

Halogen Australia Pty Ltd

Risk Management Documents



halogen



To Whom It May Concern:

The Halogen Australia Pty Ltd (Halogen) has in place a Work Health and Safety system to protect not only its employees and volunteers, but also attendees at events which it conducts.

Risk assessment documents and management plans are compliant with the Work Health and Safety Act 2011 and are implemented alongside the risk management documents developed by the various venues in which Halogen events are held.

The Emergency Evacuation Plan for each venue where we conduct events is a matter for the venue operator and in most instances will be available on their web page.

At the start of each Event we will give such information as may be required and necessary to ensure the health and safety of every participant in any event we conduct.

We are not able to provide details prior to any Event of the Emergency Evacuation Plan of any venues which are not under our control. We do however require from each venue evidence that their Safety System (which includes an Emergency Evacuation plan) is up to date and compliant with current applicable standards and legislation

Attached for your information is:

- The Halogen Australia Pty Ltd WHS Policy
- Halogen National Young Leaders Day Risk Management Plan
- Venue Risk Assessment Information
- Halogen National Young Leaders Day Safe Work Method Statement

Venue Specific Documents:

[Adelaide Entertainment Centre](#)

[Brisbane Convention and Exhibition Centre](#)

[Melbourne Convention and Exhibition Centre](#)

[Perth Convention and Exhibition Centre](#)

[Sydney Olympic Park Sports Centre](#)

[Sydney International Convention Centre](#)

Yours faithfully,

Andrew Strong
Managing Director

Work Health and Safety Policy



Halogen Australia Pty Ltd ('Halogen') recognises and acknowledges its duty of care to protect the Health and Safety of its employees, customers and visitors.

It is the policy of Halogen to ensure that, so far as it is reasonably practicable, all employees, customers and visitors remain free from injury and risks to health whilst on the premises and in attendance at Halogen events.

Halogen is committed to ensuring that work practices and procedures adopted throughout Halogen fulfil legislative Work Health and Safety requirements. We aim to provide the necessary controls, training, support and resources to ensure provision of a safe workplace and to promote WHS awareness throughout Halogen and Halogen National Young Leaders Day events nationally.

Management and employees shall consult and cooperate to ensure all practical measures are taken to maintain a safe and healthy working environment. Such consultation shall conform with the Work Health and Safety Policy, the Work Health & Safety Act 2011 and Work Health & Safety Regulation 2011.

As well as being beneficial to their own interests, Management and employees have a legal obligation to ensure that health and safety provisions are implemented in a timely fashion and are effective.

All managers and employees shall comply with the following policy requirements:

- a) Managers shall at all times ensure that all persons for whom they are responsible, work in a safe manner and that work is undertaken in a safe environment.
- b) Every employee is required to report hazards immediately as they come under notice.
- c) All employees shall be actively involved in the WHS program to minimise risks and to provide input into the development of safe work procedures.
- d) In the event of an accident, injury, damage or near-miss incident occurring, full details of the incident shall be immediately reported to the General Manager, who shall comprehensively investigate the incident and implement or recommend appropriate controls to avoid any recurrence.
- e) All employees have access to necessary health and rehabilitation services and a compassionate 'return to work' program.
- f) All personnel shall receive appropriate and adequate training to enable them to carry out their work safely, without risk to themselves or to others at the workplace.

- g) All work operations shall comply with both the written and implied intention of all applicable Work Health, Safety and Welfare Legislation.
- h) Employees shall take reasonable care to protect their own health and safety by complying with endorsed safe work procedures and other WHS requirements.
- i) Appropriate PPE will be provided as required by WHS legislation or consultation, and where provided PPE use will be mandatory.
- j) Employees shall do their utmost to ensure that the health and safety of other persons is not compromised through any act or omission on their behalf.
- k) Employees shall cooperate with reasonable instructions issued for the protection of their personal health and safety, and for the health and safety of others at the workplace.
- l) The success of this policy is dependent upon the commitment and involvement of all personnel.

Every employee should expect to be able to work safely and without injury; managers have an obligation to ensure they are able to do so. Working safely is also an accountability of every employee. It must be a habit of mind that is not switched off when the employee leaves the workplace.

Halogen is committed to continuous improvement in all areas of safety and health, towards a goal of zero harm to people and the environment.



Halogen Australia NYLD WHS Risk Management Plan

For additional information refer to Halogen Australia WHS Policy



NYLD Event Location & Date	School:
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Risk management name	NYLD Secondary & Primary Events
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Form completed by	Andrew Strong	Signature 
Responsible supervisor/ authorising officer	Andrew Strong	Signature 

Identify the activity and the location of the activity	
Description of activity	National Young Leaders Day
Description of location	Large concert venue, stadium or convention centre

Identify who may be at risk from the activity:	
This may include fellow workers, visitors, contractors and the public. The types of people may affect the risk controls needed and the location may affect the number of people at risk	
Persons at risk	Halogen staff; contractors; school students, teachers, parents, exhibitors, VIP guests, speakers
How they were consulted on the risk	WHS Committee, Venue liaison & School Policy advice

List legislation, standards, codes of practice, manufacturer's guidance etc used to determine control measures necessary
Work Health and Safety Act 2011 Work Health and Safety Regulation 2011

Identify hazards and control the risks.

