



## Work Health and Safety

### Risk Assessment Worksheet

Task/Activity	<b>Creative Careers Expo 2024</b>		
	<p>Careers Expo for Secondary students in Years 10 – 12, including programmed artist panel discussions, music performance, BBQ by provided by Arts Cafe &amp; Catering, drop-in workshops and information stalls from between 11-15 tertiary institutions.</p> <p>The event is for 200 - 300 students and teachers ('visitors') from multiple schools each day. Visitors can join full day program or drop in at preferred times; some are visiting with class groups while a small number of students are attending with a parent/carer or solo.</p> <p>The day will commence with an artist panel discussion for 1hr between 9:30am – 10:30am in the Performance Studio, with tiered seating. A second artist panel will run later that morning between 11.45am - 12:15pm. Drop-in style workshops and activations will be held throughout C-A-C including: Workshop 1, Workshop 4, Ceramics studio, Library, Performance Studio &amp; Amphitheatre. Stalls will be located throughout venue, including foyer spaces, Amphitheatre and gallery entry (or all indoors in event of wet weather). Tertiary institutions will provide additional signage and marketing collateral, to contribute to their own stall set-up, and bring any materials necessary for their workshops.</p> <p>Program is coordinated by C-A-C Assistant Education &amp; Creative Learning Producer, MC'd by C-A-C Education Officer, with event supported by C-A-C Production Officer / Technician and C-A-C Educators, with 3 artists presenting at the panel and 1 artist performing.</p> <p>Lunch and a performance will wrap up the day, with the event concluding at 2:30pm.</p> <p><b>Location:</b> Campbelltown Arts Centre, Performance Studio, foyer and workshop spaces. Galleries and gardens open to attendees.</p>		
Details	<p><b>Date:</b> Friday 10 May, 2024</p> <p><b>Times:</b> 9am – 2:30pm</p>		
Division/Section	Creative Life / City Futures	Reference No	RI058CSAC

Unit/Work Area	Art Centre	Version No 02			005
Date of initial Assessment	Refer to ECM	Date Last Reviewed	6 March 2024	Date of Next Review	
Development/Reviewed By	Samantha Relihan				
Related Documentation	<ul style="list-style-type: none"> <li>• Procedure Document – Visiting Schools Information Sheet and Induction Procedure</li> <li>• Campbelltown Arts Centre Induction Checklist – Artists, Crew, Participants, Contractors, School Excursion Representatives</li> <li>• Procedure Document - Arts Centre Emergency Evacuation</li> </ul>				

Relevant Legislation / Codes of Practice / Standards	Refer to Legislation, Standards and Codes of Practices - Reference Table (DocSet 5009851)
Processes/Qualifications/Certification/Training/Familiarisation requirements for nominated tasks	<ul style="list-style-type: none"> <li>• Pre event briefing</li> <li>• Emergency Evacuation Plan</li> <li>• First Aid training</li> </ul>
Personal Protective Equipment/Plant that is available to perform the required task	<ul style="list-style-type: none"> <li>• Displays</li> <li>• First Aid Kit</li> <li>• AV, Sound &amp; Lighting Equipment</li> <li>• Tripods, Lighting Stands, Speaker Stands, Microphone Stands</li> <li>• Signage</li> <li>• Audio Equipment including musical instruments and amplification equipment</li> <li>• Trestle tables</li> <li>• Pull up banners</li> <li>• Tables and chairs</li> </ul>

**In consultation with the workers, refer to the Risk Calculator located on the last page for the associated Risk Rating for each hazard.**

Identified Hazards/outcome	Identified Risks	Risk Rating			Risk Control Measures	Risk Rating		
		How Severe	How Likely	Risk		How Severe	How Likely	Risk
Working environment	Increase risk of serious injury or injury from: <ul style="list-style-type: none"> <li>• Slips Trips &amp; Falls</li> <li>• Sprains/Strains</li> <li>• Lacerations</li> <li>• Bruising</li> <li>• Extreme weather</li> <li>• Inadequate lighting</li> <li>• Site access and egress</li> </ul>	M	L	3	<ul style="list-style-type: none"> <li>• Visual assessment of site for suitability, prior to commencing any work.</li> <li>• Stalls and workshop spaces to be set up prior to commencement to allow a final assessment of the layout.</li> <li>• Event, including workshop spaces and stalls, to be arranged to allow easy movement around the venue, and to avoid blocking exits and thoroughfares.</li> <li>• Additional space for movement considered, for wheelchair users and/or people with mobility impairments</li> </ul>	F	U	5

