

Master List		Description: Science Festival Expo and offsite venues					Date: 06/08/2019 - 15/08/2019			Prepared By: Geoff Gardner						
							Impact of Implementing Additional Controls			To be approved by: Catherine Beehag						
No.	Risk, Hazard or Issue	Context exposed or location staff are exposed to hazard	Workgroup	Control Summary Existing Controls to manage the risk/hazard / issue	Likelihood of Occurrence	Consequence	Initial Risk Rating	Additional Controls to be Implemented / Actions to better manage the risk	Comments	Revised Likelihood of Occurrence	Revised Consequence	Revised Risk Rating	OK to Proceed? YES or NO	Person responsible for managing the risk & implementation of additional controls / actions	By When	Relevant resources including Australian Standards or Intranet Pages etc.
1	Fire	Hyde Park		Coordinated by Security & Fire Wardens.	Unlikely	Severe	High	Staff & Volunteers briefing on Sat & School dates re emergency procedures. All SEE Staff have First Aid Certificates.	Fire Evacuation Alarm. Check to see if adequate Fire Wardens. Consult with Security.	Unlikely	Severe	High	YES	Daily briefings Warden numbers - Security. Check sufficient number of radios. SITC & Security.	Complete with daily monitoring	Emergency Evacuation Plan
2	Emergency evacuation due to bomb threat, fire alarm etc.	Hyde Park		Monitored through onsite CCTV.	Unlikely	Severe	High	Inform Staff & Volunteers of the evacuation exits and meeting points at briefing on M-F & Sat and other emergency procedures.	Staff induction & updates from Security. Fire Evacuation Alarm and Site Lock Down alarm if necessary.	Unlikely	Severe	Medium	YES	Daily briefings - Security. SITC check sufficient number of radios with Customer Service Manager	Complete with daily monitoring	Emergency Evacuation Plan
3	Site Lock-down	Hyde Park		Coordinated by Security & Fire Wardens.	Unlikely	Severe	High	Inform Staff & Volunteers at briefing on M-F & Sat and other emergency procedures.	Staff induction & updates from Security. Site Lock Down alarm if necessary.	Unlikely	Severe	Medium	YES	Daily briefings - Security. SITC check sufficient number of radios with Customer Service Manager	Complete with daily monitoring	Site Lock-down Plan
3	Expo overcrowding	Hyde Park		Coordinated by SITC Staff & volunteers	Possible	Minor	Medium	Speak with Security regarding extra security for peak periods	Schools need to pre-book, limiting workshop venues to 30 students, and expo space to less than 80. 30+ volunteers to monitor. Communication with Security.	Unlikely	Insignificant	Low	YES	Daily briefings & staff roster -Check sufficient number of radios & volunteers	Monitored through bookings site & during event	Bookings and venues sheets
4	Lost child/students	Hyde Park		Coordinated by SITC Staff & volunteers	Rare	Severe	Medium	Lost Child Action Plan set in place by Security. Additional Security FOH.	Lost Child Action Plan. Students have labelled stickers with School, teacher name, teacher contact number, class group, School uniforms.	Rare	Minor	Low	YES	All staff & Security	Monitored during event	Lost Child Procedure, Arrival lists and daily programming
5	Prams creating trip hazard/blocking walkways	Hyde Park		Coordinated by SITC Staff & volunteers	Possible	Minor	Medium	Pram parking stations allocated at Hyde Park	Need to minimize prams/strollers within the venue due to visitor numbers. Daily briefings will note pram parking/ pram awareness on Saturday. Noted on booking site about no prams in theatre spaces/shows.	Unlikely	Insignificant	Low	YES	Security. Signage for prams - SITC staff	Monitored during event	Not available
6	Wet weather queuing	Hyde Park		Pre-bookings for activities to minimise queues and outdoor breaks.	Possible	Minor	Medium	Bollards to assist with visitor flow	Pre bookings queues. Bollards to assist with visitor flow and install portable canopies.	Possible	Insignificant	Low	YES	Customer Service - FOH Admissions / SITC staff	Monitored during event	Not available
