

EVENT RISK ASSESSMENT PLAN - BSTREETSMART

Area	What could go wrong	Person/Location affected	Likelihood of it occurring (See Matrix next page)	Consequence if it occurs (See Matrix next page)	Risk Rating (see Risk Rating Tab)	Action to Control the Risk	Who	By When
Attendees	Crushing	Any person attending the event.	D	5	Extreme	<ul style="list-style-type: none"> * Design layout of the event to reduce concentration of people in any one place. Ushers briefed by Qudos Bank Arena each day on venue emergency procedure and general arena safety information * Ushers in place to monitor traffic * St John Ambulance on site * Qudos Bank Arena has an Emergency Management Plan & Chief Warden on duty * CCTV cameras in public areas * Medical centres close by at Newington Village, Auburn and Concord West. 	Ushers & Qudos Bank Arena Security & St John Ambulance NSW & Event Team	14/8/17
Attendees	Fainting/falling going to or from seats or up stairs in the venue.	Any person attending the event.	B	3	High	<ul style="list-style-type: none"> * First aid/St John Ambulance on hand at the event (Main Concourse near Door 4). * Teacher from the school notified * Ushers to assist person to First Aid area or St John Ambulance called to them wherever they are in the arena * Medical centres close by at Newington Village, Auburn and Concord West. 	First Aid/St John Ambulance NSW	14/8/17
Attendees	Airconditioning not working resulting in fainting/overheating.	Any person attending the event.	C	2	Moderate	<ul style="list-style-type: none"> * First aid/St John Ambulance on hand at the event (Main Concourse near Door 4). * Teacher from the school notified * Qudos Bank Arena have maintenance staff on hand to fix airconditioning. * Ushers to assist person to First Aid area or St John Ambulance called to them wherever they are in the arena * Medical centres close by at Newington Village, Auburn and Concord West. 	Qudos Bank Arena/First Aid/St John Ambulance NSW	14/8/17
Attendees	Overwhelmed/Stress	Any person attending the event.	B	2	High	<ul style="list-style-type: none"> * Any student who feel overwhelmed or stressed to be taken to on-site counsellors at Door 14 * Counsellors will be roaming the venue as well. 	Councillors	14/8/17
Attendees	Missing Person	Any person attending the event.	E	5	High	<ul style="list-style-type: none"> * Qudos Bank arena is 'locked down' whilst the event is in progress. * Teacher from the school will notify Event Staff. * Event staff to notify Qudos Bank Arena Security who will make an announcement * Teacher of school to make decision as to whether additional police should be called or any additional outside help. 	Event Organizers/School	14/8/17
Attendees	Disorderly unruly behaviour	Any person attending the event.	B	2	High	<ul style="list-style-type: none"> * Qudos Bank Arena brief ushers on a daily basis on arena emergency procedures * Ushers in place to monitor * Qudos Bank Arena security on site * Qudos Bank Arena has an Emergency Management Plan & Chief Warden on duty * CCTV cameras in public areas * Police on site 	Ushers & Qudos Bank Arena Security staff	14/8/17
Interactive Display Sponsors	Misuse of interactive displays leading to damage.	Any person attending the event.	E	3	Moderate	<ul style="list-style-type: none"> * Interactive displays are to be manned at all times during the Interactive Display section of the event. * At other times, Qudos Bank Arena security staff and Event staff will monitor the displays but ultimate responsibility will lie with the owners of the displays. * Night security guard employed to monitor the venue throughout each night. * Ushers & Security staff on site and roaming throughout the event. * Police also on-site * Insurance in place - individual Interactive Displays and Event owners * Qudos Bank Arena has an Emergency Management Plan & Chief Warden on duty * CCTV cameras in public areas 	Ushers & Qudos Bank Arena Security staff	14/8/17
Qudos Bank Arena	Malicious damage to the venue by attendees	Qudos Bank Arena & attendees	D	2	Minor	<ul style="list-style-type: none"> * Qudos Bank Arena security staff and Event staff will monitor the venue during the event. * Night security guard employed to monitor the venue throughout each night. * Ushers & Security staff on site and roaming throughout the event. * Police also on-site * CCTV cameras in public areas 	Ushers & Qudos Bank Arena Security staff	14/8/17

