

Health, Safety and Wellbeing (HSW) Risk Assessment

Document No:		Assessment Date:	
Faculty/ Service Division:		School/Department :	
HSW Risk:			
Form completed by:		Responsible Line Manager:	
Signed:		Signed:	
Dated:		Dated:	
Other Risk Assessments which might also be required:	<input type="checkbox"/> Working at Height	<input type="checkbox"/>	<input type="checkbox"/>
Description of activity and/or location:	Events and Performances. All University theatres, performance halls, and external areas where an event is being held.		

Identify Hazards and Control the Risks:

1. An activity may be divided into tasks. For each task identify the hazards and associated risks. Also list the possible scenarios which could sooner or later cause harm.
2. Determine controls necessary based on University standards, legislation, codes of practice, AS / NZ standards, manufacturer's instructions etc.
3. List existing risk controls (take credit for what you do)
4. Rate the risk once all controls are in place using the matrix in
5. List any additional controls that need to be implemented and take action
6. Communicate the findings

The boxes will resize to suit your situation/the amount of text you need to use – press tab after last cell to create new rows

Task sequence	Hazard	Who may be harmed and how	Existing controls	Current Risk Rating (L)Likelihood x (C)Consequence = (R)Rating			Additional Controls required
				L	C	R	
Pre event	Volunteers and casual staff	<ul style="list-style-type: none"> Contractors Event staff <p>Lack of competency and awareness may mean workers are exposed to hazards and injury.</p>	<ul style="list-style-type: none"> Workers are to be inducted to a level that is required by their role. Work to be overseen by Event Services staff and/or qualified persons. Staff to ensure workers use the correct personal protective equipment (PPE). Hazard notification procedures, emergency procedures, accident reporting procedures and risk assessments to be outlined and available. 				<p>Volunteers and casual staff are considered to be workers with respect to health and safety requirements.</p> <p>Workers with simple duties may only require a very basic induction brief.</p> <p>PPE may take the form of High Visibility vests, branded clothing, hats, sunblock.</p> <p>Workers should be given a contact list in case they need to report something important.</p>
Set up and Pack down	Set up and Pack down - Collapse of, and falls	<ul style="list-style-type: none"> Contractors Event staff 	<ul style="list-style-type: none"> Slippery surfaces and trip hazards must be 				Where it is not practicable to fit edge protection (e.g.

	<p>from stage, scaffolding, or other structure</p>	<ul style="list-style-type: none"> • Performers & Presenters • Attendees <p>Structures may collapse, or people may fall or drop things from structures.</p>	<ul style="list-style-type: none"> • isolated or minimised. • Stages and other platforms must have handrails and stairs where necessary. • Temporary structures including stages must have building consents if required. • Structures and stage must have been erected by qualified competent persons. • Certificates and/or consent documents are to be visible or be able to be provided when requested. 			<p>the front of the stage), performers must maintain a safe distance from the edge (ideally more than 2 metres).</p>
Set up and Pack down	<p>Set up and Pack down - Fatigue</p>	<ul style="list-style-type: none"> • Contractors • Event staff <p>Fatigued or tired workers may make mistakes that can injure others.</p>	<ul style="list-style-type: none"> • Work should be carried out during daylight hours where possible. • Regular breaks to be taken when carrying out tiresome work. • Overnight breaks should allow a restful 8 hours between shifts. • Team leaders to monitor staff for fatigue. 			<p>The use of stimulants should be discouraged. The only effective method to combat fatigue is restful sleep.</p> <p>Staff should be aware of the effects of sleep deprivation and minimise exposure to alcohol when off duty.</p>
Set up and Pack down	<p>Set up and Pack down - Plant & Machinery</p>	<ul style="list-style-type: none"> • Contractors • Event staff <p>Heavy plant and machinery may injure</p>	<ul style="list-style-type: none"> • Plant and machinery is to be used within the guidelines supplied by manufacturer and/or 			<p>Plant is anything used to do work. It can range from knives and hand tools to large heaters, winches and air</p>

		people or damage property.	<ul style="list-style-type: none"> suppliers. Persons using plant and machinery are to be trained in its' safe operation and are to wear appropriate PPE. All moving parts and pinch points to be guarded No movement of large items of plant or machinery is permitted unless a spotter/watcher is present. 			conditioning units. Where the item of potentially harmful plant or equipment is owned by the University, a safe work instruction is required.
Set up and Pack down	Set up and Pack down – Storage and movement of equipment and cases.	<ul style="list-style-type: none"> Event staff <p>Staff may suffer sprains and strains, or back injuries if they attempt to lift too much.</p>	<ul style="list-style-type: none"> Safety capped footwear must be worn by people who are lifting/moving heavy boxes and equipment. Ensure boxes are not overloaded and can be safely handled by one or two persons. Boxes should be labelled if they are heavy or require a two person lift. Use lifting equipment where possible. Minimise the stacking of heavy boxes. Store boxes on level, even surfaces. Use designated storage areas. Ensure access ways, 			