7	Visitor / public aggression	Hyde Park		Coordinated by Security.	Unlikely	Major	Medium	Staff awareness	Presenter and exhibitor induction and presenter packs outlining important factors which might occur.	Rare	Moderate	Low	YES	SITC staff & Security	Monitored during event	Not available
8	Traffic incidents crossing busy roads and intersections	Hyde Park, Sydney Grammar, PCYC		Coordinated by SITC staff & volunteers	Possible	Severe	Medium	Staff awareness, monitoring of SITC staff, volunteers and attending teachers	Teachers will be provided with visitor pathways to venues and volunteers and staff will be briefed about safe crossing points and protocols	Unlikely	Minor	Low	YES	SITC staff, teachers and volunteers	Monitored during event	Not available
9	Obstructing footpaths with queue on bus arrival	Entry points		Not an issue for normal operations.	Possible	Minor	Medium	Additional signage, bollards, CCTV monitoring & supervision	Visitors will queue up College Street. Buses will be greeted and classes taken to appropriate venue ASAP.	Unlikely	Insignificant	Low	YES	Festival Staff & volunteers rostered to monitor - Briefing. CCTV. Security	Monitored during event	Not available
10	Communication problems. Radios outage	Hyde Park		Recent upgrade to digital. Greater reliability to previous radios.	Unlikely	Minor	Low	Recharge radios. Check range of radios from PCYC to Anzac sites.	Mobile phones for staff.	Unlikely	Insignificant	Low	YES	SITC team to check battery life	Monitored during event	Not available
11	Cleaners duties including toilets and garbage bins	Hyde Park		Extra cleaners rostered on in peak times. AM staff communicate with Building Services. Extra bins for workshop venues.	Possible	Minor	Medium	Additional cleaning staff.	Extra cleaning roster pre-event and during peak periods. Staff monitoring & call Building Services if required.	Unlikely	Minor	Low	YES	Adequate cleaning staff & suitable duties - Building Services	Arrange cleaner rosters prior to event	Not available
12	Out of service toilets	Hyde Park		Cleaners rostered on. AM staff communicate problems to Security & Building Services and external hire company	Possible	Minor	Medium	Cleaners to monitor	SITC discuss with toilet providers and waste management services	Rare	Minor	Low	YES	Cleaners, Building Services & Security	Monitored during event	Not available
13	Increased theft, loss of equipment	Hyde Park		Security, staff & volunteer monitoring.	Unlikely	Minor	Medium	Shop stock removed from Atrium.	Consult with Retail & Security	Rare	Insignificant	Low	YES	Security & Retail	Monitored during event	Not available
14	Obstructed egress of visitors on walkways	Entry points		Signage for various venues. Clear entry and exit points for Hyde Park	Possible	Minor	Medium	Bollards, signage, staff & volunteers supervising	Volunteers and SITC staff in bright t-shirts to assist visitor facilitation.	Possible	Insignificant	Low	YES	Bollards, staff & signage. Consult with FOH Admissions. STIC.	Monitored during event	Not available
15	No show of numerous staff from e.g. transport issue	Hyde Park		Rosters, contact details for staff, monitor transport info lines	Possible	Minor	Medium	Listing of staff phone numbers and contacts	Ensure roster and contact numbers available	Rare	Insignificant	Low	YES	Contact numbers of all rostered staff - SITC to provide copy to Security.	Monitored during event	Staff rosters
16	Vehicle Management	Hyde Park		Vehicles keep to designated paths at 5kmh	Unlikely	Minor	Medium	Parking permits and vehicle access authorised where applicable. High visibility vests for SEE Staff	Vehicles to have hazard lights on plus staff for pedestrian management	Rare	Insignificant	Low	YES	SITC staff & contractors	Planned arrivals for contractors and constantly monitored	Not available
17	Emergency incidence response. First aiders.	Hyde Park		Security act as first response to first aid requirements.	Possible	Moderate	High	First Aid Kit available on site. Consult with Security regarding use of St Johns First Aid volunteers.	Science Engagement & Events staff have Current First Aid Certificates.	Possible	Minor	Low	YES	Security & All staff	Pre-book St John's prior to event	Not available
