MELBOURNE CONVENTION EXHIBITION CENTRE

Concerts and Entertainment

Risk assessment template

General information

At Melbourne Convention and Exhibition Centre (MCEC), we are committed to ensuring that our customers, those with whom they work, and the attending public are kept safe and away from harm. For this reason, the assessment of potential hazards prior to your event taking place is very important.

The attached template is created to assist you to:

- Identify the potential hazards of your event and their initial level of risk as either Low, Medium, High or Severe.
- Consider what should be put in place to reduce either the likelihood of that hazard occurring or its consequences to a more acceptable level.

To assist you with this important task, we have pre-populated the template with a list of typical hazards and risks that we commonly see and that may be relevant to your event.

Note: This is not an exhaustive list and the information and risk profiles outlined may not necessarily be correct or relevant to your event and there may be other risks not included here that are relevant to your event. Sections which are not relevant may be deleted. Please feel free to amend any information to suit your event's particular circumstances. Importantly, you will need to add any additional risks that are otherwise not already covered within the template.

Please speak with your Event Planner if you require any further assistance with completing this template. You may also choose to use your own risk assessment template that should consider all the inherent items in this template as a minimum.

How to use this form

Step 1

Identify the hazard (situation or activity that has the potential to cause harm to a person and or property).

Step 2

Assess the initial risk level by:

(i) Assessing the likelihood of the hazard in the first column by using the criteria in the second column:

Likelihood	Criteria
Almost Certain	>80% probability, or risk could occur in most circumstances within days or weeks
Likely	>50% probability, or will probably occur in most circumstances within weeks or months
Possible	>20% probability, or may occur at some time (e.g. months or a year)
Unlikely	>5% probability, or not generally expected but may occur at sometime within years or decades
Rare	>1% probability, or may occur in exceptional circumstances (e.g. one in a 100-year event)

(ii) Consider the downside consequences of the hazard (from extreme to insignificant) by referring to the criteria in the following table.

	Risk Consequence Scale - Downside				
Risk Categories	Extreme (threat to survival)	Major (threat to operations)	Moderate (disruption to operations)	Minor (reduced operational effectiveness)	Insignificant (no discernible operational impact)

(iii) Taking the likelihood and downside consequences into account, determine the risk by using the following table:

		Consequence				
		Insignificant	Minor	Moderate	Major	Extreme
Likelihood	Almost Certain	Medium	Medium	High	Severe	Severe
	Likely	Low	Medium	Medium	High	Severe
	Possible	Low	Low	Medium	High	High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

(iv) Understand the level of risk of each hazard using the following table:

Level of Risk	
Severe	Risk must not be accepted. Stop the task / activity or use of plant / equipment immediately
High	Risk should not be accepted, take immediate action to reduce risk by implementing a higher level hierarchy of control
Medium	Risk should only be accepted if further risk reduction is not practicable
Low	Risk is broadly acceptable when managed by routine procedures

Step 3

Consider how the level of risk of each hazard can be reduced taking into account the hierarchy of controls below as a guide (lists most effective to least effective controls).

	Controls - Hierarchy of Controls	
Most e ective  **Least e ective**	*High order controls*	**Elimination** – Remove the hazard **Substitution** – Reduce the hazard, i.e., use a boom lift instead of a ladder, etc
	Medium order controls	**Isolation** – Separate people from the hazard, i.e., use barriers or fencing **Engineering** – Make physical changes to the hazard, i.e., plant guarding, etc
	Low order controls	**Administrative** – Use procedures to reduce the risk, i.e., safe work procedures, etc **Personal Protective Equipment** – Safety boots, hardhat, gloves, etc

Step 4

Reassess the risk of the hazard again to determine whether the risk has been reduced to a level that is acceptable.

Step 5

Assign the person responsible for ensuring that controls are implemented and monitored.

Step 6

Monitor, signoff, and date when controls (where required) have been put in place.