			entrances and exits are not blocked or obstructed.			
Electrical, Sound and Lighting	Electrical, Sound & Lighting - Electricity	<ul style="list-style-type: none"> Contractors Event staff Performers & Presenters Attendees <p>Poor electrical set up may cause electrocutions, fire and power failure.</p>	<ul style="list-style-type: none"> All electrical cables and fittings are to be serviceable and fit for purpose. All RCDs and other electrical equipment are to be PAT tested. All electrical installations are to comply with relevant standards and approved by the venue. Plans of power distribution are to be available for inspection. Power distribution systems are to be installed by a competent person. All stages and structures to be earthed. All cables are to be visually identifiable and are to be covered, matted, taped or are to use existing cable runs. Cables are to be laid out in zero traffic areas where possible. Main distribution units must not be within 			

			<p>publicly accessible areas.</p> <ul style="list-style-type: none"> Suitable fire fighting equipment is to be clearly marked and easily accessible. 			
Electrical, Sound and Lighting	Electrical, Sound & Lighting - Noise	<ul style="list-style-type: none"> Contractors Event staff Performers & Presenters Attendees <p>Loud performances may inflict permanent hearing damage.</p>	<ul style="list-style-type: none"> Noise levels should be monitored throughout technical rehearsals and should not exceed limits set out in the guide to safe working practices document (TWA=85dB(A)) Noise levels to be monitored throughout the event. Hearing protection must be available for staff exposed to excessive noise levels. 			<p>Audience exposure will not generally be harmful, as there will normally be sufficient recovery time between concerts and other loud activities such as work.</p> <p>Non-performing events staff must consider using suitable hearing protection.</p> <p>Performers should be provided with musician's ear plugs if multiple loud exposures are anticipated.</p>
Electrical, Sound and Lighting	Electrical, Sound & Lighting - Special Effects	<ul style="list-style-type: none"> Contractors Event staff Performers & Presenters Attendees <p>Use of special effects including smoke, strobe, sudden loud noise may expose people to harm</p>	<ul style="list-style-type: none"> Information and warning signs must be placed at entrances to the event if there is a possibility of harmful exposure. Event staff should be fully briefed and able to answer queries or questions from attendees. Large quantities of organic powders 			<p>High risk special effects (such as Class 3B or Class 4 laser displays or pyrotechnics) must be set up in accordance with Guidelines for theatrical performances.</p>

			(such as corn starch) must not be projected into the audience.			
Performances	Performances - Performer/Presenter injury	<ul style="list-style-type: none"> Performers & Presenters <p>Performers may be injured during a performance because they are unfamiliar with the surroundings or equipment they will be using.</p>	<ul style="list-style-type: none"> Performers/presenters to be briefed on all known risks to them during rehearsals and the event. Performers/presenters to be well rehearsed and familiar with the area they are performing or presenting in. 			<p>Event staff must survey the performing area and eliminate obvious hazards such as trip hazards as much as possible.</p> <p>All props (especially prop weapons) are to be made safe.</p> <p>High risk performances (such as flying of performers) must be set up and conducted in accordance with Guidelines for theatrical performances.</p> <p>Performers/presenters should visually check the area in good light prior to the event.</p>
Performances	Performances - Movement of persons and equipment during performance	<ul style="list-style-type: none"> Contractors Event staff Performers & Presenters Attendees <p>People may be struck by performers or equipment during the event.</p>	<ul style="list-style-type: none"> Event staff to be familiar with performer/presenter and equipment movements. Line of sight to be maintained between moving elements and persons. A safe buffer zone should be considered between the 			

			performer and audience.			
Emergencies	Emergencies - Evacuations	<ul style="list-style-type: none"> Contractors Event staff Performers & Presenters Attendees <p>Panic may cause crowds to surge and crush people.</p>	<ul style="list-style-type: none"> All event staff are to be made fully aware of evacuation procedures and their role in an evacuation. There must be clear processes and communication between event management, event staff, and attendees with regards to stopping the event due to an emergency. Adequate lighting must be provided during an evacuation. 			
Emergencies	Emergencies - First aid required for persons	<ul style="list-style-type: none"> Contractors Event staff Performers & Presenters Attendees <p>First Aid facilities should be readily available.</p>	<ul style="list-style-type: none"> At least one event staff member is to be Comprehensive First Aid certified. First Aid kits and defibrillator to be easily accessible For incidents requiring medical attention and hospital transfers, event staff will call 111. Event Staff and Contractors to use radio communication where appropriate to ensure smooth running of event. 			Depending on the circumstances, it may be justified having higher medical aid (ambulances or medics) on site.

