



Occupational Health & Safety Event Safety Checklist

Event Name: Butlers and Blackboards Years 1 & 2

Date & Time of Event: Various

Site of Event: Grossmann & Brough House, 73-75 Church Street,
Maitland

Event Coordinator: Helen Scott, Holly McNamee

Type of Event

- | | |
|---|---|
| <input type="checkbox"/> Heritage Lecture | <input type="checkbox"/> Demonstrations |
| <input type="checkbox"/> Corporate Breakfast | <input type="checkbox"/> Seminars |
| <input type="checkbox"/> Schools Competition Presentation | <input type="checkbox"/> Exhibitions in AWR or BR |
| <input type="checkbox"/> Gallery Openings | <input type="checkbox"/> Christmas Parties |
| <input type="checkbox"/> Galley Exhibitions | <input type="checkbox"/> AGM's |
| <input checked="" type="checkbox"/> School Programs | <input type="checkbox"/> Gala Dinners |
| <input type="checkbox"/> External Bookings | <input type="checkbox"/> Film Fundraisers |
| <input type="checkbox"/> Other (<i>specify</i>) _____ | |

Brief description of the Event

Year 1 and 2 Education program for 90 minutes

Expected attendance 45 students and 5 adults

Event Stakeholders

- | | |
|--|--|
| <input type="checkbox"/> Organisers | <input type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Volunteers | <input type="checkbox"/> Public |
| <input checked="" type="checkbox"/> Committee Groups | <input type="checkbox"/> Media |
| <input type="checkbox"/> Property Managers | <input type="checkbox"/> Other _____
<i>(specify)</i> |

Event Planning Committee:



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Member's Name	Position	Contact #
Deb Mastello	Hunter Museums Officer	0408322558
Holly McNamee	FoGH Secretary	0418831599
Helen Scott	FOGH Chair	0427977392

The Risk Assessment process must be completed for the following:

Check off when each of the following has been considered and risk assessed and controlled as required (see attached risk control plan):

- Event Set Up
- The Event
- Event close down

Hazard Types to be considered:

- Human (eg crowd issues)
- Technological (mechanical, plant etc)
- Natural(physical location)
- Environmental (weather)

Risk Assessment

Use the attached list of prompts to determine what types of risks exist for your event and then develop the relevant control plan for these risks. The tables below provide guidance for ranking risk factors and determining the risk level.

Ranking Risk Factors by Probability		Ranking Risk Factors by Consequence	
Very Likely	Will probably occur immediately or within a short period of time	Fatality	May cause death or loss of a facility
Likely	Probably will occur in time	Major	Severe injury or illness, or major property damage
Possible	Might occur in next few months	Minor	Minor (usually reversible) injury or illness resulting in days off work, minor property damage
Unlikely	Could eventually happen	First Aid	First aid level medical treatment
Highly Unlikely	Has the potential to occur, but probably never will	Negligible	Minor injury, possible first aid



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Consequence	Probability				
	Very likely	Likely	Possible	Unlikely	Highly unlikely
Fatality	Extreme	High	High	High	Medium
Major injury	High	High	High	Medium	Medium
Minor injury	High	Medium	Medium	Medium	Medium
First aid	Medium	Medium	Medium	Low	Low
Negligible	Medium	Medium	Low	Low	Low

Control Hierarchy Select controls from the highest level you can	
¹ Elimination	Is the machine, task or process necessary?
² Substitution	Is there a less hazardous alternative?
³ Isolation	eg. Restrict access – place a machine in a separate room; use chemicals in a closed container or fume cupboard
⁴ Engineering	eg. Use trolleys to move loads; install guards on machinery; install a fume cupboard
⁵ Administration	eg. Training; safe work procedure; install signs
⁶ PPE–Personal Protective Equipment	eg. Use gloves; respirator; safety glasses; ear muffs for personal protection if there is no better option available