1. An activity may be divided into tasks. For each task identify the hazards and associated risks. Also list the possible scenarios which could sooner or later cause harm.
2. Determine controls necessary based on legislation, codes of practice, Australian standards, manufacturer's instructions etc.
3. List existing risk controls and any additional controls that need to be implemented
4. Rate the risk once all controls are in place using the matrix in Risk Management Procedures

SHADED GREY AREAS

If you need to determine whether it's reasonably practicable to implement a control, based on the risk complete the shaded grey columns

Feel free to resize the boxes to suit your situation/the amount of text you need to use


Task/ Scenario	Hazard	Associated harm	Existing controls	Any additional controls required?	Risk Rating			Cost of controls (in terms of time, effort, money)	Is this reasonably practicable Y/N
					C	L	R		
Students Enter and Exit Venue	Crushing	Physical injury	Staff and Volunteers establish procures for orderly entry to and exit from venue, via multiple doors. Team member in each aisle to ensure no running. Teachers accompany students. Staff familiar with venue first aid protocols.	N	2	D	L	Covered by staffing budget	Y
Conference Delegates moving around venue	Falling, tripping	Physical Injury	First aid available at each venue Teacher notified Ushers available to assist. Venue safety information provided to teachers	N	2	D	L	Covered by event hire and staffing costs	Y
Air Conditioning not working/ Overheating	Dehydration, fainting	Physical Injury or Illness	First aid available in each venue Water available Teacher notified Venue maintenance on hand Ushers assist persons to first aid area	N	2	C	M	Nil	Y
Water/Toilet Failure	Health risk	Illness	Maintenance staff on site Venue emergency management plan Alternate toilet access provided	N	2	E	L	Nil	Y
Missing person	Unsupervised and vulnerable child	Physical Injury/victim of crime	No coming and going from venue during event sessions. Supervising teacher present at all times. Teacher to notify staff Security on site Police called if necessary.	N	3	E	M	Nil	Y

Task/ Scenario	Hazard	Associated harm	Existing controls	Any additional controls required?	Risk Rating			Cost of controls (in terms of time, effort, money)	Is this reasonably practicable Y/N
					C	L	R		
<i>Power Failure</i>	Darkness Panic response	Physical Injury	Maintenance staff on site Venue emergency management plan Teachers remain with students and follow instructions from staff Evacuation if necessary	N	1	E	L	Nil	Y
<i>Disorderly behaviour</i>	Disrupted event experience for other delegates, speakers and exhibitors	Anger, verbal or physical abuse Financial risk to Halogen Damage to venue	Teacher responsible for behaviour of school group. Security on site CCTV Ushers stationed at points around venue No movement through venue during sessions Venue insurance	N	1	E	L	Nil	Y
<i>Arriving and departing from venue</i>	Traffic congestion Pedestrian injury Accessibility issue	Physical injury Delays Loss of dignity for disabled person	Venue accessibility and transport information provided prior to event First aid on site Venue emergency management plan	N	1	E	L	Nil	Y
<i>Fire or Evacuation Emergency</i>	Heat Violent person Building damage Panic response	Physical Injury	Venue staff on site Venue emergency management plan Teachers remain with students and follow instructions from staff Evacuation if necessary	N	4	E	H	Nil	Y
<i>Lockdown</i>	Danger present external to venue	Physical Injury	Maintenance staff on site Venue emergency management plan Teachers remain with students and follow instructions from staff Venue lockdown procedures enacted	N	3	E	M	Nil	Y

Acknowledgement of Understanding

Note: for activities which are low risk or include a large group of people (e.g. open days, BBQ's, student classes etc), only the persons undertaking the key activities need to sign below. For all others involved in such activities, the information can be covered by other methods including for example a safety briefing, induction, and/or safety information sheet (ensure the method of communicating this information is specified here)

Risk management name and version number: WHS_RA_NYLD1819 **I have read and understand this risk management form**

Name	Signature
Andrew Strong	

SAFE WORK METHOD STATEMENT

PROJECT: National Young Leaders Day

Location: Various Venues

Scope of work: Conduct of National Leaders Day

Item	Task	Description	Potential hazards	Hazard Control	Risk assessment	Responsible Person
1	Set up venue	Distribute booklets, Stage set up	Slips, trips and falls. Manual handling	Team meeting. No running	3	Event Coordinator
2	Registrations	Deal with all enquiries and direct attendees to the entry	Slips, trips and falls. Access - Queuing of too many people - crowding	Training Signs More than one person at the desk at one time	2	Event Coordinator
3	Seat attendees	Ensure orderly entrance into venue. Fill from front	Slips, trips and falls. Access - Queuing of too many people - crowding	Ensure no running HF team member in each aisle organising the entry Multiple entry points Clear directions, adequate staffing	3	Event Coordinator
4	Conduct event	Speakers to stage. Students to stage	Stage stairs - slips, trips and falls	Ensure all persons going to stage know access way	3	Event Coordinator

5	Roving Microphones	Students are chosen to 'run' microphones around the auditorium in order for attendees to ask the guest speakers questions	Slips, trips and falls	No running HF team member to go with student	3	Event Coordinator
6	Exit Morning Tea Lunch Conclusion	At break time, the attendees will leave the auditorium	Slips, trips and falls Students running around in main aud Attendees getting on stage playing with equipment Egress - overload of people at one time	Ensure an orderly exit HF team member keeps an on auditorium during exits No running Adequate exitpoints Clear directions	3	Event Coordinator
7	Pack down	Pack down all equipment. Collect react cards	Slips, trips and falls. Manual handling	Team leaving. No running	3	Event Coordinator