Event Name	Date(s) of Event	Event Organiser

General Event Activities

Hazard / Risk	Initial Risk Level	Risk Mitigation Strategies	Residual Risk Level	Responsible Person	Risk NA
Example:					
Exceeding venue capacity resulting in loss of crowd control.	*Unlikely x Moderate = Medium*	*• Attendance limited to less than that permitted within the venue.*	*Rare x Moderate = Low*	*Event Organiser*	*Tick if the risk does not apply*
Exceeding venue capacity resulting in loss of crowd control.		• Attendance limited to less than that permitted within the venue. • Ticketing provider engaged with all attendees requiring valid ticket for entry. • Confirmed event security to monitor crowd numbers. • Tickets for all attendees checked and scanned on entry. • Ticketing provider onsite to manage any queries and troubleshoot as required.		Event Organiser Ticketing Company	
Loss of crowd control resulting in risk of injury/harm and building damage.		• Ticketing provider engaged with all attendees requiring valid ticket for entry. • Building lockdown in place with security checks at all entrances. • Confirmed event security engaged to monitor crowd.		Event Organiser	
Children or dependants losing contact with their carers while attending the venue.		• Staff and confirmed event security briefed on process for reporting and managing lost/found children or dependants. • Designated lost/found children station. • Confirmed event security to monitor crowd.		Event Organiser	
Slips/trips & falls due to the introduction of infrastructure into the venue, resulting in injury/harm.		• Use of proprietary products that comply with relevant standards. • All infrastructure to be installed so it is fit for purpose/good working condition prior to opening of the venue. • Submission and vetting of event plans. • Preshow open inspection to be conducted.		Event Organiser Event Contractors	

First aid and medical incidents.		• First aid facilities available on site. • Emergency response procedures in place to manage first aid and medical incidents including coordination of emergency services. • Confirmed event security with appropriate first aid qualifications available to assist with first aid and medical incidents. • Dedicated first aid services providers to be arranged by the client as required.		Event Organiser	
Blocked or impaired access and egress in and around the venue.		• Client and contractors to actively ensure that designated access and egress points are kept clear at all times. • Preshow open inspection to be conducted. • Submission and vetting of event plans. • Confirmed event security to monitor access and egress points.		Event Organiser	
Attendees with accessible needs unable to enter and exit the venue resulting in distress/injury and or reputational harm.		• Event design to consider appropriate access to and where applicable introduction of accessibility infrastructure. • Preshow open inspection to be conducted.		Event Organiser Event Contractors	
Lack of appropriate waste and rubbish management causing risk of illness or injury to attendees and contamination of venue waste streams.		• Event client to ensure that MCEC is advised of any additional waste management requirements to ensure that there is adequate resourcing in place. • Client to engage MCEC accredited cleaners for exhibition.		Event Organiser	
Unprotected assets or valuables with the risk of theft or damage to property.		• Valuables to be physically secured. • Items to be monitored by organiser. • High value items that cannot be secured to be removed when not under direct supervision. • Confirmed event security engaged to monitor assets that cannot be removed.		Event Organiser Exhibitors Event Contractors	
Smoking Ceremony including risk of fire resulting in injury/illness of patrons and potential infrastructure damage.		• Isolation of smoke detectors. • Fire Warden engaged to monitor ceremony. • Extinguisher and firefighting equipment provided by client close to ceremony. • Client to ensure material housed in a suitable vessel and fire-retardant product placed under the vessel to protect building. • Preshow open inspection to be conducted. • Fire safety briefing provided prior to ceremony.		Event Organiser Event Contractors	
Damaged or faulty electrical equipment causing risk of injury, loss of power or damage to property.		• All electrical equipment to be electrically integrity tested (tested and tagged) and visually inspected prior to connection to power. • Any electrical work required for the event is to be undertaken by appropriately licenced and experienced electricians. • Electrical contractors to complete MCEC site induction requirements and provide copies of credentials (electrical licences and construction induction cards). Certificates of electrical safety to be provided (where applicable).		Event Organiser Event Contractors	

