ENDEAVOUR EXHIBITION
RISK MANAGEMENT WORKSHOP

JT. PRODUCTION MANAGEMENT

THE UNIVERSITY OF MELBOURNE

JTPM acknowledges the Wurundjeri people of the Kulin Nation as the Traditional owners of the land on which our Melbourne office is located. We pay our respects to their Elders past and present.

Creating a more SOCIAL,
SUSTAINABLE
and INCLUSIVE WORLD,
ONE EVENT AT A TIME.

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JT. PRODUCTION MANAGEMENT

EVENT RISK ASSESSMENTS.

WHAT?

Risk assessments for an event setting are **different** from a risk assessment you may have completed for your project research. They are a legal document that outlines all possible risks within the event. They take responsibility for the safety and wellbeing of people AND entities. This includes but is not limited to:

- Attendees of the event
- Members of the public within close proximity of the event.
- Parties involved in planning and executing the event (i.e, event staff, venue staff, project students)
- Reputation/representation of organisations/entities involved in the event (i.e hosting venue, hosting orgaisation, companies that you are working on your project with)

WHO?

For the Endeavour Exhibition, each project group is to complete a risk assessment, and the Events team is to create an overall risk assessment. Each risk assessment covers different items, and there are different levels of responsibility/accountability within each/for each owner of the document.

WHY?

An event risk assessment serves as a vital safety net that identifies potential hazards to protect the physical well-being of attendees and staff. Beyond safety, it provides a crucial legal and financial shield by ensuring compliance with regulations and minimizing liability in the event of an accident. Ultimately, it transforms unpredictable "what-if" scenarios into a manageable plan, ensuring the event remains operational and your reputation stays intact even when things go wrong.

FLOW OF RESPONSIBILITY.

Events Team

The events team is responsible for the safety and wellbeing of all parties involved in the event. An overall risk assessment is created by the events team to consider and mitigate all risks in the event setting.

Project Students

Project groups are responsible for ensuring the safety and well-being of the project team and attendees visiting their booth. Project students will create a risk assessment, specific to their booth in an event setting and how audiences will engage with them and their projects.

Attendees

Attendees are responsible for their own personal safety and well-being, and it is expected that individuals take their own precautions in all public settings, although attendees are expecting to enter a safe space when attending an event.

This workshop will explore your responsibility as project students and how to create your risk assessments.

EVENT RISKS 101.

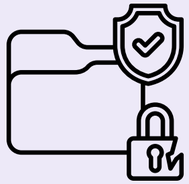
The Five Pillars of Risk

When creating an event risk assessment, it's important to factor in all types of risk, even ones that don't pose a physical or visible threat, but may create complications to the event before, during and after.

In order to ensure you have encaspulated all possible risks, it's helpful to assess your project from five key areas:

PHYSICAL

- Injury (self or others)
- Manual handling
- Physical strain
- Physical hazards (trip, electrical, etc.)
- Overcrowding/spacing



INFORMATIONAL

- Data collection/handling
- Privacy
- Exposure to sensitive material
- Misinformation

REPUTATIONAL

- Brand protection
- Misrepresentation of brand
- un-mitigated risks affecting brand reputability

EMOTIONAL

- Triggering information
- Sensory sensitivity
- Accessibility
- Considerations for overall
- Wellbeing
- Personal reactions such as fainting, dizziness, or pregnancy, etc

EXTERNAL

- Weather
- Loss of materials
- Staffing issues
- Social/political current events

EVENT RISKS 101.

WWH (Who? What? How?)

After identifying the risks within your project using the five-pillar scaffolding, you can understand how these risks appear and how to mitigate them by identifying the Who, What and How (WWH):

WHO?

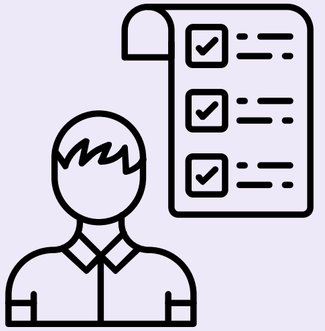
Possible Parties at Risk

- Consider the parties involved
- Remember that these aren't always people (think venues, equipment, etc)

WHAT?

Possible Hazards Associated

- Consider the ways that these parties could be affected
- Put yourself in the shoes of others and think about what could go wrong in their eyes



HOW?

Possible Mitigation

- Consider the steps you can take to avoid the risk
- Remember that risk management is ongoing; some things can be prevented, other items must be monitored, or sometimes you need an action plan in the event this risk eventuates

EVENT RISKS 101.

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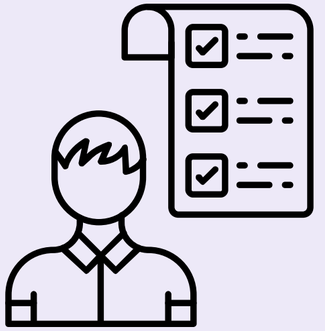

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Now lets explore event risks across each pillar using the WWH.

ASSESSING THE PILLARS.