			<ul style="list-style-type: none"> Ice Packs should be available 			
Emergencies	Emergencies – Power failure	<ul style="list-style-type: none"> Contractors Event staff Performers & Presenters Attendees <p>People may be disoriented or may panic if the power goes off.</p>	<ul style="list-style-type: none"> Emergency lighting must be installed where necessary and tested on a regular basis. Illuminated exit signage must be installed where required. Wardens must be trained to respond to likely emergencies. Wardens to be equipped with torches as required. 			Venues with elevators/lifts must ensure people are not trapped and left unattended in the event of power failure.
Environmental conditions	Environmental - Temperature	<ul style="list-style-type: none"> Contractors Event staff Performers & Presenters Attendees <p>Elevated temperatures will be uncomfortable for audiences. In extreme circumstances, people may become dehydrated or experience a medical emergency.</p>	<ul style="list-style-type: none"> Temperature monitored to ensure levels do not exceed comfortable levels for all persons on site. Air conditioning to be regularly checked and maintained as per manufactures recommendations. Water to be available at all times 			
Environmental conditions	Environmental - Weather	<ul style="list-style-type: none"> Contractors Event staff Performers & Presenters Attendees 	<ul style="list-style-type: none"> Provide sunscreen/sunblock and shade. Event staff to check the weather forecast the day before the 			Event staff should consider postponement/cancellation if weather poses an unacceptable risk.

		Outdoor events will expose people to UV light, rain, or high winds.	<ul style="list-style-type: none"> event commences. Event staff to monitor weather conditions during the event. 			
Crowd Management and Control	Crowd management and control - Evacuation Routes.	<ul style="list-style-type: none"> Attendees <p>Evacuation routes may be blocked or locked.</p>	<ul style="list-style-type: none"> Evacuation routes must be clearly marked and maintained. Emergency exits are to be inspected prior to each event and monitored during the event. Adequate security must be provided to monitor and manage public access to the venue/site. 			
Crowd Management and Control	Crowd management and control - Overcrowding.	<ul style="list-style-type: none"> Attendees <p>Overcrowding may cause crushing and asphyxiation</p>	<ul style="list-style-type: none"> The total number of attendees must not exceed the maximum venue capacity (minus the total number of event staff, contractors, performers and presenters). The total number of persons in mosh pits must not exceed safe maximum numbers. Overflow areas must be able to cope with anticipated people being redirected there. Emergency exits must 			Care must be taken not to divert overflow crowds into an already crowded area.

			not be locked.			
Crowd Management and Control	Crowd management and control - Queues	<ul style="list-style-type: none"> Attendees <p>Attendees will become frustrated and agitated if people jump queues or are excessively delayed.</p>	<ul style="list-style-type: none"> Appropriate fencing and barriers are to be used for queue management. Sufficient security must be on hand to observe crowd behaviour and to prevent queue jumping or pushing. 			There should be separate lanes for those who have pre-purchased tickets and have those tickets in hand. This will allow quick and easy processing and reduce queue build-up.
Crowd Management and Control	Crowd management and control - Security	<ul style="list-style-type: none"> Contractors Event staff Performers & Presenters Attendees <p>Unauthorised persons may access restricted areas.</p> <p>Insufficient security staff will be unable to control crowds and incidents.</p> <p>Overbearing security staff may incite issues.</p>	<ul style="list-style-type: none"> Only a reputable security company should be used to provide security. Guards should be competent, professional, and diplomatic. Sufficient security guards to be used. Security guards to be placed at areas open to unauthorised access. Security guards must focus on the crowds, and not be distracted by performances. Security staff must only use reasonable means of restraint if a security breach occurs. Disruptive or malicious people must be removed from the 			<p>Reputational damage to the organisation may occur if security staff are observed to be "heavy handed" when dealing with security breaches.</p> <p>Where required, very disruptive of malicious people should be passed to the Police.</p>