Sound levels within the events space not appropriate to the venue or personnel within the space.		• Active monitoring of sound levels to ensure that they do not exceed occupational safety limits and venue thresholds. • Any amplification occurring in foyer spaces to be reviewed and approve by MCEC. • During sound monitoring, if noise levels are deemed excessive, levels to immediately be lowered as deemed appropriate by venue.		Event Organiser Event Contractors	
Animals in the venue without adequate control measures causing a risk of injury/illness or biological infection, plus risk of harm to animals.		• Appropriate segregation in place to separate animals and patrons. • Animal welfare plans in place. • Suitably qualified personnel in place to ensure the safety of patrons and animals. • Immediate removal of animals in any instance where their wellbeing is compromised • Confirmed event security with appropriate first aid qualifications available to assist with first aid and medical incidents. • Dedicated first aid services providers to be arranged by the client as required.		Event Organiser Event Contractors	
Acrobatics/stunts being performed within the venue causing injury or harm.		• Use of equipment that complies with relevant industry standards. • Appropriate safety equipment is in use. • Detailed risk assessment to be provided in relation to the performance. • Performance area to be appropriately lit and free of obstacles. • Suitably qualified and experience personnel only to complete acrobatics/stunts. • Preshow open inspection to be conducted. • Confirmed event security with appropriate first aid qualifications available to assist with first aid and medical incidents. • Dedicated first aid services providers to be arranged by the client as required.		Event Organiser Event Contractors	
Sensitive content that deals with trauma, violence, involves nudity or other potentially challenging, triggering or difficult content causing distress and/or harm to staff and attendees.		• Provide content warning to MCEC, stakeholders and attendees. • Restrict event access to age-appropriate guests. • Inclusion of signage at entry to event and at other locations deemed appropriate, displaying the content warning. • Dedicated staff on hand to provide services to any attendees or staff member affected by sensitive content.		Event Organiser	
Inadequate manual handling practices causing injury.		• Use of powered mobile plant such as forklifts and powered pallet jacks to assist with the bump in and out of items for the event. • Use of mechanical aids to assist with manual handling requirements such as trolleys, hand trucks (removalist trolley). • All staff to be trained in correct manual handling techniques. • Engagement of a freight forwarder to manage deliveries. • All staff to have completed MCEC Site Induction.		Event Organiser Event Contractors	

Use of lasers within the venue that are not fit for purpose or appropriate for use (includes lasers for event lighting displays and tools/ measurement devices).		• Lasers to be installed/used with required segregation in place such as barriers. • Only lasers that meet relevant Australian legislative required to be used within the venue. • Detailed risk assessment to be provided in relation to the use of lasers. • Laser operators to be appropriately trained, suitably competent and licenced (where applicable). • Messaging in place to alert patrons about the use of laser lighting displays as part of the event. • All staff to have completed MCEC Site Induction.		Event Organiser Event Contractors	
Use of pyrotechnics within the venue with risk of malfunction resulting in injury/illness, fire and damage to property.		• Use of proprietary products that comply with relevant standards. • Detailed risk assessment (including Safety Data Sheets for products to be used) and accompanying safety documentation e.g. Job Safety Analysis, etc) to be provided in relation to the use of pyrotechnics. • Detailed site plan showing the intended location of pyrotechnic displays including exclusion zones. • Confirmation of external notifications i.e. WorkSafe and where applicable CASA, FRV, VicPol and CoM). • Contractors to hold appropriate pyrotechnician licence. • Permit to work in place for hot works and fire isolations as required within the venue. • Fire wardens and additional firefighting equipment in place for display. • All plans to vetted by MCEC. • Preshow open inspection to be conducted. • All staff to have completed MCEC Site Induction.		Event Organiser Event Contractors	

Food and Beverage Service & Other					
Hazard / Risk	**Initial Risk Level**	**Risk Mitigation Strategies**	**Residual Risk Level**	**Responsible Person**	**Risk NA**
Risk of illness due to inappropriate food handling practices and/ or contamination. Risk of reputational damage.		• Provision of clear and accurate food service times to MCEC for event.		Event Organiser	
Risk of illness due to inappropriately labelled food items and allergens		• Provision of accurate and timely attendee allergen requirements to MCEC.		Event Organiser	
Service of alcohol with risk of intoxication by those attending the event leading to injury or illness.		• Confirmed event security to monitor access to and from the venue including compliance with alcohol licence conditions. • Confirmed event security with appropriate first aid qualifications available to assist with first aid and medical incidents.		Event Organiser	
Undertaking of cooking demonstrations causing risk of injury/illness.		• Use of equipment that complies with industry standards including ventilation and fume extraction systems. • Cooking demonstrations to comply with the policies and procedures outlined in the MCEC Operations manual. • All demonstrations to be undertaken by appropriately trained and experienced professionals. • Engagement of a Fire Warden and isolation of all relevant fire alarms. • All cooking demonstration plans to be submitted to MCEC for vetting.		Event Organiser Event Contractors	

