

Event Staging

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:	
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.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:			
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

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

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. WHS Governance, Roles and Accountability	<ul style="list-style-type: none"> Unclear WHS responsibilities between client, principal contractor, venue, and staging subcontractors Lack of documented WHS policy specific to event staging and temporary structures No formal WHS objectives, KPIs or reporting for event build and dismantle phases Inadequate allocation of resources (time, budget, competent personnel) for WHS management Failure to appoint competent person/s for design and oversight of temporary structures (e.g. grandstands, ice rinks, truss systems) Poor contractor management framework leading to inconsistent safety standards across multiple suppliers No process for escalation and decision-making on WHS critical issues (e.g. unsafe structure, weather, structural instability) 	4A	<ul style="list-style-type: none"> Establish and implement a WHS management plan for event staging aligned with WHS Act 2011 and WHS Regulations, clearly defining the PCBs and their overlapping duties Develop written WHS roles and responsibilities for all parties (client, principal contractor, production manager, rigging company, AV supplier, marquee contractor, ice rink installer, etc.) and communicate these in contracts and inductions Formally appoint a competent WHS coordinator and competent structural/rigging lead for temporary structures, with authority to stop work where safety is compromised Embed WHS performance indicators (e.g. completion of inspections, close-out of corrective actions, incident rates) into project reporting and contractor performance reviews Include explicit WHS requirements in procurement and contracts (e.g. need for SWMS, design certification, licenses, inspection records, insurance) for all staging and temporary structure suppliers Implement structural WHS governance framework including pre-event planning meetings, daily coordination meetings during build/bump-out, and post-event WHS review Define and document an escalation protocol for WHS critical decisions (e.g. suspension of works, partial closure of stands, evacuation) including who can authorise and under what criteria Ensure consultation arrangements (HSCs, HSRs, toolbox forums) are in place and active for all workers engaged in staging, rigging, scaffolding and temporary structure works 	3H
2. Event and Site WHS Planning	<ul style="list-style-type: none"> Inadequate pre-planning for complex temporary structures (e.g. grandstands, bleachers, scaffolding and truss systems) Failure to identify interactions between multiple contractors and overlapping work areas (e.g. rigging, AV, ice rink assembly, marquee erection) Insufficient timeframes for safe build and dismantle, leading to schedule pressure and shortcuts Lack of integration of WHS considerations into event bump-in / bump-out schedules and site layouts Poor planning for large and oversized items (screens, props, billboards) resulting in unsafe handling or storage arrangements 	4A	<ul style="list-style-type: none"> Undertake a formal WHS risk assessment and event-specific planning process for all staging and temporary structure activities, incorporating the hierarchy of control Develop a comprehensive event staging plan showing site layout, access and egress, plant movements, storage zones, exclusion zones and work sequencing for build and dismantle phases Plan and document a realistic programme that allows sufficient time for safe erection and dismantling of staging, grandstands, bleachers, truss, ice rink systems, marquees and AV at height Coordinate pre-start planning workshops with key contractors (rigging, scaffolding, grandstand, marquee, AV, ice rink, décor) to identify interfaces, shared plant and control measures Integrate construction and deconstruction phases into the overall event management plan, including clear separation between construction zones and public/rehearsal zones Maintain and regularly update a WHS risk register specific to the event staging activities, allocating owners and due dates to key controls and actions Develop contingency plans for schedule disruptions (e.g. weather, late deliveries, design changes) to avoid compression of work durations and unsafe work hours 	2M