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Attendees/Event Organisers	Drug and/or alcohol affected.	Any person attending the event.	E	4	High	* School teacher advised if a student. * If a student, the teacher is responsible for action to be taken. *Person escorted off site by Qudos Bank Arena Security personnel and placed in a cab to ensure safely off venue or escorted home.	School/Qudos Bank Arena Security School	14/8/17
Attendees/Event Organisers	Electrical cables lose and tripped over	Any person attending the event.	D	3	Moderate	*AV company responsible for all cords and equipment that they provide to the event including the stability of them * Qudos Bank Arena provides specific gaffer tape for all Interactive Displays on site for taping down of cords. * Qudos Bank Arena provides an electrician to ensure that all cords are secure.	AV supplier/Qudos Bank Arena	14/8/17
Attendees/Event Organisers	Food poisoning from outlets.	Any person attending the event.	C	3	Moderate	* Stall holders are provided by Qudos Bank Arena and must comply with Australian National Food standards and health regulations * Qudos Bank Arena notified * First aid on site * Qudos Bank Arena has an Emergency Management Plan & Chief Warden on duty * Medical centres are close by at Newington Village, Auburn and Concord West. Concord Hospital on Hospital Rd, Concord is the closest hospital.	Qudos Bank Arena	14/8/17
Attendees/Event Organisers	Leak of petrol/fumes from cars used during the event.	Any person attending the event.	E	2	Low	*Emergency services on site - Police/Fire/Ambulance *Call additional outside help if required	Emergency Services on site - Police/Fire/Ambulance	14/8/17
Attendees/Event Organisers	Power failure	Any person attending the event.	D	1	Low	*Evacuation procedures if necessary *Ushers on site * Qudos Bank Arena has an Emergency Management Plan & Chief Warden on duty	Qudos Bank Arena	14/8/17
Attendees/Event Organisers	Water/Toilet failure	Any person attending the event.	D	1	Low	*Qudos Bank Arena Maintenance Staff on site * Four large sets of male & female toilets on site along with wheel chair accessed toilet on each public level. * Qudos Bank Arena has an Emergency Management Plan & Chief Warden on duty	Qudos Bank Arena	14/8/17
Event Organisers	AV failure	Event Organisers & Sponsors	D	2	Low	* Event Organizers to find replacement or rework the schedule of the event.	Event Organizers	14/8/17
Event Organisers	Presenter no show	Event Organisers/Sponsors	E	3	Moderate	*Event Organizers to find replacement or rework the schedule of the event.	Event Organizers/School	14/8/17
Attendees/Event Organisers	Electrocution	Any person attending the event.	E	5	High	*St John Amulance NSW on site * Ambulance on site * Concord Hospital on Hospital Rd, Concord is the closest hospital.	Emergency Services	14/8/17
Attendees/Event Organisers	Traffic Congestion	Any person attending the event.	D	1	Low	* Ushers staff to man bus parking area. * Qudos Bank Arena has an Emergency Management Plan & Chief Warden on duty	Ushers/Qudos Bank Arena Security	14/8/17
Attendees/Event Organisers	Car Crash (in stadium/in parking area)	Any person attending the event.	E	4	High	* St John Ambulance of NSW *Ambulance on site * Concord Hospital on Hospital Rd, Concord is the closest hospital.	Qudos Bank Arena / Emergency Svcs	14/8/17
Attendees	Injury from Interactive Displays	Any person attending the event.	E	4	High	* Interactive Display Stand holders to abide by set up and set down times as per briefing * Interactive displays will be manned at all times during the Interactive Display section of the event * Each display owner has their own insurance. * Concord Hospital on Hospital Rd, Concord is the closest hospital.	Sponsor/Event Organizers	14/8/17

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Attendees/Event Organisers	Explosion	Any person attending the event.	E	5	High	* Firemen on site * Qudos Bank Arena has an Emergency Management Plan & Chief Warden on duty. * Concord Hospital on Hospital Rd, Concord is the closest hospital.	Qudos Bank Arena / Emergency Services	14/8/17
Attendees/Event Organisers	Fire	Any person attending the event.	E	5	High	* Firemen on site * Qudos Bank Arena has an Emergency Management Plan & Chief Warden on duty * Concord Hospital on Hospital Rd, Concord is the closest hospital.	Qudos Bank Arena / Emergency Services	14/8/17
Performers & Presenters	Injury from reenactment of crash scenario	Performers/presenters	C	4	Extreme	* St John Amulance NSW on site. * Ambulance on site * Qudos Bank Arena has an Emergency Management Plan & Chief Warden on duty * Severly injured will be taken to Westmead Hospital.	Qudos Bank Arena / Emergency Services	14/8/17
Attendees	Injury whilst alighting from bus and entering the Arena and exiting the arena	Teachers/Students	D	4	High	* Schools briefed via email and on bstreetsmart website that the tunnel from the bus car park to the Arena is to be used once the students alight from their bus avoiding having to cross any roads or coming in contact with any bikes/cars. * St John Amulance NSW on site. * Ambulance on site * Qudos Bank Arena has an Emergency Management Plan & Chief Warden on duty * Severly injured will be taken to Westmead Hospital.	Qudos Bank Arena / Emergency Services	14/8/17