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Items to be addressed

ACCESS and EGRESS

- Entry and exit areas are clear and easily accessible for staff and expected crowd numbers
- Entry and exit areas are adequate for emergency exit and emergency services
- Thoroughfares are well defined and clearly marked

TRAFFIC FLOW

- Clearly defined areas for traffic which are separated from pedestrian areas
- Provisions for safe passage of emergency and other vehicles through pedestrian traffic

AMENITIES

- Adequate provision of toilets, and toilet supplies, ie, paper, soap etc and hand washing facilities
- Access toilet
- Availability of clean fresh water for both staff and attendees

SIGNAGE

- Adequate signage for entries, exits, toilet facilities etc.
- Signage for any hazardous areas or substances
- Clearly signed first aid and fire extinguisher locations

MAINTENANCE

- Qualified and competent maintenance personnel available to undertake any repairs required
- Maintenance personnel have a contact person (e.g. event co-ordinator) and means of communicating with them
- Records of any maintenance undertaken kept for future reference

FIRE PREVENTION

- Suitable fire extinguishers (e.g. CO2, water, chemical) and blankets are in appropriate areas, tested and in date
- Personnel are trained in extinguisher and blanket use (on campus security)
- Ignition source areas are kept clear at all times and easily accessible

EMERGENCY PROCEDURES

- Emergency response plan and control procedures in place
- Emergency response team trained to carry out plan
- Current site maps available to all staff, emergency services and other relevant parties

FIRST AID

- First aid stations are suitably located, clearly signed and easily accessible from everyone
- First aid facilities are adequate for the type of event being held
- Good means of communication provided between event personnel and first aid stations

STAFF, VOLUNTEER and CONTRACTOR TRAINING

- Staff and volunteers are adequately inducted and trained about the event (site specific)
- Copies of applications, memos and any training records are kept by the event coordinator

UTILITIES/SITE SERVICES

- Location of all site underground services (power/gas /mains etc.) and overhead powerlines identified
- Relevant maintenance and event personnel have maps and are aware of locations

MANUAL HANDLING

- All staff and volunteers are trained to assess each task and use safe technique when lifting

WEATHER CONDITIONS

- Use current Australian Bureau of Meteorology information to ascertain weather conditions www.bom.gov.au



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Useful Contacts

Event Contact List (to be updated for each event)

These contacts must be advised for events involving:				
What	Organisation	Phone	Email	Service provided
Use of Any NT room/property	Friends of Grossmann House FoGH	49348837	grossman@nationaltrust.com.au	All aspects of the National Trust managed property Grossmann and Brough House
Use of any NT Equipment	Friends of Grossmann House FoGH	49348837	grossman@nationaltrust.com.au	All aspects of the National Trust managed property Grossmann and Brough House
All NT Events	Friends of Grossmann House FoGH	49348837	grossman@nationaltrust.com.au	All aspects of the National Trust managed property Grossmann and Brough House
First Aid	Friends of Grossmann House FoGH	49348837	grossman@nationaltrust.com.au	All aspects of the National Trust managed property Grossmann and Brough House



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Risk Control Plan

EVENT Name _____ **Date:** _____
Event Coordinator _____

Task and Hazard	Persons affected & location	Risk Ranking	Control measures
Stairs within the house	All visitors and staff	Possible High	Highlight the hazard Ensure that suitable footwear is worn Ensure that the hand rail is used.
Trips, slips and falls including large step off the verandah	All visitors and staff	Medium	Everyone to wear suitable clothing and footwear Students to be made aware of the hazard and keep to paths Advise of the use of ramps where possible
Interference by general public and leaving children behind	All visitors and staff	medium	Head count of students Supervision of students by teacher, teacher aide or supervising adult
Lifting heaving objects	All visitors and staff particularly in the Laundry	medium	Advise that the heavy objects are not to be removed from the table areas If objects are to be moved then correct lifting/carrying procedures to be followed
Traffic and road crossing	Student and teachers arriving	Medium	Advise on booking that buses cannot use the park near the houses and that supervision while walking to and from the properties is essential.