

## Formal Risk Assessment

<b>Event Title:</b>	Sydney Royal Easter Show Schools Program	<b>Bump-In Date(s):</b>	SEE EASTER SHOW DATES
<b>Event Location:</b>	Sydney Showground	<b>Event Operational Date(s):</b>	11/04/2025 – 22/04/25
<b>Event Organiser:</b>	RAS Education Team	<b>Bump-Out Date(s):</b>	SEE EASTER SHOW DATES
<b>Event Description:</b>	The Easter Show schools program enables school groups to attend the show and a reduced group booking cost and enjoy the educational benefits of the day. The schools program includes options to book into food technology and agriculture workshops.	<b>Scope of Event Works:</b>	
<b>Risk Assessor:</b>	Ducan Kendall	<b>Date Completed:</b>	
<b>Persons Consulted:</b>		<b>Version:</b>	1
		<b>Approved by:</b>	

Version: 1  
 Approved: 11/12/2024  
 Review: 11/12/2024

## Risk Assessment Guidelines

All RAs as a minimum should include controls for managing the following hazards:

- Manual tasks
- Vehicle management for load in/out
- Responding to fire and emergencies
- Persons working unfamiliar temporary work area – controls to include induction, training, and supervision of workers

The following hazards should be included and controlled where present at the event:

- Crowd Risks:
  - > Public attendance – any event with public attendance, RA should address risk of overcrowding, high density crowds.
  - > Queuing
- Food preparation
  - > LPG storage and use
  - > Gas Appliances
  - > Food safety
  - > Allergens

- Electrical Installation
- Pyrotechnics
  - > Fireworks
  - > Cold Pyro
  - > Other special effects including haze
- Hot Works
  - > Metal Cutting and grinding
  - > Arc welding
  - > Oxy Cutting
- Temporary structures:
  - > Stages (including fall from stage)
  - > Exhibitor stands
  - > Marquees (larger than 3x3m will require structural certification)
  - > Temporary fencing (to be braced and ballasted in accordance with structural certification)
  - > Other temporary structure

Note: Any structural work classified under the WHS Act as 'Construction Work' must be identified, and requirements in relation to completion of General Construction Induction (White Card) training adhered to.

- Events involving at-risk patron groups:
  - > Children (supervision and procedures for lost/missing and injured minors)
  - > Persons with a disability
  - > Persons with a medical condition

- Events involving animals:
  - > Livestock
  - > Domestic pets
  - > Exotic pets
  - > Interaction of event patrons with animals

- Powered Mobile Plant:
  - > Forklift truck
  - > Elevating work platform (EWP)
  - > Crane
  - > Heavy vehicles

- Other forms of high-risk work:
  - > Rigging
  - > Scaffolding
  - > Working at height
  - > Working on or near roads

- Patron arrival/departure transport:
  - > Coach pickup/drop off locations and management
  - > Patron parking and routes to entry
- Alcohol service
  - > Patron intoxication
- Patron behaviours
  - > Entry screening
  - > Security
- Chemicals and substances
- Contractor Management
- Amusement devices
  - > Rides
  - > Inflatables
- Patron activities
  - > VR
  - > Laser tag Sporting activities
  - > Other patron activities

## Risk Score Calculator

Consequence →	Catastrophic (20) Death or huge financial loss		Major (10) Lost time injury	Moderate (6) Medical treatment required for suitable duties	Minor (3) First aid treatment	Insignificant (2) No injury
Likelihood ↓	Catastrophic (20)		Major (10)	Moderate (6)	Minor (3)	Insignificant (2)
<b>Almost Certain (5)</b> Experience or available data strongly suggests event will occur	<b>Extreme (100)</b>	<b>High (50)</b>	<b>High (30)</b>	<b>Medium (15)</b>	<b>Medium (10)</b>	
<b>Likely (4)</b> Experience or available data suggests that a similar hazard has caused a comparable event elsewhere	<b>High (80)</b>	<b>High (40)</b>	<b>Medium (24)</b>	<b>Medium (12)</b>	<b>Low (8)</b>	
<b>Possible (3)</b> Might occur at some time but not supported by data	<b>High (60)</b>	<b>High (30)</b>	<b>Medium (18)</b>	<b>Low (9)</b>	<b>Low (6)</b>	
<b>Unlikely (2)</b> Improbable under normal conditions	<b>High (40)</b>	<b>Medium (20)</b>	<b>Medium (12)</b>	<b>Low (6)</b>	<b>Low (4)</b>	
<b>Rare (1)</b> Unforeseeable or may occur in exceptional circumstances	<b>Medium (20)</b>	<b>Medium (10)</b>	<b>Low (6)</b>	<b>Low (3)</b>	<b>Low (2)</b>	