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	<ul style="list-style-type: none"> Failure to plan for crowd interface during partial opening or rehearsals while construction continues No documented risk registers capturing event-specific staging hazards and controls 		<ul style="list-style-type: none"> Ensure that interim use of partially completed structures (e.g. for rehearsals) is prohibited unless specifically engineered and authorised with documented risk controls 	
3. Design and Engineering of Temporary Structures	<ul style="list-style-type: none"> Use of un-engineered or non-certified designs for grandstands, bleachers, stages, temporary stands and ice rink substructures Inadequate structural capacity of suspended truss systems, oversized screens or stacked seating for expected loads, dynamic loads and wind actions Lack of consideration of ground conditions, footings and load distribution for large marquees, scaffolding and staging platforms Design not accounting for construction and dismantling methodology (buildability) leading to unsafe erection sequences Inadequate design documentation for custom or modified structures (e.g. bespoke props, unusual rigging points, extended cantilevers) Poor integration between different designers (rigging engineer, scaffold designer, marquee supplier) causing incompatible connection details or load paths No formal engineering review when site conditions or usage parameters change (e.g. increased capacity, change in seating layout, change to screen size) 		<ul style="list-style-type: none"> Require all temporary structures (stands, grandstands, bleachers, scaffolds, truss grids, oversized screens, marquees, ice rink platforms) to be designed or verified by a suitably qualified engineer competent in temporary works Ensure provision and retention of written engineering documentation including certified drawings, design assumptions, maximum loads, connection details and exclusion criteria Implement a design review and approval process involving the principal contractor, engineer, rigging supervisor and relevant suppliers before any structure is procured or built Specify contracts that only engineered and compatible proprietary systems are to be used, with no ad-hoc substitutions or unauthorised modifications on site Require engineering sign-off for any deviation from the original design, including alternate bracing methods, connection changes, additional loads (e.g. added lights or speakers) or altered configurations Ensure geotechnical or ground bearing capacity is considered and documented before placing heavy structures, ice rink chillers, grandstands or large marquees Develop and document erection and dismantling methodologies that are consistent with the engineered design, including use of temporary bracing and propping where required Maintain a controlled system for version management of drawings so that only current revisions are used on site and withdrawn designs are clearly superseded 	2M
4. Contractor and Supplier Management	<ul style="list-style-type: none"> Engagement of contractors for scaffolding, rigging, grandstands, AV, ice rinks and marquees without adequate WHS capability assessment Inconsistent safety standards where multiple subcontractors operate under different systems and procedures 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> Lack of verification of licences, high risk work tickets and competencies for riggers, scaffolders, plant operators and electricians Absence of coordinated SWMS for high-risk construction work related to event staging (work at height, temporary structures, electrical, plant interaction) Poor communication of site rules and WHS expectations to short-duration or one-off event contractors Subcontractor self-management of WHS without oversight or integration into the principal contractor's WHS systems 		[REDACTED]	
5. Competency, Licensing and Training Systems	<ul style="list-style-type: none"> Workers assembling or dismantling stages, scaffolding, bleachers, grandstands and truss systems without appropriate competencies Inadequate training and engineering of entertainment equipment, suspended truss clamps and overhead AV systems Lack of familiarisation training for specific proprietary staging, grandstand or marquee systems Supervisors lacking technical competence to identify non-compliant builds or unsafe modifications Failure to train workers in manual handling techniques relevant to large props, decorations and oversized screens Insufficient training on site-specific hazards such as ice rink slip risks, working around chillers and refrigeration plant, or low-temperature environments 	3H	[REDACTED]	2M

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			[REDACTED]	
6. Work at Height and Fall Prevention Systems	<ul style="list-style-type: none"> • Systemic failure to control work at height during rigging, truss installation, bleacher erection and AV installation • Reliance on PPE alone rather than engineered or administrative fall prevention controls • Inadequate planning for safe access and egress to elevated work areas (staging towers, grandstand upper tiers, lighting grids) • Lack of inspection and maintenance of fall protection systems and EWPs used across multiple venues and events • Inconsistent use of exclusion zones and drop-object controls under overhead work areas • No standard procedure to rescue from height or suspended fall arrest systems 	4A	[REDACTED]	2M
7. Structural Integrity, Inspection and Certification	<ul style="list-style-type: none"> • Failure to detect incorrectly assembled staging, grandstands, bleachers, scaffolding and truss assemblies before use • Inadequate inspection of connection points, clamps, couplers and bracing on suspended trusses and overhead AV systems • Use of damaged, incompatible or uncertified components in temporary structures and rigging systems • Insufficient inspection of ice rink platforms, sub-floor systems and barrier integrity prior to public use 	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> No formal handover or certification prior to allowing workers or public onto temporary grandstands or stages Lack of systematic inspections after adverse weather events, impact damage or unplanned modifications 		[REDACTED]	
8. Plant, Equipment and Materials Management	<ul style="list-style-type: none"> Uncontrolled interaction between mobile plant and workers during movement of large props, screens, staging and seating modules Use of unsuitable or poorly maintained lifting equipment and accessories for oversized loads and suspended entertainment rigs Inadequate systems for selection and inspection of chains, shackles, truss clamps and lashed hardware Lack of separation between pedestrian walkways and paths used by forklifts, cranes or telenhandlers Storage and stacking of staging components, seating modules and decorations in unstable configurations Shared use of plant between contractors without clear responsibility for inspection and safe operation 	3H	[REDACTED]	2M
9. Electrical, Lighting and AV Systems Safety	<ul style="list-style-type: none"> Poor management of temporary electrical installations for staging, sound systems, lighting and oversized screens Overloading of circuits or use of non-compliant cabling and connectors in temporary environments 	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> Inadequate earthing and bonding of truss structures and metallic staging systems supporting AV equipment Cables and power distribution boards creating trip hazards in build areas, behind stands and under bleachers Lack of coordination between electrical contractors, AV suppliers and riggers leading to unsafe cable routing or connections at height Inadequate emergency and egress lighting arrangements during partial builds or dismantling at night 		[REDACTED]	
10. Traffic, Logistics and Material Handling Planning	<ul style="list-style-type: none"> Congested loading docks and access routes leading to unsafe interactions between trucks, forklifts and workers Lack of structured delivery scheduling for large components such as grandstands, bleachers, marquees and ice rink equipment Poor planning of internal material flows resulting in repetitive movements of heavy staging components Inadequate control of public access near loading zones and delivery sites, especially in school or community environments No contingency plans for late deliveries or route changes leading to last-minute rush and unsafe unloading practices 	3H	[REDACTED]	2M
11. Environmental, Weather and Site Conditions Management	<ul style="list-style-type: none"> Adverse weather (wind, rain, heat, cold) compromising temporary structures, marquee stability, suspended trusses and oversized screens Failure to monitor wind and weather conditions during erection and 	4A	[REDACTED]	2M