					<ul style="list-style-type: none"> <li>• C-A-C Site Coordinator (appointed casual Technician or Educator) to undertake inspection of stalls following final set-up by tertiary institutions, to ensure equipment allows sufficient space for movement and is adequately secured.</li> <li>• Housekeeping of area during workshops, ensuring the floor and working area is clean and free of items which could result in a slip, trip or fall hazard.</li> <li>• Staff to always work in a stable and safe position and keep proper footing.</li> <li>• When required, adequate shaded areas and covering for extreme weather conditions</li> <li>• Contingencies in place to move indoors where required</li> <li>• In the event of wet weather, outside stall to be relocated indoors; wet weather signage at affected areas; C-A-C Technician to monitor indoors for wet/slip areas; visitors to be notified of slip risks.</li> <li>• Sufficient break times or staff support included in event plan</li> <li>• Water to be provided to all artists and C-A-C Educators during event</li> <li>• If required student groups to be supervised by Supervisors (external staff) at all times.</li> <li>• Carers/family of students who have individually booked (ages 15+) are advised that C-A-C cannot supervise during public event</li> </ul>			
Manual handling	Strains and sprains from: <ul style="list-style-type: none"> <li>• Handling and/or moving furniture and/or equipment</li> <li>• Continuous bending</li> <li>• Pushing and pulling</li> <li>• Overreaching</li> </ul>	S	L	3	<i>C-A-C Workers:</i> <ul style="list-style-type: none"> <li>• Manual Handling Risk Assessment and Manual Handling Awareness Training for Arts Centre staff.</li> <li>• Heavy or awkward items to be moved by Arts Centre staff, as per Manual Handling Risk Assessment.</li> <li>• Use of trolleys or dollies.</li> </ul>	F	U	5

	<ul style="list-style-type: none"> <li>Working in awkward positions and/or awkward postures</li> <li>Prolonged or sustained work in awkward positions and/or awkward postures</li> </ul>				<ul style="list-style-type: none"> <li>Ensure trolleys or dollies are positioned as close as practically possible to the item/s required to be moved and the relocation point to reduce the amount of manual handling.</li> <li>Avoid overreaching and working in awkward postures or positions.</li> <li>Larger equipment to be moved by at least two staff members avoid injury.</li> <li>Always work in a stable and safe position and ensure you keep proper footing and balanced at all times.</li> <li>Take rest brakes as needed.</li> <li>Rotation of tasks.</li> <li>Arts Centre staff and Supervisors to ensure proper Manual Handling techniques are used and followed.</li> </ul>			
Stinging Insects / Spiders & Allergic Reactions	<p>Increase risk of serious injury or injury from:</p> <ul style="list-style-type: none"> <li>Insect or spider bites</li> <li>Allergic reaction or similar</li> </ul>	K	VU	3	<p><i>C-A-C workers:</i></p> <ul style="list-style-type: none"> <li>T&amp;Cs to note that EpiPen and asthma medication not kept on-site</li> </ul> <p><i>Visitors:</i></p> <ul style="list-style-type: none"> <li>Advised that EpiPen and asthma medication not kept on-site.</li> <li>Report any identified insect infestation e.g. bees, wasp nest etc.</li> <li>Keep to defined pathways and out of garden beds.</li> <li>Students with severe allergies/ medical conditions to bring medications as required</li> <li>First aid resources available from Front Desk (C-A-C staff) as well as a dedicated First aid area managed by contracted Ambulance Services for entire event</li> </ul>	M	VU	5
Structures / displays and Exhibitions	<p>Increase risk of serious injury or injury from:</p> <ul style="list-style-type: none"> <li>Structures, displays, exhibitions becoming knocked or disturbed</li> </ul>	M	L	5	<p><i>C-A-C workers:</i></p> <ul style="list-style-type: none"> <li>Safety induction and rules in the gallery provided as part of introductions</li> <li>Site inspection prior to public access to tertiary stalls, to ensure signage and equipment doesn't pose risk</li> </ul>	F	U	5

					<p><i>Tertiary Institutions/Industry representatives:</i></p> <ul style="list-style-type: none"> <li>• Must advise C-A-C prior to day, on any significant signage or details of display materials or equipment to be used at stalls and workshops.</li> </ul> <p><i>Visitors:</i></p> <ul style="list-style-type: none"> <li>• T&amp;Cs sets out student behaviour expectations.</li> </ul>			
Public attendance	<p>Increase risk of serious incident or injury from:</p> <ul style="list-style-type: none"> <li>• Slips trips and falls</li> <li>• Lacerations</li> <li>• Bruises</li> <li>• Cuts</li> <li>• Lost members of the public</li> <li>• Child protection and safety concerns</li> </ul>	M	U	4	<p><i>C-A-C workers:</i></p> <ul style="list-style-type: none"> <li>• Staff qualified in first aid and First Aid kits located on-site</li> <li>• Introduction and briefing to core visitors each day, with attention to key safety hazards</li> <li>• Safety signage</li> <li>• Emergency Evacuation plan</li> <li>• Support Staff</li> <li>• Event Management Plans</li> <li>• Risk Assessment available to booked groups</li> <li>• All workers working directly with children will provide a valid Working with Children Check clearance number.</li> <li>• Advise all workers and tertiary institutions to report child safety concerns to applicable schools or Education &amp; Creative Learning Producer</li> <li>• Mandatory reporting organisational processes to be followed for immediate and reportable risks to children</li> <li>• Staff to liaise with Education &amp; Creative Learning Producer in the event a student is lost or requires non-medical support. Individual and group contact details available in event booking spreadsheet.</li> </ul> <p><i>Tertiary institutions/Industry Representatives:</i></p> <ul style="list-style-type: none"> <li>• Report child safety concerns to applicable schools or Education &amp; Creative Learning Producer</li> </ul>	M	VU	5

