

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 |
| | | | | | Only Trained Staff to set up tables and chairs | |
| | | | | | Signage: correct stowing, moving. | General Manager |
| 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. | Venue Technician |

| | | | | | | |
|---|----------------|---|----|---|--|--|
| | | | | | All ladders used will be footed and used in accordance with manufacturer instruction. | |
| | Dropping Items | Minor to moderate injury | C2 | M | Ladders are only used by competent, venue approved personnel. Extra care taken over 2.5m. | Venue Technician |
| 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. | | | | | | |
| 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 |