

## Risk Assessment

<b>Activity/Service</b>	<b>Career Links – EV CHALLENGE</b> <b>16<sup>th</sup> September 2026 TAFE Tighes Hill</b>	<b>Date</b>	12/07/25
<b>Assessed By</b>	Amber Glasper	<b>Reviewed By</b>	Ashlee Kelly

Activity Step	Hazards / Risks	Likelihood	Consequence	Rating	Controls
<b>Vehicle traffic</b> Exhibitors-Staff-Volunteers	Unsafe movement of vehicle traffic.	C	3	M	Vehicles entering the venue to follow venue directions and signage, no vehicle access from 8:30am to 4:00pm or when visitors are in attendance on the day of the event. Restricted access at other times.
<b>Bus Loading / Student Drop-off</b> (Students–Staff–Volunteers)	Collision risk between buses, cars, and pedestrians during arrival/departure	C	2	E	<b>Maximum of 3 buses in car park at one time.</b> Additional buses to wait until a bus has left before entering the car park. Teacher supervision at bus bay. Marked pedestrian walkways. Students escorted by teachers during loading/unloading. Speed limit 5–10 km/h.
<b>Safe Manual Handling</b> 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, Mini EV Challenge 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 <b>MUST</b> be implemented <b>AT ALL TIMES</b> .
<b>Tripping – Knocks - Falls</b> Exhibitors-Staff-Volunteers- Visitors	Wires/leads, stands, chairs & tables causing trip/knock/fall hazard during set up, Mini EV Challenge 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 and footpaths to be kept clear and free of debris, rubbish and other trip hazards.
<b>Slip-Trip-Fall</b>	Wet weather prior or during event creating slippery surfaces/and or muddy ground on oval. 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.

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<b>Crowd Control</b> Visitors	Capacity of venue exceeded, squashing due to panic.	E	3	M	Visitor entry controlled at entry gate, Timetable to schedule student activity so as to not exceed capacity at one time. Students to move through races as timetabled to not cause overcrowding at one station. Students to be kept at a safe distance from track by race officials to avoid overcrowding amongst race viewers.
<b>Emergency Evacuation</b> Exhibitors-Staff- Volunteers- Visitors	The need to evacuate the venue in an emergency.	E	3	L	Staff-Students to follow evacuation plan as per TAFE's emergency procedures. Visitors to be made aware of nearest Muster point/evacuation plan upon arrival. Contact of emergency services in case of fire/bomb threat or other to be undertaken by first responder (Call 000). Venue is outside so utilise venues designated meeting points. Main thorough fares to be kept clear at all times to allow freedom of movement. No emergency exits to be blocked to indoor venues to allow internal occupants to escape.
<b>First Aid</b> Exhibitors-Staff- Volunteers- Visitors	Unforeseen accident, injury, or other medical emergency (e.g., choking, seizure, or undisclosed medical condition requiring attention), CL first aid trained staff will assist the designated first aider in administering first aid and contacting emergency services. Teachers are responsible for notifying the school and/or the student's guardians.	C	4	M	Designated First Aid officer to be in attendance. Treatment on site and escalation to emergency services if required. Dial 000 if required.
<b>Weather Hazards</b> Sun	Sunstroke, Sunburn	D	3	M	All participants are instructed to bring water, hat, umbrella. Shaded areas provided.
Storm	Lightning, Wind	D	3	M	Where Lightning is within 20kms, the event will be postponed
<b>Security</b> Exhibitors-Staff- Volunteers- Visitors	Intimidation by unwanted guests or strangers	E	4	L	Security as per venue procedures. Suitable ratio of supervisory staff/visitors to students. Student Teams have a designated manager, communication via mobile phones and megaphone.

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<b>COVID-19</b>	COVID-19	C	3	H	Students, teacher or visitor attendance to be discouraged if displaying flu-like symptoms. Social distancing to be included where appropriate.
<b>Aqua Track</b> Exhibitors-Staff- Volunteers- Visitors	Drowning	E	1	H	Supervision of boat track at all times by designated staff member while the shallow pool is full. Crowd control measures to be followed at all times in the vicinity of the pool. Student behaviours to be monitored and rules enforced ie no pushing by race monitors.

<b>Hierarchy of Controls:</b>	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)						
<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>	<b>Likelihood</b>					
<i>A = Almost Certain: Expected to occur</i>	<i>1 = Catastrophic: Extreme pollution; Death or permanent disability; &gt; \$500,000</i>	<i>E = Extreme</i>	<b>Consequence</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<i>B = Likely: Will probably occur</i>	<i>2 = Major: Severe pollution; Long term illness or serious injury; \$50,000 to \$500,000</i>	<i>H = High</i>	1	E	E	E	E	H
<i>C = Possible: Might occur at sometime</i>	<i>3 = Moderate: Significant pollution; Medical attention &amp; off work; \$10,000 to \$50,000</i>	<i>M = Moderate</i>	2	E	E	E	H	H
<i>D = Unlikely: Not likely to occur</i>	<i>4 = Minor: Low level pollution, First aid treatment; \$1,000 to \$10,000</i>	<i>L = Low</i>	3	E	H	H	M	M
<i>E = Rare: Exceptional circumstances</i>	<i>5 = Insignificant: Minimal pollution, No injuries; Loss &lt; \$1,000</i>		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 Controls. 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.