## Control Measures

### ELIMINATION

Remove the hazard completely. Eliminating the hazard is the most effective way to manage risks.

Where is it not practical to eliminate a hazard, risk must be minimised.

Use one or more of the following:

#### Engineering

Change the design

#### Substitute the hazard

Replace the hazard with

#### Isolate the hazard

Separate the hazard from people

Minimise any remaining risk by using administrative controls.

### ADMINISTRATION

Health and safety procedures and policies, e.g. safe work procedures, staff training.

If risks remain, the possible impact on people must be controlled using PPE.

### PERSONAL PROTECTIVE EQUIPMENT (PPE)

e.g. safety glasses, hard hats, protective clothing. This is the least effective way to manage risks.



# RISK REGISTER

HAZARD Source of risk Add more rows as required to identify all event hazards	RISK What can go wrong	INHERENT RISK Risk before the application of controls (Use the Risk Score Calculator)			CONTROLS List controls applied to reduce risk, following the hierarchy of controls. Number each control and add more as required	RESIDUAL RISK Risk remaining after application of controls (Use the Risk Score Calculator)			PERSON RESPONSIBLE Assign person responsible for ensuring each risk control is implemented
		Consequence	Likelihood	Risk Score		Consequence	Likelihood	Risk Score	
Staff not familiar with WHS policy including injury mgmt. system	Incorrect or incomplete reporting and recording of WHS incidents.	Minor 3	Unlikely 2	Low 6	1. Online portal for 2024 being introduced.	Minor 3	Rare 1	Low 2	Education Manager RAS Education Team Education Officer
Staff are unaware of the roles and responsibilities in relation to WHS	Avoidable incidents occur as a result of staff not undertaking roles and responsibilities in relation to WHS	Minor 3	Unlikely 2	Low 6	1. Online portal for 2025 being introduced.	Minor 3	Rare 1	Low 3	Education Manager RAS Education Team Education Officer
Staff are unaware of Risk Management Guidelines	Inadequate risk management leading to incident.	Minor 3	Unlikely 2	Low 6	1. RAS WHS Handbook provided to all staff. Valid employee WHS Induction	Minor 3	Rare 1	Low 3	Education Manager RAS Education Team Education Officer
Risks associated with workshops not addressed	Inadequate risk management leading to incident of injury of staff or patrons	Major 10	Unlikely 2	Medium 20	1. Each workshop presenter is required to complete/ participate in a RA specific to their workshop for the PPD event. Presenters asked to complete risk assessment form.	Major 10	Unlikely 2	Medium 10	Education Manager RAS Education Team RAS Staff in Attendance
Child Protection screening not completed or sufficient.	Inadequate risk management leading to incident.	Major 10	Rare 1	Medium 10	1. All RAS Staff and Presenters to supply their Work With Children (WWC) numbers to the Head of Education and to be verified by the Office of the Children's Guardian..	Major 10	Rare 1	Medium 10	Education Manager RAS Education Team Education Officer HR Coordinator (for Volunteers) RAS Staff in Attendance
Teaching staff and students do not have Adequate training for their tasks	Inadequate risk management leading to incident of injury of staff or patrons	Moderate 6	Unlikely 2	Medium 12	Teaching staff have been provided with a risk briefing and information for them to complete their own risk assessment for their schools in order to bring students on an excursion.	Minor 3	Unlikely 2	Low 6	Teaching Staff (external) Education Manager RAS Education Team
Child/Student Lost	Child/Student is lost.	Minor 3	Unlikely 2	Low 6	1. All students to be under the duty of care and	Minor 3	Unlikely 2	Low 6	Teaching Staff (external) Education Manager

