



Risk Management Plan 2016

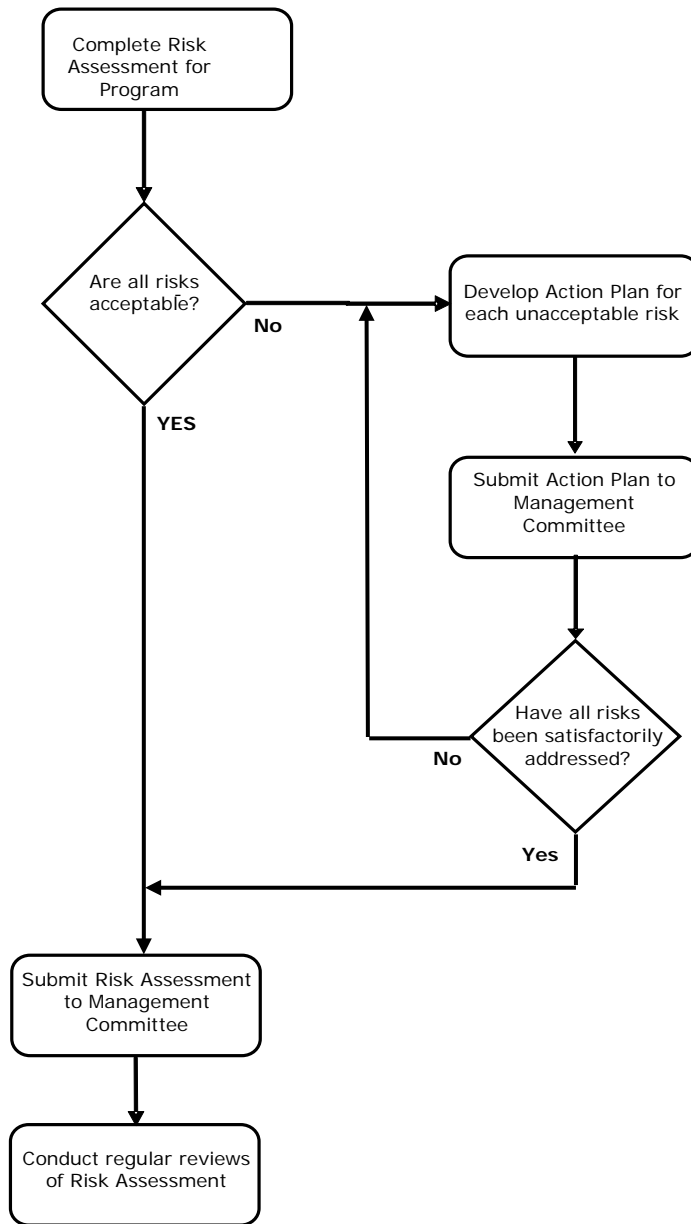
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The following flow-chart shows the steps to be taken when using the Risk Assessment for the Northern Beaches Careers Expo:



Northern Beaches Careers Expo Venue – Miramare Gardens

Ref. #	Task/Identified Risk	Current Strategies & Ratings (refer to attached for rating key)		Risk rating (refer to attached risk rating matrix)			Is risk <u>A</u> ceptable or <u>U</u> nacceptable?
		Description of strategy to minimise risk	HE/ME/IE	L	C	S/H/M/L	A or U?
Bump in							
B1	Arrival and set up of tables - Movement of equipment injury due to lifting	<ul style="list-style-type: none"> Follow OHS lifting techniques. Put up OHS lifting technique signs 	ME	C	2	M	U
B2	Provisions of power to displays - Electrocutation - Tripping on power leads	<ul style="list-style-type: none"> Prepared power supply diagram implementation Circuit breakers on all powerboards, leads not in walkways 	ME	C	3	S	A
B3	Set up of display by representatives -lifting injuries, jamming fingers	<ul style="list-style-type: none"> Follow OHS lifting techniques Reps trained in OHS and in set up of display by employees 	ME	B	3	S	A
Student Safety							
SS1	Entry of students to venue -too many students at once; student crush	<ul style="list-style-type: none"> Large entry doors and foyer Students supervised by their supervising staff member Timetable to keep numbers manageable 	ME	D	3	M	A
SS2	Movement of students up and down staircase -too many students; student crush, tripping	<ul style="list-style-type: none"> Students prepared on movement and cautioned Students supervised by their supervising staff member Timetable to keep numbers manageable 	ME	D	3	M	A

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SS3	Flow of students around the venue -too many students in the display area; student crush	<ul style="list-style-type: none"> • Timetable to keep numbers manageable • Students supervised by their supervising staff member • Designated pathways and floor plan 	ME	D	3	M	A
SS4	Exit of students from the venue -too many students at once; student crush	<ul style="list-style-type: none"> ▪ Large exit doors and foyer ▪ Students supervised by their supervising staff member ▪ Timetables to keep numbers manageable 	ME	D	3	M	A
Food Handling							
FH1	Provision of morning tea -electrocution -burning -choking	<ul style="list-style-type: none"> ▪ Morning tea prepared and served by trained Miramare staff following their OHS regulations and codes of practice 	ME	D	3	M	A
FH2	Provisions of lunch -electrocution -burning -choking -slipping	<ul style="list-style-type: none"> • Lunch prepared and served by trained Miramare staff following their OHS regulations and codes of practice 	ME	D	3	M	A
Traffic Management							
T1	Directing drivers into the car park -being hit by the car -sun burn	<ul style="list-style-type: none"> • Ensure attendant wears fluorescent vest • Ensure attendant stands clear of the car when it drives in • Ensure attendant wears a hat and sun screen 	ME	D	4	S	A
T2	Directing driver to appropriate spot -being hit by car	<ul style="list-style-type: none"> • Ensure attendant wears fluorescent vest • Man attendant with fluorescent pointer 	ME	D	4	S	A

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		Description of strategy to minimise risk	HE/ME/IE	L	C	S/H/M/L	A or U?
	-caught between two cars	<ul style="list-style-type: none"> Ensure attendant stands clear of the car when it drives in 					
T3	Directing drivers out of the car park -Being hit by car	<ul style="list-style-type: none"> Ensure attendant wears fluorescent vest Man attendant with fluorescent pointer Ensure attendant stands clear of the car when it drives in 	ME	D	4	S	A
Bump out							
B1	Pack down of displays -lifting injuries -jamming fingers	<ul style="list-style-type: none"> Follow OHS lifting techniques Reps trained in OHS and in pack down of displays by employees 	ME	C	2	M	A
B2	Pack down and removal of rented items -injuries due to lifting, dropping and jamming fingers	<ul style="list-style-type: none"> Follow OHS lifting techniques First aid officer on site 	ME	C	2	M	A

Risk Ratings

Rating of Existing Control Measures

HE	Highly Effective control
ME	Moderately Effective control
IE	Ineffective control

Risk Assessment Ratings

The following risk matrix is used to assess the level of risk in the Risk Assessments of existing programs by considering the likelihood of the event occurring & the consequences if it did occur.

Likelihood	Consequences				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
A Certain	S	S	H	H	H
B Likely	M	S	S	H	H
C Possible	L	M	S	H	H
D Unlikely	L	L	M	S	H
E Rare	L	L	M	S	S

L = Low risk } **Acceptable**
M = Moderate risk } **risks**

S = Significant risk } **Unacceptable**
H = High risk } **risks**

Additional Notes:

This Risk Management plan is developed and reviewed as part of the provision of the Northern Beaches Careers Expo. This does not include other considerations related to the expo such as supervision, transport to and from the event and other excursion related risks. For any further enquiries, please contact NBCE Management on info@nbben.com.au.