Chemicals or gas cylinders (hazardous substances and dangerous goods) used or stored within the venue without adequate control measures in place, causing risk of injury/illness, damage to property, risk of fire, exposure to substances and contamination.		• Detailed risk assessment (including Safety Data Sheets for products to be used). • Only chemicals or gas in use are to be kept inside the venue, excess stock to be removed from site or stored in dedicated external storage cages in the case of gas cylinders. MCEC to also be advised of quantities to be used/store on site. • Operators to be appropriately trained and suitably competent. • Required personal protective equipment, spill kits and firefighting equipment to be in place. • All staff to have completed MCEC Site Induction		Event Organiser Event Contractors Exhibitors	
Use of naked flames causing risk of injury/illness and property damage.		• All use of naked flames and/or smoking ceremonies to be submitted to MCEC for vetting. • Appropriate segregation / isolation of open flame and attendees. • Open flames to be supervised at all times and never left unattended. • Provision of appropriate safety equipment (e.g., fire blankets or extinguishers, guards/barriers etc.) • No flammable materials to be kept within 1 metre of open flame. • Engagement of a Fire Warden and isolation of all relevant fire alarms.		Event Organiser Event Contractors	

Show Builds					
Hazard / Risk	**Initial Risk Level**	**Risk Mitigation Strategies**	**Residual Risk Level**	**Responsible Person**	**Risk NA**
Use of vehicles and mobile plant (e.g. scissor lifts, boom lifts and forklifts). Risk of collision with motor vehicle/ mobile plant resulting in injury and or damage to property. Risk of combustion and fire due to malfunction or incorrect handling.		• Vehicles powered by flammable gas to be fitted with systems in accordance with Australian standards. • Personnel to hold required licences and competencies to operate vehicles and mobile plant. Spotters to be used at all times. • Requirement of safety equipment for all display vehicles (e.g. fire extinguishers). • Requirement for drip tray for each vehicle. • Safe movement of vehicles monitored by client. • Fuel filler cap to be sealed at all times. • Keys to not be left with vehicle at any time.		Event Organiser Event Contractors Exhibitors	
Bump in/out construction of structures causing injury and or damage to property in the event of structural failures/ access to work zones.		• Work areas to be cordoned off. • Use of proprietary products that comply with relevant standards. • Involved parties to complete MCEC site induction requirements. • Contractors to ensure that appropriate procedures are in place. • All infrastructure to be installed so it is fit for purpose/in good working condition. • Submission and vetting of event plans, custom stand plans, specs and renders. • All involved parties to wear high vis vests/clothing and closed toe shoes at all time. • Custom stands with second storey must be accompanied by engineering design sign off and post build inspection • Preshow open inspection to be conducted. • Confirmed event security engaged to monitor bump in/out and control access. • All staff to have completed MCEC Site Induction.		Event Organiser Event Contractors	
Installation of rigging with risk of lighting, public address systems and banners not being appropriately installed and causing injury and/or property damage. Risk of injury for contractors working at heights.		• Use of accredited rigging company to install equipment within the venue. • Submission and vetting of rigging plans. • Any rigging required for the event is to be undertaken by appropriately licenced and experienced riggers. • Rigging contractors to complete MCEC site induction requirements and provide copies of credentials.		Event Organiser Accredited Rigging Contractor	

Acknowledgement

I acknowledge this risk assessment and its controls in the context of the event are complete based on the information currently known to me, and that the noted controls measures, where indicated, will be fully implemented and monitored throughout the event in consultation with MCEC.

Name	Signature	Date

Got a question?

Chat to your
Event Planner today.

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