



Risk assessment for seminars (schools)

Event date	2014
Venue	Wesley Conference Centre
Expected attendance	875

Stakeholders

1. Event Organiser & Staff
2. VIPs
3. Visitors/guests/attendees
4. Media – television, radio and print (if present)
5. Sub-contractors hired by Event Organiser
6. Wesley Conference Centre ushers & catering staff
7. Wesley Conference Centre security staff
8. Stocklands/Piccadilly Building Management

Background

(Only required if event poses any specific or unusual risk)

Risk sources

- bomb threat directed at the Wesley Conference Centre.
- detonation of a signal flare, smoke bomb, stink bomb or similar that would likely require evacuation of the auditorium and its venting before the meeting could resume
- physical assault or attempted physical assault on any person during the course of the meeting.
- falling or tripping down stairs or escalators
- fire/ emergency requiring evacuation of the Centre
- food allergy
- overcrowding of Centre
- accidental injury to VIP
- property damage to Wesley Conference Centre.
- property damage to Piccadilly/ Stocklands
- contractors' equipment damaged during fracas inside Centre.
- Wesley Conference Centre equipment damaged

In managing any source of risk to this meeting a number of standard procedures have been undertaken by the stakeholders, these include:

- Establishment of Emergency Evacuation Procedures, which makes provision for mobility impaired people.
- Wesley Conference Centre always has First Aid trained personnel on site during events.
- Security or other sub-contractors to be inducted onto site by Wesley Conference Centre security before commencement of duties. All security and other required licences and insurance to be sighted and recorded.
- Maintain close liaison between Event Organiser's staff, Wesley Centre Staff and Security Personnel prior to and during the meeting.
- VIPs may arrive by entry other than Pitt Street (Castlereagh Street or Secure Car Park)



Risk source	Likelihood	Consequence	Risk rating	Response
Bomb threat	rare	minor	low	Bomb threat procedures and emergency control organisation established as per Aust Std AS/NZS 3745 Diagram showing Fire Exits and Emergency Assembly Point to be shown in Theatre prior to event commencement. People in smaller rooms will have this information conveyed verbally.
Emergency evacuation	possible	insignificant	low	
Signal flare/smoke bomb triggered in the auditorium	rare	moderate	high	
Explosion within Wesley Centre	rare	catastrophic	high	
Minor injury or first aid situation	possible	minor	moderate	First aid equipment, facilities and trained first aiders provided as per NSW OHS Regulation 2001
Significant injury or first aid situation	rare	moderate	moderate	
Physical/ attempted assault on any stakeholders	unlikely	moderate	moderate	Security presence should act as deterrent.
Overcrowding of centre	rare	insignificant	low	Closing doors so that additional people may not enter, and use staff and security to direct people within the centre. Head count to take place for events in Wesley Theatre to ensure max capacity is not exceeded.
Blocking/ impedance of stairs and fire exits	possible	minor	moderate	Security and staff to ensure that stairs and fire exits are clear at all times to allow free movement through and out of the building.
Damage to Piccadilly/ Stocklands	rare	minor	low	Stocklands notified. Security presence should act as deterrent
Damage to Wesley Conference Centre building	rare	minor	low	Stocklands notified. Security presence should act as deterrent.
Contractors' equipment damage	rare	minor	low	Covered by Insurance
Wesley Conference Centre equipment damage	rare	minor	low	Covered by insurance



Registration

Registration for students will be conducted by the Event Organiser in the designated area. Registration will commence at TBA.

Mobility impaired attendees

People in wheelchairs or otherwise mobility impaired may enter at the Pitt Street level and can access the Theatre by using the lift opposite Pitt Street Reception to access the “LG” Level. Wheelchairs can be accommodated either on the far right hand side of the Theatre on the middle level, or be escorted by security to the P2 level by to access the front section of the Theatre. Toilet facilities for the mobility impaired can be found on two levels in the Wesley Conference Centre.

First aid

If anyone should require First Aid, and a St John Ambulance person has not specifically been designated to the event, there is always a First Aid trained personnel on duty during events.

Fire evacuation

There are 5 fire exits from the theatre. The two rear double-doors exit to Pitt Street. The marshalling point, in the event of an evacuation, is the Pitt Street Mall. Other Fire Exits in the building are clearly marked. Visitors to the Centre must always follow the instructions of the Fire Wardens in an emergency evacuation.

Taxi rank

There is a taxi rank just around the corner in Market Street.

Business Centre

The Business Centre located on the Lower Ground floor will remain open until the conclusion of the event.

The likelihood scale has the following levels:

Level	Descriptor	Description
A	almost certain	The event is expected to occur in most circumstances.
B	likely	The event will probably occur in most circumstances.
C	possible	The event might occur at some time.
D	unlikely	The event could occur at some time.
E	rare	The event may occur but only in exceptional circumstances.



Level	Descriptor	Indicators
5	catastrophic	Deaths, extensive injuries, coronial inquest, Wide media coverage, major financial loss to the Wesley Conference Centre
4	major	Serious injury to many. Substantial negative media coverage of Centre. Substantial financial loss to Wesley Centre.
3	moderate	Some injuries requiring ambulance/hospitalisation, others treated with First Aid on site. Significant damage to Wesley Conference Centre to building. Significant damage to Wesley Conference Centre's and providers' equipment, Some negative major media
2	minor	First aid treatment, minor injuries to shareholders, visitors, Wesley Conference Centre staff and security staff as a result of a coordinated protest inside the auditorium involving violence. Some negative media coverage. Slight damage to building or equipment
1	insignificant	No injuries, some first aid treatment to visitors and security staff outside the meeting as a result of a melee, negligible financial impact on the Wesley Conference Centre. Small negative media coverage.

By combining the likelihood matrix with the consequence matrix, we are able to arrive at some overall risk ratings, ranging from low, medium, high to extreme, for the different risk sources. The process cannot be entirely scientific, involving as it does previous case histories, deduction, induction and an element of intuitive judgement. We can then identify where existing arrangements appear adequate to manage the risk or specific interventions are indicated. The risk ratings may be classified as follows:

Risk Rating Matrix

< Consequence >

Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Rare	1	L	L	M	H	H
Unlikely	2	L	L	M	H	E
Possible	3	L	M	H	E	E
Likely	4	M	H	H	E	E
Almost certain	5	H	H	E	E	E