**Property and Facilities Division**

**Form**

EVENT MANAGEMENT RISK ASSESSMENT

Summary of Event Management Risk Assessment. This cover section is **mandatory** for all Risk Management plans submitted:

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| **Event Title:** | BIG DAY IN |
| **Event Date:** |  June 3, 2025 |
| **Proposed Location:** | AEB BLDG |
| **Event Category:** | **Small Medium** |  | **Large X** |  |
| **Event Coordinator Name:** | KELLIE KING and KERRIE BISARO |
| **Organisation:** | AUSTRALIAN COMPUTER SOCIETY |
| **Description of the Event:** *(Provide context and scope for the risk assessment)* | CAREER FAIR DAY WITH INDUSTRY PARTNERS TO SHOWCASE TO HIGH SCHOOL STUDENTS |
| **Target audience:** | 400 | **Estimated total attendance:** | 500 |
| **Stakeholders:** | EAIT, MARKETING, ACS |
| **Reviewed by Organisation Safety/OHS Coordinator:** | Ryan Anderson | **Date:** | 30/04/2025 | **Approved: Comments:** |

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| **RISK IDENTIFICATION** | **DECISIONS and CONTROLS - ACTION PLAN** |
| **#** | **ASPECT** | **LOSS EXPOSURE, or POTENTIAL ADVERSE OUTCOME, or HAZARD,****etc.** | **Initial Risk** *(Before Controls)* | **RECOMMENDED CONTROLS, or EXISTING CONTROLS***(How will the risk be managed)* | **Planned Residual Risk***(After Controls)* | **Responsible Person(s)** |
| 1 | **Access / Egress to and from site** | Vehicle movements – potential for persons to be injured by reversing vehiclesX Attendee movement – ability to exit safely and quicklyOther: | LOW | ALL STUDENTS WILL BE SUPERVISED AROUND THE UNIVERSITY | LOW | KERRIE BISARO |
| 2 | **Set Up and Pack Up** | X Slips, trips, and fallsPinch points / caught between crush pointsStrains and sprains from manual handling exertionIncorrect set up of equipment Other: | LOW | ENSURE ALL CABLES ARE CLEARLY TAPED DOWN AND NO TRIPS OR FALLING POINTS EXIST | LOW | KERRIE BISARO |
| 3 | **Temporary Structures** | Collapse Trip hazardsObstruction of walkways exits / or emergency accessOther: |  | THERE WILL BE NO TEMPORARY STRUCTURES. |  |  |
| 4 | **Adverse Weather** | Harm to patrons from cold or wet conditions if no shelterHigh Winds Other: |  | THE EVENT IS HELD INDOORS |  |  |
| 5 | **Electrically Powered Equipment** | Electric shockX Trip hazards from electric cords Incorrectly placed equipment Other: | LOW | ENSURE ALL CABLES ARE CLEARLY TAPED DOWN AND NO TRIPS OR FALLING POINTS EXIST | LOW | KERRIE BISARO |
| 6 | **Traffic Control** | X Vehicles on site (before, during or after event) | LOW | ALL BUSES HAVE BEEN RECORDED AND HAVE BUS SPACES | LOW | KELLIE KING |

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| 7 | **Number of Patrons****(Crowd Control)** | Panic Protestors Bomb ThreatTrampling (crowd related)Crush (crowd related movement) Excessive number of people at venue Other: | LOW | THERE WILL BE A CONTROLLED NO. OF PEOPLE MOVING THROUGHOUT THE BLDG | LOW | KERRIE BISARO |
| 8 | **Waste Management** | X Overflowing waste containers Other: | LOW | ALL WASTE WILL BE ALLOCATED INTO BINS PROVIDED | LOW | KERRIE BISARO |
| 9 | **Provision of Amenities** | Public urination (indecent exposure) Excessive queues for toilets Contamination of toilet amenities Overload of toilet amenitiesOther: | LOW | AMPLE FACILITIES AVAILABLE | LOW | KERRIE BISARO |
| 10 | **Patron and Staff (worker) wellness** | Heat exhaustion DehydrationStress, anxiety, or other psychosocial risk Other: | LOW | THERE WILL BE PLENTY OF AVAILABLE FOOD AND DRINKS ON THE DAY | LOW | KERRIE BISARO |
| 11 | **Fire Safety** | Fire on sitePatron and staff safety during a fire event Other: | Low | EVERYONE WILL BE BRIEFED ON THE DAY OF THE FIRE EXITS | LOW | KERRIE BISARO |
| 12 | **Provision of Entertainment** | High noise levels leading to public complaintOther: |  | Not Applicable |  |  |
| 13 | **Cash Handling** | Theft |  | Not Applicable |  |  |

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|  |  | Hygiene Other: |  |  |  |  |
| 14 | **Security Matters** | Forced entry / breach of perimeter ProtestorsExcessive number of patrons at venue Undesired patron entryProtection of attendees Drug use on site Other: |  | Not Applicable |  |  |
| 15 | **Service of Alcohol** | Breach of Liquor License (mid strength alcohol only permitted)Excessive intoxication Sick patronsPersons requiring medical attention Supply to minorsCross contamination during serving of premixed drinks (i.e., wine punch Etc. should be served from a dispensing machine – no refill policy – no reuse of cups policy)Other: |  | Not Applicable |  |  |
| 16 | **Service of Food** | Food Poisoning through inadequate food preparation, handling and controlOther: |  | All Students bring their own food. |  |  |
| 17 | **Competitions** | Injury during planned or impromptu competitionsOther: |  | Not Applicable |  |  |

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| 18 | **On Site Incident Management** | Communication of incident Emergency alarms and protocols Emergency Control Organisation Other: |  | Responsibility of ACS |  | Kerrie Bisaro |
| 19 | **Consequential Outcomes** | Sexual Assault Conflict or fights Other: |  | Responsibility of ACS |  | Kerrie Bisaro |
| 20 | **Campus Assets** | Damage to flora and fauna Damage to buildings and structures Other: |  | Not Applicable |  |  |
| 21 | **Off Site Matters** | Public complaintsNeighbours impacted by noise levels Neighbours impacted by intruders Other: |  | Not Applicable |  |  |
| 22 | **Reputational risks** | Loss of reputation Misconduct Negative feedback Other: |  | Not Applicable |  |  |
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| **THIS SECTION TO BE COMPLETED BY THE UNIVERSITY OF QUEENSLAND ONLY** |
| **Received by Security:** |  | **Date:** |  | **Sufficient: Y N** |
| **Event Risk Category:** | **Minor** | **Major** |  |
| **Received by OHS:** |  | **Date:** |  | **Sufficient: Y N** |