Risk Assessment

NYAAL BANYUL
GEELONG CONVENTION
AND EVENT CENTRE

Please Note

This Risk assessment is the responsibility of the customer, and must be event-specific.

While Nyaal Banyul venue safety procedures and teams help maintain and support a safe environment, this assessment should demonstrate that all relevant risks have been identified, considered, and mitigated and approved prior to arriving on site, with appropriate risk management measures in place.

General Information

At Nyaal Banyul Geelong Convention and Event Centre, 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 CATEGORIES	RISK CONSEQUENCE SCALE - DOWNSIDE				
	Extreme Threat to survial	**Major** Threat to operations	**Moderate** Disruption to operations	**Minor** Reduced operational effectiveness	**Insignificant** No descernible operational impact

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

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	Medium	High	Severe	Severe
Likely	Low	Medium	Medium	High	Severe
Possible	Low	Low	Medium	Medium	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):

HIERARCHY OF CONTROLS		
Most Effective	**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
Least Effective	**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 Risk Assessment

EVENT NAME	DATE(S) OF EVENT	EVENT ORGANISER
[Add Event Name]	[Add Date(s) of Event]	[Add Event Organiser]

EVENT ACTIVITIES

Meetings/Conferences Exhibitions Concerts

EVENT TYPE	HAZARD/RISK	RISK LEVEL WITHOUT CONTROLS IN PLACE	RISK MANAGEMENT STRATEGIES	RISK LEVEL WITH CONTROLS IN PLACE	RESPONSIBLE PERSON	DOES THE RISK APPLY?
EXAMPLE						
See key above	**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 Organser**	**Yes or No**
	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 Venue security	



Meetings/Conferences Exhibitions Concerts

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	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 Nyaal Banyul for event.		Event organiser Venue F&B	
	Risk of illness due to inappropriately labelled food items and allergens.		• Provision of accurate and timely attendee allergen requirements to Nyaal Banyul.		Event organiser Venue F&B	
	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. • Venue security briefed to manage U18 guests • Venue F&B responsible service of alcohol process in place.		Event organiser Venue F&B Venue Security	
	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 Nyaal Banyul is advised of any additional waste management requirements to ensure hat there is adequate resourcing in place. • Client to engage Nyaal Banyul accredited cleaners for exhibition.		Event organiser Venue cleaning	
	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 Venue	



Meetings/Conferences Exhibitions Concerts

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	Blocked or impaired access and egress in and around the venue.	...	• [How will you manage the risk?]	...	[Add responsible person here]	
	Slips/trips and falls due to the introduction of infrastructure into the venue, resulting in injury/harm.	...	• [How will you manage the risk?]	...	[Add responsible person here]	
	Damaged or faulty electrical equipment causing risk of injury, loss of power or damage to property.	...	• All staff, exhibitors and contractors to have completed Nyaal Banyul Site Induction. • [How will you manage the risk?]	...	[Add responsible person here]	
	Inadequate manual handling practices causing injury.	...	• All staff, exhibitors and contractors to have completed Nyaal Banyul Site Induction. • [How will you manage the risk?]	...	[Add responsible person here]	
	Exceeding venue capacity or approved occupancy of the space, impeding safe egress and partron flow. Loss of crowd control resulting in risk of injury/harm and building damage.	...	• [How will you manage the risk?]	...	[Add responsible person here]	
	Children or dependants losing contact with their carers while attending the venue.	...	• [How will you manage the risk?]	...	[Add responsible person here]	



Meetings/Conferences Exhibitions Concerts

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	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.	...	• [How will you manage the risk?]	...	[Add responsible person here]	
	Smoking Ceremony including risk of fire resulting in injury/illness of patrons and potential infrastructure damage.	...	• [How will you manage the risk?]	...	[Add responsible person here]	
	Inappropriate sound levels affecting attendees, staff or venue operations.	...	• [How will you manage the risk?]	...	[Add responsible person here]	
	Unprotected assets or valuables with the risk of theft or damage to property.	...	• [How will you manage the risk?]	...	[Add responsible person here]	
	Unregistered personal care and body art activities (i.e. hairdressing, beauty therapy, tattooing and piercing), breaching statutory requirements resulting is risk of injury or illness.	...	• [How will you manage the risk?]	...	[Add responsible person here]	
	Installation of temporary structures (custom builds) causing risk of injury or damage to property in the event of structural failures/access to work zones.	...	• [How will you manage the risk?]	...	[Add responsible person here]	