PHYSICAL RISK

Possible Parties at Risk:

- You
- Your team members
- Attendees
- Venue staff
- Event staff
- Members of the public in close proximity to your event
- Your equipment
- Surrounding Infrastructure

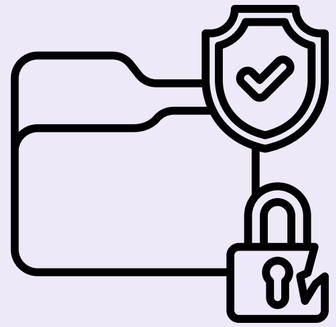
Possible Hazards Associated:

- Injury caused by improper manual handling
- Physical strain/exhaustion
- Overcrowding spacing
- Tripping hazards
- Electrical Hazards
- Fall hazards (people and items)
- Damage to the venue
- Damage to your/others' equipment

Possible Mitigation:

- Proper manual handling
- Scheduled breaks
- Proper egress/ingress
- Taping of cords/trip hazards to the floor
- Testing and tagging of electrical items
- Weighting items to the ground
- Spacing away from walls/building/fixtures/others

ASSESSING THE PILLARS.



INFORMATIONAL RISK

Possible Parties at Risk:

- You
- Your team members
- Attendees
- Organisations/people your project is in collaboration with
- Organisations/people you have or will collect data from (pre, during and post-event)

Possible Hazards Associated:

Breach of data: leaking/loss of sensitive personal information. Including but not limited to:

- Personal details
- Contact information
- Medical information
- Financial information
- Location information

Some other possible risks:

- Exposing others to sensitive information
- Sharing misinformation
- Photo sharing/capturing without consent

Possible Mitigation:

- Anonymising data
- Collecting data consent
- Fact-checking information/cross-checking
- Collecting photo consent
- Deleting data post-event
- Don't collect identifying information

ASSESSING THE PILLARS.

REPUTATIONAL RISK

Possible Parties at Risk:

- You
- Your team members
- The venue
- Organisations/people your project is in collaboration with
- Organisations/people you have or will collect data from (pre, during and post-event)
- Suppliers you have worked with
- The University/Endeavour Exhibition

Possible Hazards Associated:

Misrepresentation of organisations leading to:

- Defamation
- Brand distrust/loss of reputability
- People/attendees not wanting to work with the affected parties

Possible Mitigation:

- Gaining approvals for sharing work
- Displaying collaboration partners
- Control measures if this is to occur

ASSESSING THE PILLARS.

EMOTIONAL RISK

Possible Parties at Risk:

- You
- Your team members
- Attendees
- Venue staff
- Event staff
- Members of the public in close proximity to your event

Possible Hazards Associated:

- Cultural insensitivity
- Exposure to sensitive/triggering information
- Discrimination against those with disabilities/additional needs
- Emotional harm
- Personal reactions such as fainting, dizziness, headaches, nausea

Possible Mitigation:

- Trigger/content warnings
- Cultural considerations
- Accessibility considerations
- Team-wellbeing check-ins/scheduled breaks
- Time limits for use of item

ASSESSING THE PILLARS.

EXTERNAL RISK

Possible Parties at Risk:

- You
- Your team members
- Attendees
- Venue staff
- Event staff
- Members of the public in close proximity to your event
- Your equipment
- Surrounding Infrastructure

Possible Hazards Associated:

- Extreme weather damaging your equipment while travelling to the venue
- Internet failure/electrical short-circuiting

Possible Mitigation:

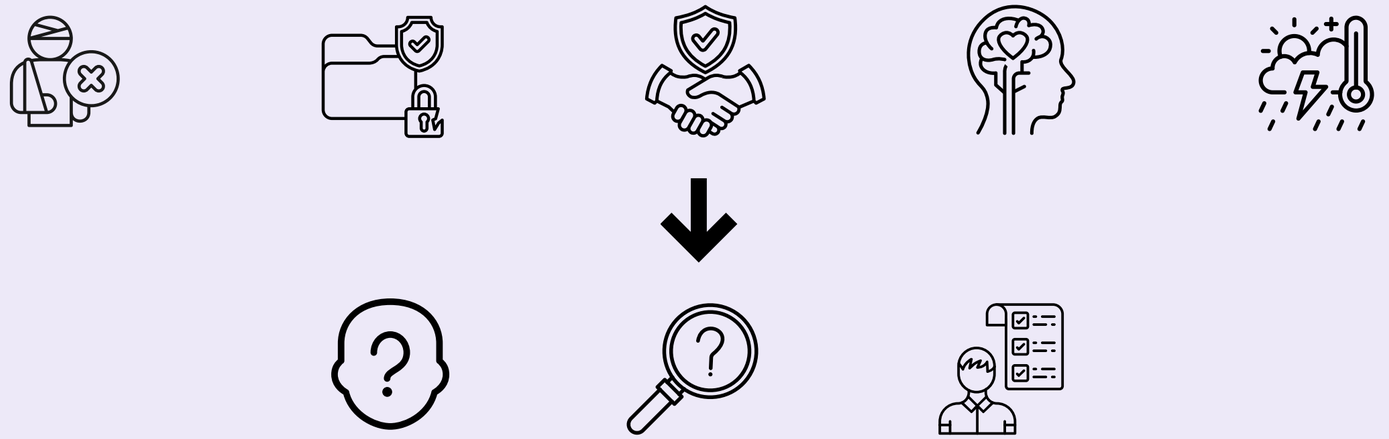
- Ensure items are covered correctly prior to transporting
- Advise the Event Staff power requirements needed for your display

RISK IT FOR THE BISCUIT.

Applying the Knowledge Activity

Now it's your turn to take what we have learnt and apply it to real scenarios, specific to the Endeavour Exhibition. Here's how it will work:

You will be shown a scenario from a possible Endeavour project that shows significant risk. You will need to identify which of the five pillars this risk falls under (remembering more than one can apply). