

## Risk Assessment & Management Plan

Canberra Exhibition Centre  
10 Flemington Rd, Harrison ACT 2914

Craft & Quilt Fair  
Texstyle Exhibition

Thurs 5<sup>th</sup> to Sun 8<sup>th</sup> August , 2010

Task/Activity	Hazard Identification & Associated Risk Type/Cause	Assess Risk (see matrix)	Elimination or Control Measures
Viewing the Craft & Quilt Fair and Texstyle exhibition in the CanberraExhibition Centre	There are no identified hazards in the Exhibition Centre because: <ul style="list-style-type: none"> <li>. the exhibition area is inside the building</li> <li>. the building is air conditioned</li> <li>. toilets are inside the building and easily accessible from the exhibition area</li> <li>. wheel chair access and ramps are available</li> </ul>	6	Although there are no identified hazards in the exhibition area of the Exhibition Centre the following control measures should be followed: <ul style="list-style-type: none"> <li>. students are under the supervision of their teacher</li> <li>. students are not to leave the building for any reason</li> <li>. students should be in full school uniform, wearing enclosed shoes</li> <li>. students must not touch the textile items in the Texstyle exhibition</li> <li>. no photographing the Major Textile Projects on exhibition</li> </ul>
Participating in seminars held in the seminar room	There are no identified hazards in the seminar area because: <ul style="list-style-type: none"> <li>. the seminar area is inside the building</li> <li>. the building is air conditioned</li> <li>. toilets are inside the building and easily accessible from the seminar area</li> <li>. wheel chair access and ramps are available</li> </ul>	6	Although there are no identified hazards in the seminar area the following control measures should be followed: <ul style="list-style-type: none"> <li>. students are under the supervision of their teacher</li> <li>. students are not to leave the building for any reason</li> <li>. students should inform their teacher before going to the toilet</li> <li>. students should be in full school uniform, wearing enclosed shoes</li> <li>. no photography unless the seminar presenter gives permission</li> </ul>

## Risk Assessment Matrix

<i>How serious could the injury be?</i>	<i>How likely is it to be that serious?</i>			
	Very likely	Likely	Unlikely	Very unlikely
Death or Permanent injury	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>
Long term illness or injury	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Medical attention & several days off	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
First aid Needed	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

**Severity** - is how seriously a person could be harmed

**Likelihood** - is an estimate of how probable it is for the hazard to cause harm

### Legend

<b>1 and 2</b>	Extreme risk; deal with hazard immediately
<b>3 and 4</b>	Moderate risk; deal with the hazard as soon as possible
<b>5 and 6</b>	Low risk; deal with the hazard when able

Risk Assessment Plan prepared by: W Herbert on behalf of Technology Educators Association of NSW  
13<sup>th</sup> April, 2010