Meetings/Conferences Exhibitions Concerts

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	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.		• All staff, exhibitors and contractors to have completed Nyaal Banyul Site Induction. • [How will you manage the risk?]		[Add responsible person here]	
	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.		• All staff, exhibitors and contractors to have completed Nyaal Banyul Site Induction. • [How will you manage the risk?]		[Add responsible person here]	
	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).		• All staff, exhibitors and contractors to have completed Nyaal Banyul Site Induction. • [How will you manage the risk?]		[Add responsible person here]	
	Use of pyrotechnics within the venue with risk of malfunction resulting in injury/illness, fire and damage to property.		• All staff, exhibitors and contractors to have completed Nyaal Banyul Site Induction. • [How will you manage the risk?]		[Add responsible person here]	
	Demonstrations and interactive displays resulting in injury or venue damage.		• [How will you manage the risk?]		[Add responsible person here]	

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	Risk of amusement structures not being installed properly and/or being unfit for purpose, resulting in injury or illness and property damage.		• All staff, exhibitors and contractors to have completed Nyaal Banyul Site Induction. • [How will you manage the risk?]		[Add responsible person here]	
	Risk of inflatable structures not being installed properly and/or being unfit for purpose, resulting in injury or illness and property damage.		• All staff, exhibitors and contractors to have completed Nyaal Banyul Site Induction. • [How will you manage the risk?]		[Add responsible person here]	
	Congestion on public roadways as a result of poor traffic management.		• [How will you manage the risk?]		[Add responsible person here]	
	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.		• [How will you manage the risk?]		[Add responsible person here]	
	Undertaking of cooking demonstrations causing risk of injury/illness.		• [How will you manage the risk?]		[Add responsible person here]	
	Use of naked flames causing risk of injury/illness and property damage.		• [How will you manage the risk?]		[Add responsible person here]	

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●	Acrobatics/stunts being performed within the venue causing injury or harm.		• All staff, exhibitors and contractors to have completed Nyaal Banyul Site Induction. • [How will you manage the risk?]		[Add responsible person here]	
●	Animals in the venue without adequate control measures causing a risk of injury/illness or biological infection, plus risk of harm to animals.		• [How will you manage the risk?]		[Add responsible person here]	

ADDITIONAL EVENT-SPECIFIC RISK

Meetings/Conferences Exhibitions Concerts

EVENT TYPE	HAZARD/RISK	RISK LEVEL WITHOUT CONTROLS IN PLACE	RISK MANAGEMENT STRATEGIES	RISK LEVEL WITH CONTROLS IN PLACE	RESPONSIBLE PERSON	DOES THE RISK APPLY?
	[What is the risk?]		• [How will you manage the risk?]		[Add responsible person here]	
	[What is the risk?]		• [How will you manage the risk?]		[Add responsible person here]	
	[What is the risk?]		• [How will you manage the risk?]		[Add responsible person here]	
	[What is the risk?]		• [How will you manage the risk?]		[Add responsible person here]	
	[What is the risk?]		• [How will you manage the risk?]		[Add responsible person here]	
	[What is the risk?]		• [How will you manage the risk?]		[Add responsible person here]	

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	[What is the risk?]		• [How will you manage the risk?]		[Add responsible person here]	
	[What is the risk?]		• [How will you manage the risk?]		[Add responsible person here]	
	[What is the risk?]		• [How will you manage the risk?]		[Add responsible person here]	
	[What is the risk?]		• [How will you manage the risk?]		[Add responsible person here]	
	[What is the risk?]		• [How will you manage the risk?]		[Add responsible person here]	
	[What is the risk?]		• [How will you manage the risk?]		[Add responsible person here]	

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 Nyaal Banyul.**

Full Name of Authorised Signatory

Title of Authorised Signatory

Signature

Date