

Risk Assessment: Turner Centre Plaza Area

Hazard	Possible Incidents	Possible Harm	Likelihood/ Impact	Risk	Controls	Responsibility
Step between Plaza & Events Centre	Trips, Falls	Minor to moderate injury	C1	L	Signage "Beware of the Step" or equivalent.	General Manager
					Edge is taped yellow to highlight.	
					Surfaces are tidy and maintained.	
Ramp to Toilets	Trips, Falls	Minor to moderate injury	C1	L	Curtains pulled to stop people climbing / sitting on bannister railings.	Hirer
					Larger events might need security staff to keep people from climbing on the railings or stage.	
					Surfaces are tidy and maintained.	General Manager
Trip hazards	Trips, Falls	Insignificant to minor injury	C1	L	Carpet is tidy and maintained.	General Manager
					All cables will be taped down or secured.	Hirer
					In low lit areas white tape will be used to draw attention to these hazards.	Hirer
Stage	Falls off the stage	Moderate injury	D3	M	No jumping off stage.	Hirer
Setting Up Chairs & Tables	Lifting Injury, Strains, Trips	Minor to moderate injury	C1	L	Use designated trolleys for moving items.	Hirer
					Tables only moved by two people.	
					Tables are strapped on to trolley.	
					Trained Staff.	General Manager
Signage: correct stowing, moving.						
Swinging Doors	Door comes into contact with person during opening.	Minor injury	M2	M	Keeping doors wedged open when areas are crowded.	Hirer
Electrical Equipment	Electrocution	Moderate injury	D3	M	All Turner Centre equipment is Test & Tagged.	General Manager
					All hirers equipment brought on site needs to be Test & Tagged	Hirer
					Noticeably damaged equipment not to be used.	
Roller door	Incorrect Operation	Moderate to serious harm	D3	M	The roller door is only used by competent, venue approved personnel.	General Manager
					Make sure door is clear of obstructions.	
					Always lift door high up.	
					Always watch trucks reversing into loading dock.	
Backstage Corridor Doors	Door comes into contact with person during opening.	Minor injury	M2	M	Signage on the stage side of the door – warning about door opening.	General Manager
					Floor area on the corridor side is taped out with a warning message regarding not standing in the area.	

Working at Height	Falling	Minor to moderate injury	C2	M	Ladders are only used by competent, venue approved personnel. Extra care taken over 2.5m. All ladders used will be footed and used in accordance with manufacturer instruction.	Venue Technician
	Dropping Items	Minor to moderate injury	C2	M	Ladders are only used by competent, venue approved personnel. Extra care taken over 2.5m. Items used at height are to be secured to your person via lanyard or equivalent at all times. No work to be undertaken underneath the personnel at height.	Venue Technician
Fire	Fire	Burns, Death, Extreme Damage to property.	D4	H	In the event of a fire, ALL WORK STOPS and Evacuation Procedures commence. Venue Personnel or hirer will ensure all are evacuated as per procedures.	General Manager / Duty Manager / Hirer
Earthquake	Earthquake	Damage to building, Panic.	E5	M	In the event of an earthquake ALL WORK STOPS and Evacuation Procedures commence once shaking subsides. Venue Personnel or hirer will ensure all are evacuated as per procedures.	General Manager / Duty Manager / Hirer

RISK ASSESSMENT MATRIX			SEVERITY				
			1. Insignificant	2. Minor	3. Moderate	4. Major	5. Extreme
			First Aid	Medical Treatment	Serious Injury	Multiple Serious Injuries	Fatality
LIKELIHOOD	Almost Certain	A	M	H	C	C	C
	Likely	B	M	H	H	C	C
	Possible	C	L	M	H	H	C
	Unlikely	D	L	M	M	H	H
	Rare	E	L	L	L	M	M

	RISK
C = Critical	Action Immediately
H = High	Action ASAP
M = Moderate	Managed by Controls
L = Low	Managed by routine procedures