18	Burns, scolds & irritations	Hyde Park		Collection of Safety data sheets and presenter risk assessments	Possible	Minor	Medium	Make running water available onsite. First Aid Kit available on site. Consult with Security	Ensure all Science demonstrators are wearing and supplying (where necessary) appropriate personal protective equipment (PPE).	Rare	Minor	Low	YES	Festival Staff to monitor - Briefing. Security	Monitored during event	Not available
19	Electrical outage	Hyde Park		Exhibition Services contact tradesperson and generators. Lighting within Hyde Park during normal operations.	Unlikely	Minor	Medium	Ensure Production A/V staff available for Launch.	Tag and Testing of electricals.	Rare	Minor	Low	YES	Hire company tradesman onsite every morning.	Monitored during event	Not available
20	Extra waste bins	Hyde Park		Currently no bins onsite. Book extra cleaning	Likely	Minor	Medium	Provide extra bins for workshops and key areas in expo and grass areas.	Consult with Building Services	Rare	Insignificant	Low	YES	Building Services to organize additional pickup of dock waste bins	Arrange week prior to event	Not available
21	Chemical storage and waste	Hyde Park		Collection of Safety data sheets and presenter risk assessments	Unlikely	Moderate	Medium	Provide adequate storage and sealed containers for disposal	Follow safe work practice and disposal procedures	Rare	Minor	Low	YES	Festival Staff to monitor - Briefing. Security	Monitored during event	Lab safety guidelines for managing risks with chemicals
22	Grass and Garden damage	Hyde Park		Not applicable at present	Possible	Minor	Medium	Speak with Council about Fork Lift arrival for one tonne weights. Look at possible lunch spaces for schools	Check grass covering is suitable for all uses	Rare	Insignificant	Low	YES	SITC staff, contractors & security	Monitored during event	Walkthrough with COS and Exhibit Hire Company.
23	Publicity on social media.	Festival partners		Monitored by Digital Media Officer & Christine	Unlikely	Minor	Low	IT to moderate wireless internet usage	Consult with Christine & staff	Rare	Insignificant	Low	YES	SITC staff onsite & monitoring social media. Consult with Shirani & Social Media Team.	Monitored during event	Not available
24	Seating for elderly / families etc.	Hyde Park		Several seats located around the park	Possible	Minor	Medium	Hire chairs to be in Hyde Park area. If raining STIC discuss student meal areas. E.g. undercroft, pop-up marquees?	No additional seats due to visitor numbers	Rare	Minor	Low	YES	SITC staff & FOH Floor staff	Morning of weekend event	Not available
26	Visitor movement / pinch points	Hyde Park		SITC Staff and volunteer monitoring. Designated entry and exit points	Possible	Minor	Medium	Roster to ensure staff & Volunteers closely monitor & act swiftly. Discussed in morning briefing. School itineraries with pre-bookings for expo space	Monitoring by Security, additional Volunteers & staff to closely monitor.	Unlikely	Insignificant	Low	YES	All staff	Monitored during event	Not available
27	Not enough toilets to cater for visitors	Hyde Park		No toilets currently onsite.	Possible	Minor	Medium	Hire portable toilets to be onsite. Discussed in morning briefing. Additional cleaners during peak periods.	monitoring by Security, Building Services, cleaners, additional Volunteers & staff to closely monitor.	Rare	Minor	Low	YES	Building Services	Prior to events	Not available
28	Use of Winnie the dinosaur	Hyde Park		Not an issue for previous operations with escorts' & trained staff inside costume.	Possible	Minor	Medium	Trained puppeteers & handlers	Winnie handlers	Unlikely	Insignificant	Low	YES	SITC follow up with appropriate AM staff & handler/escort. SITC to contact Security before Winnie starts for assistance.	Monitored during event	Not available