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	<p>dismantling of stages, grandstands and ice rinks</p> <ul style="list-style-type: none"> • Ground softening or flooding affecting stability of scaffolding, bleacher supports and marquee footings • Heat stress or cold stress for workers performing heavy staging tasks outdoors or in ice rink environments • Dust, mud and slippery conditions increasing slip, trip and fall risks during build and bump-out 		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
12. Fatigue, Work Hours and Workforce Wellbeing	<ul style="list-style-type: none"> • Extended work hours and consecutive shifts during compressed build and dismantle schedules leading to fatigue-related errors • Irregular work patterns associated with overnight changeovers and tight event deadlines • Insufficient break and recovery time between shifts for crew handling physically demanding staging tasks • Supervisors not trained to recognise and manage fatigue among workers and contractors • Poor planning leading to under-resourcing and reliance on a small number of key personnel for critical tasks 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
13. Emergency Preparedness and Structural Incident Response	<ul style="list-style-type: none"> • Lack of coordinated emergency response planning for structural failures, falls from height or ice rink plant emergencies during staging works • Inadequate integration of contractor, venue and client emergency procedures 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> • Insufficient emergency access routes during build and dismantle due to temporary obstructions from materials and plant • No specific procedures for partial or progressive evacuation of temporary grandstands, marquees or ice rink areas • Workers unaware of emergency roles, communication methods and muster points during high-risk build activities 		[REDACTED]	
14. Communication, Consultation and Information Management	<ul style="list-style-type: none"> • Inadequate communication of design changes, load limits or structural restrictions to crews and other contractors • Failure to consult workers about practical issues with staging, rigging and dismantling methods leading to unreported hazards • Inconsistent briefing across multiple shifts and subcontractor teams, particularly in fast-tracked builds • Poor document control resulting in use of superseded drawings, SWMS or specifications • Language barriers or literacy issues affecting understanding of critical safety information among diverse workforces 	3H	[REDACTED]	2M
15. Public Interface and Event Transition Management	<ul style="list-style-type: none"> • Insufficient separation between public areas and ongoing staging works during rehearsals, partial openings or staggered event times • Uncontrolled access by performers, school groups or other non-construction 	3H	[REDACTED]	2M

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	<p>personnel to construction zones and temporary structures not yet certified</p> <ul style="list-style-type: none"> • Inadequate communication regarding restricted areas, load limits and behavioural expectations for occupants of temporary stands and grandstands • Failure to plan safe changeover between build crew operations and event operations (e.g. sound checks, performers' rehearsals, school assemblies) • Public exposure to hazards from dismantling activities immediately post-event (e.g. falling objects, moving plant, unguarded edges) 		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	

SAMPLE

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 FOR 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>

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>

New South Wales

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2025
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-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>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011
 Work Health and Safety (National Uniform Legislation) Regulation 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>

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>

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>

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

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.