					<ul style="list-style-type: none"> <li>• Mandatory reporting organisational processes to be followed for immediate and reportable risks to children</li> </ul> <p><i>Visitors:</i></p> <ul style="list-style-type: none"> <li>• Students advised not to bring valuables</li> <li>• Students advised to bring a water bottle; no water fountains available on-site.</li> <li>• Students advised to bring small bags or keep items on their person throughout event.</li> <li>• Bag storage space available to avoid congestion in theatre space (limited).</li> <li>• Students can speak to C-A-C staff, including Front Desk, if they become lost or need directions.</li> </ul>			
Food preparation and handling	<p>Increase risk of serious injury or injury from:</p> <ul style="list-style-type: none"> <li>• Lacerations</li> <li>• Contamination</li> <li>• Sharp objects</li> <li>• Burns</li> </ul>	M	U	4	<p><i>C-A-C workers &amp; Food Vendor:</i></p> <ul style="list-style-type: none"> <li>• Approved food vendor via Arts Cafe &amp; Catering involved in hot food preparation</li> <li>• Fresh / clean utensils, crockery and cutlery – disposable utensils used where practical</li> <li>• Ensure food is kept at the correct temperature.</li> <li>• Rubber gloves for preparing and handling of food products.</li> <li>• Hand washing facilities</li> <li>• BBQ is located outdoors and situated to avoid congestion</li> <li>• Halal and vegetarian food options made available for students</li> <li>• First Aid Kit available</li> </ul> <p><i>Visitors:</i></p> <ul style="list-style-type: none"> <li>• Teachers and students to advise of any allergies and if required, bring their own lunch.</li> </ul>	M	VU	5

					<ul style="list-style-type: none"> <li>Teachers to advise students not to share their food to avoid any cross-contamination / allergic reactions.</li> </ul>			
Moving traffic	<p>Increase risk of serious injury or injury from:</p> <ul style="list-style-type: none"> <li>Impact with vehicle</li> <li>Crushing</li> <li>Slips trips and falls</li> <li>Lacerations</li> <li>Bruises</li> <li>Cuts</li> </ul>	S	U	3	<p><i>C-A-C workers:</i></p> <ul style="list-style-type: none"> <li>Designated set down areas</li> <li>Access to first aid facilities</li> <li>Designated times for vehicles needing to drive on-site</li> </ul> <p><i>Visitors:</i></p> <ul style="list-style-type: none"> <li>Students to be walked from bus drop off point to Arts Centre entrance, and return, by accompanying Supervisors</li> <li>Be observant and exercise caution around vehicles whilst entering and leaving Arts Centre</li> </ul>	M	VU	5
Learning programs, artworks and sensitive content	<p>Risk of serious emotional response, injury or illness to public or staff from:</p> <ul style="list-style-type: none"> <li>Inappropriate material and themes in artworks</li> <li>Responses to artist presentations or public Q&amp;A</li> <li>Unidentified triggers in sensitive content, artworks and/or presentations</li> </ul>	S	U	3	<p><i>Tertiary Institutions &amp; C-A-C workers:</i></p> <ul style="list-style-type: none"> <li>Presenters/tertiary institutions briefed on age and context of audience, and appropriate content</li> <li>Pre-event communication to school/external organisation in regards to the content of works on exhibition, with attention to potential triggers and confronting or upsetting works.</li> <li>Informal debrief and additional risk controls for sensitive content, as identified.</li> <li>Caution the public through signage where sensitive content exists in works</li> <li>Additional follow up with school/external organisation or individual, as identified</li> </ul>	M	VU	5
Emergency Situation	<p>Increase risk of serious injury or injury from:</p> <p>Emergency evacuation</p>	S	U	3	<p><i>C-A-C workers:</i></p> <ul style="list-style-type: none"> <li>C-A-C emergency procedures followed</li> <li>C-A-C First Aid Officer on site during CAC opening hours</li> <li>First Aid kit accessible on site at Front Desk and Green Room.</li> <li>Clear access for emergency vehicles</li> </ul>	M	VU	5

