest evacuation point.

Activity Step	Hazards / Risks	L	C	R	Controls
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	Venue security to be notified and take appropriate action to remove persons who may be a threat.
Panic/Distress to attendees	Risk of event noise overwhelming students with disability and/or a diverse range of conditions including neurodiversity and sensory needs	B	5	M	Chill out rooms to be provided for a calm space to relax. These are well sign posted and events staff on hand to direct attendees.

Hierarchy of Controls:				
	1.	Elimination of the hazard or Risk	4.	Engineering controls, eg guarding
	2.	Substitution, eg change equipment or materials	5.	Administrative controls eg. WMS, Procedure, supervision, training
	3.	Isolation, eg barriers, distance, enclosures	6.	Personal Protective Equipment (PPE)

Likelihood

***A = Almost Certain**: Expected to occur*

***B = Likely**: Will probably occur*

***C = Possible**: Might occur at sometime*

***D = Unlikely**: Not likely to occur*

***E = Rare**: Exceptional circumstances*

Consequence

***1 = Catastrophic**: Extreme pollution; Death or permanent disability; > $500,000*

***2 = Major**: Severe pollution; Long term illness or serious injury; $50,000 to $500,000*

***3 = Moderate**: Significant pollution; Medical attention & off work; $10,000 to $50,000*

***4 = Minor**: Low level pollution, First aid treatment; $1,000 to $10,000*

*5 = **Insignificant**: Minimal pollution, No injuries; Loss < $1,000*

Rating

E = Extreme

H = High

M = Moderate

L = Low

	Likelihood				
Consequence	***A***	***B***	***C***	***D***	***E***
1	E	E	E	E	H
2	E	E	E	H	H
3	E	H	H	M	M
4	H	H	M	L	L
5	H	M	L	L	L

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 Contr
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.