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					supervision of their teacher or nominated representative at all times. All student groups are escorted to and from workshops by a RAS Volunteer. Pavilion and break time supervised by their teachers.				RAS Education Team RAS Staff in Attendance
Inadequate provision of first aid	Inadequate or incorrect conduction of first aid treatment.	Minor 3	Unlikely 2	Low 6	1. First aid trained RAS Staff onsite. Fully stocked first aid box.	Minor 3	Rare 1	Low 3	Ambulance Provider at SRES RAS Staff in Attendance
Allergic Reaction	Adverse effects of an allergic reaction	Moderate 6	Unlikely 2	Medium 12	1. Allergies for persons involved have been requested by the RAS and presenters for students and teachers, where an appropriate item that will cause an allergic reaction to be avoided. 2. Teachers ensure that they have a first aid kit to cover the risks for their students that are identified with a known allergy. 3. If a student has a known allergy this information must be passed on to the presenter responsible for the workshop that the student is attending. 4. Students with known allergies to have their Anaphylaxis Action Plan with them or within the teacher's first aid kit.	Moderate 6	Rare 1	Low 6	Education Manager RAS Education Team Education Officer Teaching Staff (external)
Manual Handling	Injury as a result of manual handling	Moderate 6	Possible 3	Medium 18	1. Staff trained in safe handling practices. 2. Trolleys and wheelbarrows used for transporting objects and materials. 3. Resources stored within easy reach and between shoulder and hip height where possible. Forklifts and pallet jacks used to move items where possible	Moderate 6	Unlikely 2	Medium 12	Education Manager RAS Education Team Education Officer Assets Team
Equipment and Machinery	Injury due to equipment roll-over	Catastrophic 20	Rare 1	Medium 20	1. Tractors and forklifts to have ROPs fitted, all	Catastrophic 20	Rare 1	Medium 20	RAS Assets Team Equipment Operators

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					2. persons to wear seatbelts while operating, visual check of operating area to ensure slope does not exceed equipment safe work levels, persons clear of operating equipment where possible. During event, students are to be kept clear of operating equipment by removing the equipment from the event area or if removal is not possible barricading (eg bike racks, witches hats, tape, designated area etc)				RAS Education Team
Equipment and Machinery	Injury to body parts being caught in moving parts including pinch points	Catastrophic 20	Rare 1	Medium 20	1. Guarding fitted to tractors or other equipment where there is a risk of clothing, hair or limb being caught in moving . During event, students are to be kept clear of operating machinery or equipment barricading (eg bike racks, witches hats, tape, designated area etc)	Catastrophic 20	Rare 1	Medium 20	RAS Assets Team Equipment Operators Education Manager RAS Education Team RAS Staff in Attendance
Equipment and Machinery	Injury due to uncontrolled movement of equipment	Catastrophic 20	Rare 1	Medium 20	1. All equipment has a brake function that is in good working order. 2. Brake systems are included in the maintenance schedule. Handbrake to be left on when the vehicle is stationary.	Catastrophic 20	Rare 1	Medium 20	RAS Assets Team Equipment Operators RAS Staff in Attendance
Equipment and Machinery	Injury due to storage of fuel and refuelling of vehicles, plant and equipment	Major 10	Unlikely 2	Medium 20	1. Ensure fuel is stored correctly and in a safe location away from the public. 2. Only qualified staff refuel the equipment.	Major 1	Rare 1	Low 10	RAS Assets Team Equipment Operators RAS Staff in Attendance
Equipment and Machinery	Inadequate maintenance	Catastrophic 20	Rare 1	Medium 20	3. All forklifts used are RAS equipment and fall under the RAS maintenance system with regular scheduled and preventative maintenance. All equipment that is brought onto RAS site must undergo a check by the assets team	Catastrophic 20	Rare 1	Medium 20	RAS Assets Team Equipment Operators RAS Staff in Attendance