			site.			
Traffic Management	Traffic and Vehicle Management – Vehicles entering the event area	<ul style="list-style-type: none"> Contractors Event staff Performers & Presenters Attendees <p>Persons may be struck by moving vehicles.</p>	<ul style="list-style-type: none"> Drivers of vehicles are to have the appropriate license for the vehicle being driven. Vehicle access must be limited when crowds are present. Permitted vehicles must not exceed 10km/h when moving through low density crowds. Permitted vehicles should not move through high density crowds. Reversing vehicles must have a spotter monitoring the driver's blind spot and surrounding crowds. A traffic management plan must be in place if public roads are being used for the event. 			
Traffic Management	Traffic and Vehicle Management – Access for emergency vehicles	<ul style="list-style-type: none"> Contractors Event staff Performers & Presenters Attendees 	<ul style="list-style-type: none"> Emergency vehicle service lane to be established prior to event setup. Service lanes to be kept clear at all times 			
Logistics	Logistics - Waste bins	<ul style="list-style-type: none"> Contractors Event staff 	<ul style="list-style-type: none"> Bins should have lids or covers. 			

		<ul style="list-style-type: none"> • Performers & Presenters • Attendees <p>Damage to venue/site or equipment and injury to persons.</p>	<ul style="list-style-type: none"> • Wheelie bins should be used where possible. • Move waste bins only when necessary. • Place waste bins in a designated area so they do not interfere with the flow of foot traffic. 			
Logistics	Logistics - Handling of waste & broken glass	<ul style="list-style-type: none"> • Event staff <p>Staff may sustain injury or infection from waste or broken glass.</p>	<ul style="list-style-type: none"> • Wear appropriate PPE. • Use appropriate equipment to pick up broken glass. • Wrap glass in newspaper if disposing of it in plastic rubbish bags. • Waste handlers to avoid touching face, mouth, eyes, nose, or open sores and cuts while handling waste. • Before eating, handlers must remove soiled clothing and PPE, and wash hands with soap and water. 			<p>If possible, eliminate the use of glass containers on site.</p> <p>Appropriate PPE may include Hi-viz vests, closed toe shoes and gloves (latex/nitrile or leather)</p>
Catering	Vendor/Stallholders – Food Safety	<ul style="list-style-type: none"> • Contractors • Event staff • Performers & Presenters • Attendees <p>Food may be contamination and</p>	<ul style="list-style-type: none"> • Food and beverages are to be displayed appropriately. • Food and beverages are to be stored at the appropriate temperature in a suitable vessel. 			

		spread food-bourne disease.	<ul style="list-style-type: none"> Any food which is suspected to be or has been contaminated must be disposed of immediately. Food preparation surfaces to be cleaned and sanitised before and after the event Waste is to be regularly cleared. Closed top waste bins are to be used. Utensils and/or gloves to be used when handing food to eliminate direct contact with skin or other parts. 				
Catering	Vendor/Stallholders – Personal Hygiene	<ul style="list-style-type: none"> Contractors Event staff Performers & Presenters Attendees <p>Transfer of bacteria/infection</p>	<ul style="list-style-type: none"> Uniforms and clothing must be clean and appropriate for the person's role and responsibilities. Persons who are ill or sick shall not serve food or drink. Hands must be washed regularly and after using ablutions. Hand sanitiser to be available. 				

Action Plan

Management agreed additional control measures to be implemented	Resources Required	Action By:			Action Complete: Responsible Line Manager	
		Responsible Person	Target Date	Completion Date	Signature	Date

Review

Review Details	Comments
Scheduled Review Date	
Are all control measures in place?	
Are controls eliminating or minimising the risk?	
Are there any new problems with the risk?	
Are the supervisory arrangements adequate?	
Are the levels of skills, capabilities and training adequate?	
Review By: (name)	
Review Date:	

Communication				
	Method	Yes	Date	Comments
Reference of formal communication to staff	Copy of risk assessment issued to staff			
	Controls covered in team procedure issued to staff			
	Staff handbook issued to staff			
	Other			
How they were consulted on the risk	Health, Safety and Wellbeing Committees			
Additional Methods of Communication	Induction			
	Toolbox Talk			
	Team Meeting			
	Email circulation			
	Other			

