

# Macarthur Careers Expo 2018

## Risk Management Plan Club Menangle

<i>Hazard Identification Type/Cause</i>	<i>Risk Assessment</i>	<i>Elimination or Control Measures</i>	<i>Who</i>	<i>How Likely is this Risk once control Measures are Implemented?</i>
Main Building- Slippery Floor	Medium	Wet weather mats at door to wipe feet "Slippery when wet" signage around the halls Wet umbrella tin, plus "please leave here" signage  No running in this area	Centre Staff  Teachers to monitor	Low
Hands On Space	Medium	Trained professionals working with students at all times Teachers dedicated to supervising students Power tools to be only used by industry professionals Students to wear PPE when required	Teachers to monitor at all times	Low
Race Course and Horse Training Area	Medium	These areas are strictly forbidden for students, staff to monitor these this Signage 'No Student Entry' Teachers to inform students prior to the event that these areas are forbidden		
Emergency Evacuation due to fire or other isolated situation	Low	Emergency Evacuation Plan in place Signage Evacuation Areas placed on all Entry and Exit doors Teachers informed and are aware of evacuation procedures	Centre Staff  Teachers/ MACE committee	Low
Tables and chairs provide trip hazard	Medium	Ensure tables and chairs are only in designated areas, as set out in the MACE Plan	MACE Committee	Low
Stair Case and Steps	Medium	Signage "Watch your step when walking on the stairs) One way system (one staircase up and one staircase for down). Staff dedicated to watching the space to ensure traffic is moving in the correct direction	Teachers to monitor	Low
Grand Stand – Outside Race Track	Low	Signage "Caution watch your step" "No running or jumping" signage There will be a staff member supervising the area throughout the day to ensure students are behaving in an appropriate manner.	Teachers to monitor	Low

Urn- Hot water burn	Medium	Signage "Hot water" Staff education Have urn away from student access	MACE Committee Teachers to monitor	Low
Electrical Equipment	Low	The presenters need to ensure electrical equipment is safe	Presenter	Low
Inappropriate behavior due to the combination of students	Medium	Students given clear directions and instructions about expectations and procedures Students monitored Appropriate staff to student ratios maintained	MACE Committee Teachers to monitor	Low
Students setting up tables on Wednesday afternoon and packing on Thursday Afternoon	Medium	Students given clear directions and instructions about expectations and procedures, particularly in lifting and Moving heavy chairs and tables. Students monitored.	Centre Staff and Mace Committee	Low
Car Park	High	Prior to 9 am, Year 9 MCCHS students (who have been specifically selected for their maturity) helping set up Expo are to work in pairs under the direct supervision of a teacher, Within line of sight of teacher at all times, while in the carpark area. Prior to starting their duties, students are to be given clear guidelines about where to go, and where not to go. Students and teachers are to wear high visibility vests Students not allowed in Car Park during Expo	MACE Committee Teachers to monitor	Low
Bus Area	Medium	Teachers to supervise. Students to only access buses with direct teacher supervision.	MACE Committee Teachers to monitor	Low
Travel to and from Bus Turning Area	Medium	Ensure MACE staff are at bus area to direct staff and students to and from venue Keep waiting students on grassed area well away from buses	MACE Committee Teachers to monitor	Low
Student Engagement with Exhibitors	Medium	Students spoken to prior to the event regarding what is appropriate and what is not when engaging with the exhibitors and the general public Teachers to supervise students	Teachers	Low
Plan Prepared by: MACE Committee Reviewed and Modified by: Dianna Ames		Date: May 2014 Date: February 2018		