					<ul style="list-style-type: none"> <li>• CAC staff to have mobile phones on hand at all times</li> </ul> <p><i>Visitors:</i></p> <ul style="list-style-type: none"> <li>• Visitors briefed on Emergency Procedures and Evacuation area, as part of introductions and general housekeeping</li> <li>• Visitors to be advised of procedures if needing to evacuate from C-A-C staff and escorted out to nominated Evacuation area</li> </ul>			
Contractors working on-site	<p>Increase risk of serious injury or injury from:</p> <p>Incorrect use of CAC facilities</p> <p>Participants and contractors working in a single space</p> <p>Child protection related concerns and risk of harm to visiting child</p>	M	U	4	<p><i>C-A-C Workers &amp; Tertiary Institutions:</i></p> <ul style="list-style-type: none"> <li>• All contractors to be inducted prior to commencement by a CAC staff member</li> <li>• All contractors to have public liability insurance (except for artists contracted by Campbelltown Arts Centre and working in the Arts Centre premises)</li> <li>• Education Officer to ensure that C-A-C staff and contractors working directly with students to have valid Working with Children Checks.</li> </ul>	M	VU	5

RISK CALCULATOR	How Likely - Likelihood – How Likely is it to happen and how often?			
	How Severe - Consequences or Seriousness How bad is it likely to be?	Certain to Occur Expected to occur in most circumstances (VL)	Likely Will probably occur in most circumstances (L)	Unlikely It might occur occasionally or it could happen (U)
<b>Extreme</b> – Kill or cause permanent disability or ill health (K)	1	1	2	3
<b>Major</b> – Cause serious injury / illness or long term illness (S)	1	2	3	4
<b>Moderate</b> – Medical attention and several days off work (M)	2	3	4	5
<b>Minor</b> – First Aid needed (F)	3	4	5	6

Risk	Risk Priority
1	<b>Dangerous level of risk – must be controlled immediately.</b> Access to the hazard should be immediately restricted until the risk can be lowered to an acceptable level. Timeframe for development of action plan to implement controls is within 24 hours .
2	<b>Unacceptable level of risk – must be controlled immediately.</b> Access to the hazard should be immediately restricted until the risk can be lowered to an acceptable level. Timeframe for development of action plan to implement controls is within 24 hours
3	Risks are considered unacceptable. Control measures are required to be introduced to reduce the Risk of injury to an acceptable level. Timeframe for development of action plan to implement controls is within 48 hours
4	Risks are considered unacceptable. Control measures are required to be introduced to reduce the Risk of injury to an acceptable level. Timeframe for development of action plan to implement controls is within 48 hours
5	Risks are considered acceptable. Controls in place adequately reduce the risk of injury. No further action required.
6	Risks are considered acceptable. Controls in place adequately address the Risk of injury to be “Rare” No further risk control necessary.

**Hierarchy of Risk Control - Elimination of the hazard is the first priority.**

**Level 1 Eliminate the Hazard** – Where elimination is not reasonably practicable, minimise the risk by working through the other alternatives in the hierarchy.

**Level 2 Substitute the Hazard** – If the hazard can't be eliminated, try to replace it with a less hazardous material, equipment or work method.

**Isolate the Hazard** – Separate the hazard from the person. For example, install guards, fencing or environmental protection devices.

**Engineering Controls** – Utilise engineering means to control the hazard. For example, change or modification to equipment.

**Level 3 Administrative Controls** – Change work methods – alter tools, equipment, adopt safe systems of work/procedures, training in manual handling or cleaner work practise

**Personal Protective Equipment** – and training in use. Only use as last resort. For example, glasses, gloves, hearing protection.



## Work Health and Safety

### Risk Assessment Sign Off Section

Please ensure that a completed copy of this Risk Assessment, with supporting documentation, is forwarded to Council's Risk Section for approval 4 weeks prior and, if applicable, included in an Event Management Plan.

Risk Assessment	Creative Careers Expo at C-A-C		
Function or Event	Creative Careers Expo 2024		
Section	City Futures	Date of Event	Friday 10 May 2023

Name	Samantha Relihan		Celeste Wrona
Job Title	Assistant Education & Creative Learning Producer (Event Coordinator)	Job Title	Education Officer (Assistant event coordinator & MC)
Signature		Signature	
Date		Date	

Name		Name	
Job Title		Job Title	
Signature		Signature	
Date		Date	



## Work Health and Safety

**Please use the section if a Pre Event Induction is facilitated**

Risk Assessment	Creative Careers Expo, Campbelltown Arts Centre		
Function or Event	Event		
Section	City Futures, Creative Life	Date of Event	Friday 10 May 2024

Name		Name		Name		Name	
Signature		Signature		Signature		Signature	
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Further signatures can be added onto the back of this page