

Risk Assessment

Activity/Service	Career Links – Career Expo held at Newcastle Race Course 14/5/2026	Date	29/04/26
Assessed By	Ashlee Flewitt	Reviewed By	Jo Verden

Activity Step	Hazards / Risks	L	C	R	Controls
Vehicle traffic Exhibitors-Staff-Volunteers	Unsafe movement of vehicle traffic.	C	2	M	Vehicles entering the venue to follow venue directions and signage, no vehicle access from 8:00am to 4:00pm or when visitors are in attendance on the day of the Expo. Restricted access at other times.
Safe Manual Handling Staff-Volunteers	Hazards associated with manual handling by using incorrect techniques, not using a team lift technique or not using a manual handling aid during set up, Expo day activities and dismantling of event.	C	4	M	Ensure a test lift is undertaken prior to lifting, ensure where appropriate a designated manual handling aid is used, ensure that where appropriate 2+ persons are involved. Correct manual handling techniques MUST be implemented AT ALL TIMES.
Tripping – Knocks - Falls Exhibitors-Staff-Volunteers-Visitors	Wires/leads, stands, chairs & tables causing trip/knock/fall hazard during set up, Expo day activities and dismantling of event.	C	4	M	All wires/leads will be taped to the floor, while stands, tables & chairs will be placed in such a position as to not cause a trip/knock /fall hazard to Exhibitors, Staff or Visitor.
Slip-Trip-Fall	Wet weather prior or during event creating slippery surfaces/and or muddy ground. Potential injury to people from impact due to fall.	D	3	M	Additional care to be taken by vehicles during set up and pack down in case of wet surfaces/roads. Additional care/signage used to direct foot traffic around puddles and on slippery surfaces.
Weather Hazards Sun	Sunstroke, Sunburn	D	3	M	Additional procedures to be introduced to limit the exposure in outdoor spaces. All participants are instructed to bring water, hat, umbrella or wet weather gear. When lightning is around visitors will be kept indoors
Storm	Lightning, Wind	D	3	M	
Crowd Control Visitors	Capacity of venue exceeded, squashing due to panic.	E	3	M	Visitor times scheduled, inductions before entry, visitor entry controlled at entry gates, staff to use mobile phones to monitor and manage crown flow.

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Emergency Evacuation Exhibitors-Staff-Volunteers-Visitors	The need to evacuate the venue in an emergency.	E	3	L	Follow evacuation plan as per venue Emergency Procedures. (Displayed on venue walls)
First Aid Exhibitors-Staff-Volunteers-Visitors	First Aid provision.	C	4	M	As per venue procedures. Designated first Aider and or Ambulance to be in attendance.
Security Exhibitors-Staff-Volunteers-Visitors	Intimidation by unwanted guests or strangers	E	5	L	Security as per venue procedures. ID Bands provided to all attendees.
	Inappropriate behaviour from members of the public	D	2	H	Staff and volunteers positioned throughout the venue. Immediate incident escalation procedures in place. Any individual displaying inappropriate behaviour will be removed from the event.
Entry of students and general public into the event Exhibitors-Staff-Volunteers-Visitors	Unsupervised interaction between students and members of the public	D	2	H	Schools required to maintain active supervision of students at all times. No student permitted to attend without a supervising adult/teacher. Separate entry and exit gates for schools and member of the public. Staff and volunteers positioned throughout the venue to monitor behaviour. Clear designated meeting points for school groups
Registration and identification of attendees Visitors	Difficulty identifying attendees (students vs public)	C	3	H	Colour-coded ID Bands issued to students, staff and members of the public. Members of the required to sign in on arrival using a QR code to capture a log of who attended the event. Staff and volunteers wear clearly identifiable uniforms.
Supervision of school students during the event Staff-Volunteers- Visitors	Students becoming lost or separated from group	C	3	H	Schools instructed to maintain active supervision of students at all times. Designated school muster point established. Event staff informed of what to do in lost child situation. PA system available for announcements.

Hierarchy of Controls:	<ol style="list-style-type: none"> 1. Elimination of the hazard or Risk 2. Substitution, eg change equipment or materials 3. Isolation, eg barriers, distance, enclosures 	<ol style="list-style-type: none"> 4. Engineering controls, eg guarding 5. Administrative controls eg. WMS, Procedure, supervision, training 6. Personal Protective Equipment (PPE) 																																											
Likelihood <i>A = Almost Certain: Expected to occur</i> <i>B = Likely: Will probably occur</i> <i>C = Possible: Might occur at sometime</i> <i>D = Unlikely: Not likely to occur</i> <i>E = Rare: Exceptional circumstances</i>	Consequence <i>1 = Catastrophic: Extreme pollution; Death or permanent disability; > \$500,000</i> <i>2 = Major: Severe pollution; Long term illness or serious injury; \$50,000 to \$500,000</i> <i>3 = Moderate: Significant pollution; Medical attention & off work; \$10,000 to \$50,000</i> <i>4 = Minor: Low level pollution, First aid treatment; \$1,000 to \$10,000</i> <i>5 = Insignificant: Minimal pollution, No injuries; Loss < \$1,000</i>	Rating <i>E = Extreme</i> <i>H = High</i> <i>M = Moderate</i> <i>L = Low</i>	<table border="1"> <thead> <tr> <th></th> <th colspan="5"><i>Likelihood</i></th> </tr> <tr> <th><i>Consequence</i></th> <th><i>A</i></th> <th><i>B</i></th> <th><i>C</i></th> <th><i>D</i></th> <th><i>E</i></th> </tr> </thead> <tbody> <tr> <td><i>1</i></td> <td><i>E</i></td> <td><i>E</i></td> <td><i>E</i></td> <td><i>E</i></td> <td><i>H</i></td> </tr> <tr> <td><i>2</i></td> <td><i>E</i></td> <td><i>E</i></td> <td><i>E</i></td> <td><i>H</i></td> <td><i>H</i></td> </tr> <tr> <td><i>3</i></td> <td><i>E</i></td> <td><i>H</i></td> <td><i>H</i></td> <td><i>M</i></td> <td><i>M</i></td> </tr> <tr> <td><i>4</i></td> <td><i>H</i></td> <td><i>H</i></td> <td><i>M</i></td> <td><i>L</i></td> <td><i>L</i></td> </tr> <tr> <td><i>5</i></td> <td><i>H</i></td> <td><i>M</i></td> <td><i>L</i></td> <td><i>L</i></td> <td><i>L</i></td> </tr> </tbody> </table>		<i>Likelihood</i>					<i>Consequence</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>1</i>	<i>E</i>	<i>E</i>	<i>E</i>	<i>E</i>	<i>H</i>	<i>2</i>	<i>E</i>	<i>E</i>	<i>E</i>	<i>H</i>	<i>H</i>	<i>3</i>	<i>E</i>	<i>H</i>	<i>H</i>	<i>M</i>	<i>M</i>	<i>4</i>	<i>H</i>	<i>H</i>	<i>M</i>	<i>L</i>	<i>L</i>	<i>5</i>	<i>H</i>	<i>M</i>	<i>L</i>	<i>L</i>	<i>L</i>
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Risk Assessment to address WH&S, Quality and Environmental Risks. A Risk Rating of **E** or **H** requires the risk be addressed immediately, with a Control based on the Hierarchy of Controls. You must identify any Legislation, Australian Standard or Code of Practice relevant to the Service or Activity being assessed and detail in the section below.