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Hire equipment, perimeter and internal fencing	Injury from furniture, fences and animal handling facilities not in good repair.	Major 10	Unlikely 2	Medium 20	<ol style="list-style-type: none"> <li>Furniture used in the workshop areas in good/safe condition.</li> <li>Fencing repairs made with welding and sound construction.</li> </ol>	Major 10	Rare 1	Medium 10	RAS Assets Team RAS Staff in Attendance
Waste Disposal and cleaning	Biological contamination from animal to animal.	Catastrophic 20	Rare 1	Medium 20	<ol style="list-style-type: none"> <li>The RAS has a Biosecurity Management Procedure with RAS Vet committee approval.</li> <li>Adequate provision of animal waste collection bins in place.</li> <li>All waste containers easily located &amp; labelled/ Contractors for removal of animal waste</li> </ol>	Catastrophic 20	Rare 1	Medium 20	RAS Staff in Attendance
Animal Handling	Animals suffering ill-health	Catastrophic 20	Unlikely 2	High 40	<ol style="list-style-type: none"> <li>Live animals kept and used in the Paddington Pavilion under the animal welfare policy.</li> <li>Students and staff have access to and are required to follow the Model codes of practice for animal welfare. (Located at CSIRO: Publications on Line) Organisation has an appointed Animal Welfare Liaison</li> <li>Officer who will be onsite at the time of this event. The use of animals is justified from an educational perspective.</li> <li>Activities relating to the use of live animals conform to the guidelines outlined in the RAS Animal Welfare Policy.</li> <li>Adequate records are documented in the Animal welfare Folder and they are accessible on G drive.</li> <li>Stock used has an audit of documentation and appropriate NLIS ear tags for sheep and cattle, health declarations and transport statements as per SRES and Government requirements.</li> <li>Animal handling facilities are well maintained and adequate for each animal type.</li> <li>Housing is adequate for each type of animal in regards to space, ventilation, and lighting,</li> </ol>	Catastrophic 20	Rare 1	Medium 20	RAS Staff in Attendance Education Manager Livestock Owners



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					access to food and water, waste disposal, food storage, security, cleaning equipment, and noise. 9. Animals are observed at least once every hour 10. RAS have a system with the providers (James and Sue Kemp) for daily care (feeding, watering, monitoring, cleaning) 11. RAS staff are responsible for the animals within and outside business hours. An emergency care procedure exists				
Animal Handling	Personal injury during stock handling	Moderate 6	Possible 3	Medium 18	Animal handling facilities well maintained and adequate for each animal type	Moderate 6	Unlikely 2	Medium 12	Presenters using livestock RAS Staff in Attendance Education Manager
Animal Handling	Dragged	Minor 3	Possible 3	Low 9	Livestock handlers instructed in correct method to fit and hold halters, leads and nose clips.	Minor 3	Unlikely 2	Low 6	Presenters using livestock RAS Staff in Attendance Education Manager
Animal Handling	Kicked by animal	Moderate 6	Possible 3	Medium 18	1. Do not use flighty animals or inexperienced handlers. 2. Previous experience and induction working in kick zones. Previous experience or training in working with flight zones in livestock.	Moderate 6	Unlikely 2	Medium 12	Presenters using livestock RAS Education Team Education Officer Education Manager
Animal Handling	Entanglement	Moderate 3	Unlikely 2	Low 6	1. Ensure hair is tied back 2. Ensure gloves (if required) are well fitting 3. Remove neckties whilst preparing/working with livestock 4. Remove jewellery whilst preparing/working with livestock Only experienced personnel handling livestock or having contact with livestock.	Moderate 3	Rare 1	Low 3	Presenters using livestock RAS Staff in Attendance Education Manager
Animal Handling	Breaks, sprains, strains and bruises.	Minor 3	Unlikely 2	Low 6	1. Lift equipment in appropriate manners 2. Unload equipment and livestock in a tidy non-slippery area.	Minor 3	Unlikely 2	Low 6	Presenters using livestock RAS Staff in Attendance Education Manager