EXAMPLE

HSW Risk Assessment Matrix

Likelihood Level	4	Very likely Probably expect the event to occur in most circumstances	Moderate (4)	High (8)	Extreme (12)	Extreme (16)
	3	Likely Event likely to occur at least once over the coming year	Moderate (3)	High (6)	High (9)	Extreme (12)
	2	Possible Event may occur at some time	Low (2)	Moderate (4)	High (6)	High (8)
	1	Unlikely Occurrence is conceivable, but not expected to occur	Low (1)	Low (2)	Moderate (3)	Moderate (4)
		Minor	Moderate	Major	Severe	
		1	2	3	4	
Consequence level						
Consequence description	Harm to People Potential for injury or death	None or trivial / negligible injury (no or slight injury which requires localised first aid)	Minor injury (illness or injury is not serious, medical treatment required)	Serious injury (serious injury or illness, hospitalisation required)	Fatality, major injury (death, permanent disablement, or significant long-term illness)	
	People Affected Extent of people potentially affected	None or few (e.g. 0 to 2)	Small numbers (e.g. 3 to 10)	Moderate numbers (e.g. 10 to 50)	Wide scale (e.g. more than 50)	
	Reputation and Legal Potential for publicity with a negative impact on reputation / potential for legal prosecution	None or issue raised by staff or students and resolved promptly by management None or legal dispute – found not guilty – fines up to \$3 million (Body Corporate), \$600,000 (Officer)	Internal scrutiny to prevent escalation and short-term stakeholder concern Minor non-compliance, limited notification to regulators / affected stakeholders	Medium-term stakeholder concern, national media scrutiny and 'brand' impact Medium non-compliance, moderate notification to regulators / affected stakeholder, potential for legal proceedings / fines	Persistent stakeholder concerns, international media scrutiny and long term 'brand' impact Significant non-compliance, extensive notification to regulators / affected stakeholders, potential for legal proceedings / imprisonment / fines	
	Operations	None or business interruption < 4 hours	Business interruption between 4 hours to 5	Business interruption > 5 days	Business interruption of many weeks	

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Extent of ability to maintain core business	None or effectiveness and efficiency of a service, programme or project impacted in the short term	days	Operational disruption manageable by workarounds	Medium operational impact resulting in delay of key deliverables	Breakdown of key activities and significant long-term impact
	None or slight damage to property or equipment	Moderate damage to property or equipment	Major damage to property or equipment	Massive damage to property or equipment	Massive damage to property or equipment
Environment Extent of negative impacts on the environment	None or minimal impact	Minor short-term or intermittent impact, able to be contained with specialist assistance	Serious, medium-term detrimental impact	Very serious, long-term or permanent damage	
	None or clean up expenses up to \$25,000	Clean up expenses up between \$25,000 to \$1m	Clean up expenses up between \$1m - \$5m	Clean up expenses > \$5m	

Consider the Likelihood

How often is the task done? Has an accident happened before (here or at another workplace)? How long are people exposed? How effective are the control measures? Does the environment affect it (e.g. light, temperature, space)? What are people's behaviours (e.g. stress, panic, deadlines)? What people are exposed (e.g. disabled, young students, etc.)?

Consider the Consequences

What type of harm could occur (minor, serious, death)? Is there anything that will influence the severity (e.g. proximity to hazard, person involved in task, etc.)? How many people are exposed to the hazard? Could one failure lead to other failures? Could a small event escalate?

Calculate the Risk

The final score for each risk is calculated by multiplying the likelihood and consequences response scores. This will give a risk score of between 1 and 16.

All risks rates as "High" or "Extreme" require detailed analysis of mitigating practices / controls to determine the residual risk rating. **Action must be taken.**

"Low" and "Moderate" risks may be excluded from further analysis (other than when the consequence may be severe). However the rationale for excluding these risks should be documented to demonstrate the completeness of analysis undertaken. **Some action may be required.**

Other than in the most unlikely circumstance, risks that can cause major or severe harm to people have been determined as "high" or "extreme". Management review is considered appropriate for risks of these nature due to the potential magnitude of the impact, even though the likelihood may be assessed as relatively low.

Risk Priority - Legend

Extreme (12-16)	Intolerable risk. Immediate action(s) is to be taken by Faculty/Service HSW risk owners - including DVCs, Deans of Faculties, Directors of Services, Academic Heads/PIs, Services Managers. Work should not be started or continued until the risk has been reduced to as low as reasonably practicable using the hierarchy of risk controls. The Associate Director Health, Safety and Wellbeing, and Manager Risk and Performance must be advised of the risk for their review. The risk should be included in the UoA wide risk register.
High (6-9)	Should not be tolerated. Urgent action is to be taken by the immediate manager. Work should not be started or continued until the risk has been reduced to as low as reasonably practicable using the hierarchy of risk controls. The HSW Manager working with the Faculty/Service, and Manager Risk and Performance must be advised of the risk for their review. To be included in the UoA wide risk register.
Moderate (3-4)	Management to monitor risks in case changing circumstances increase the level of risk. Some action may be required, e.g. improving controls.
Low (1-2)	Requires no further attention above routine practices and procedures, apart from monitoring.

Note: This proposed Health and Safety Risk Assessment Matrix aligns with WorkSafe NZ guidance, UoA Resilience Management Plan, UoA Risk Determination Matrix, UoA TVRA and UoA Incident Levels