

Bleacher Or Stacked Seating Set-Up And Tear-Down Risk Assessment

Business Name:		ABN:
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	
Risk Rating & Required Action:								Notes on Hierarchy of Controls:	
4A Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. Eliminate	
2M Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
1L Proceed, following standard operating procedures. Monitor and keep records.								3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation				
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution				
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage				
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment				
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	slips, trips, falls	3H	<ul style="list-style-type: none"> - Ensure the work area is clean and dry before starting - Use appropriate signage to indicate wet floors - Wear non-slip footwear - Inspect tools and equipment for defects before use - Provide training to personnel on hazard awareness - Allocate adequate time for preparation activities - Ensure adequate lighting in the work area - Encourage regular breaks to maintain concentration - Allocate a designated area for equipment pre-checks - Use anti-fatigue mats if standing for long periods 	2M
2. Equipment Inspection	equipment failure, injuries from defective tools	3H	<ul style="list-style-type: none"> - Conduct pre-use inspections of all equipment - Maintain a checklist for inspection points - Train workers on identification of equipment defects - Replace worn or damaged tools and equipment immediately - Record inspections and maintenance in a log - Engage qualified personnel for equipment inspections - Clearly label defective equipment as 'out of service' - Ensure all equipment has a current service tag - Schedule regular servicing as per manufacturer guidelines - Provide training on proper equipment handling 	2M
3. Load Out Equipment	manual handling injuries, equipment damage	3H	<ul style="list-style-type: none"> - Use mechanical aids for heavy lifting - Provide training on correct manual handling techniques - Plan the sequence of equipment removal to minimise handling - Ensure all personnel wear appropriate personal protective equipment (PPE) - Avoid overloading trolleys and carts - Mark safe pathways for transport of equipment - Implement team lifting techniques for heavy items - Designate a spotter to guide movement of large items 	2M

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			<ul style="list-style-type: none"> - Review and plan access and egress routes - Use protective covers on equipment during transit 	
4. Transport Equipment	vehicular accidents, equipment falling during transit	3H	<ul style="list-style-type: none"> - Use proper tie-down technique - Use proper hitching technique - Use proper bracing technique - Use proper securing technique - Use proper lashing technique - Use proper blocking technique - Use proper dunnage technique - Use proper bracing technique - Use proper securing technique - Use proper lashing technique - Use proper blocking technique - Use proper dunnage technique 	2M
5. Staging Area Set-Up	trip hazards, ergonomic strain	3H	<ul style="list-style-type: none"> - Use proper tie-down technique - Use proper hitching technique - Use proper bracing technique - Use proper securing technique - Use proper lashing technique - Use proper blocking technique - Use proper dunnage technique - Use proper bracing technique - Use proper securing technique - Use proper lashing technique - Use proper blocking technique - Use proper dunnage technique 	2M
6. Assemble Seating Framework	falls from height, pinch points	4A	<ul style="list-style-type: none"> - Use proper tie-down technique - Use proper hitching technique - Use proper bracing technique - Use proper securing technique - Use proper lashing technique - Use proper blocking technique - Use proper dunnage technique - Use proper bracing technique - Use proper securing technique - Use proper lashing technique - Use proper blocking technique - Use proper dunnage technique 	3H

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7. Secure Seating Units	instability, struck by slipping tools	4A		3H
8. Electrical Equipment Installation	electrical shock, fire	4A		3H
9. Install Safety Netting	inadequate safety barriers, improper installation leading to falls	4A		3H

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10. Conduct Final Inspection	unidentified hazards persist, hand injuries	3H		2M
11. Open Seating to Public	overcrowding, emergency access blocked	4A		3H
12. Monitor During Event	unexpected structural stress, adverse weather impacts	4A		3H

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13. Event Completion Preparation	fatigue related errors, material handling injuries	3H		2M
14. Disassemble Seating Units	injuries from falling components, pinch points	4A		3H
15. Transport Disassembled Components	road safety incidents, load shift during transport	3H		2M

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16. Clean Up and Dispose Waste	chemical exposure, sharp object injuries	3H		2M
17. Post-Event Review	missed learning opportunities, failure to improve processes	2M		1L

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work