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					3. Watch your fingers. Avoid leaving animals tied up alone in a new environment				
Animal/Fibre Handling	Splinters/burrs from handling wool/ fleeced animal e.g. sheep	Minor 3	Possible 3	Low 9	Where possible, use clean fleece with none or minimal vegetable matter that could cause injury.	Minor 3	Unlikely 2	Low 6	Presenters RAS Education Team Education Officer Education Manager
Animal Handling	Crushed by vehicles/trucks while unloading/loading stock.	Catastrophic 20	Rare 1	Medium 20	1. Use of fluoro vest and hard shoes during vehicle movements particularly when trucks are reversing onto loading ramps. 2. At induction enforce no-go zones, particularly between a vehicle and its trailer and 10m radius from back of truck and unloading ramp when truck is reversing. Only trained and experience personnel to load and unload livestock.	Catastrophic 20	Rare 1	Medium 20	Presenters using livestock RAS Education Team Education Officer Education Manager
Animal Handling	Crushed by livestock while unloading/loading stock.	Major 10	Possible 3	High 30	1. Only trained and experience personnel to load and unload livestock. A clear and safe area is specified to unload stock.	Major 10	Unlikely 2	Medium 20	Presenters using livestock RAS Education Team
Unauthorized visitors	Intruders entering without permission without intent	Catastrophic 20	Rare 1	Medium 20	1. Security fences are adequate in height to prevent most intruders and security on 24-hour surveillance. 2. Students supervised by teachers/guardians. Evacuation procedures in place 24hr security camera surveillance across the site. Key staff have radios	Catastrophic 20	Rare 1	Medium 20	RAS Education Team Education Officer Education Manager
Cancellation of Event	In the event of High Winds, natural disaster in the local area, or state emergency crisis the the event needs to be cancelled.	Insignificant 2	Unlikely 2	Low 4	A database containing email addresses and mobile phone numbers are stored on the RAS G Drive that could be accessed 24/7 and from a remote login so the school could be contacted if the event needs to be cancelled.	Insignificant 2	Rare 1	Low 2	RAS Education Team Education Officer Education Manager

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Fire	Insufficient system to deal with a fire	Moderate 6	Unlikely 2	Medium 12	Correct type fire extinguishers and hoses are available, in good repair, easily accessible and signs showing their location, fire panel and alarm system in place to notify assets and fire and rescue of an event	Moderate 6	Rare 1	Low 6	Assets Team at Sydney Showground ECO Team / Chief Warden Fire Warden
Fire	Persons are not able to get away from a fire	Major 10	Unlikely 2	Medium 20	Emergency exits in place with clear signage and egress pathways clear, all emergency exit doors open from inside without a key, emergency evacuation process in place and discussed at induction, audible alarm system with evacuation tones able to be heard across all locations. If a student has a disability that would normally require a full time teacher's aide, they require a guardian for the duration of the event.	Major 10	Unlikely 2	Medium 20	Assets Team at Sydney Showground ECO Team / Chief Warden Fire Warden
Fire	Animals are not able to get away from a Fire	Major 10	Unlikely 2	Medium 20	Emergency evacuation strategy for animals in place	Major 10	Unlikely 2	Medium 20	Assets Team at Sydney Showground ECO Team / Chief Warden Fire Warden
Ingestion/contact of Food	Allergic reaction	Major 10	Unlikely 2	Medium 20	<ol style="list-style-type: none"> <li>Students requested to have guardian sign allergy declaration on behalf of the student.</li> <li>Correct type of anti-histamine supplied by student/carer easily accessible.</li> <li>Alarm system in place to notify Security/ St Johns in event of a reaction.</li> <li>Discuss an Anaphylaxis Action Plan and having an EpiPen in the first aid kit with St Johns.</li> </ol> Correct signage, in good repair, easily accessible	Major 10	Rare 1	Medium 10	RAS Education Team Education Officer Education Manager
Hygiene	Dehydration due to inadequate water Supply	Minor 3	Possible 3	Low 9	Students advised to bring their own refreshments.	Minor 3	Unlikely 2	Low 6	RAS Education Team Education Officer Education Manager
Hygiene	Zoonotic disease spread	Major 10	Unlikely 2	Medium 20	Hand wash facilities located in bathrooms and additional ones at specific locations that house animals and workshops that involve animals or organic matter such as soils	Major 10	Rare 1	Medium 10	RAS Education Team Education Officer Education Manager

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Hygiene	Inadequate toilet facilities	Minor 3	Rare 1	Low 3	Ensure adequate toilet facilities.	Minor 3	Rare 1	Low 3	RAS Education Team Education Officer Education Manager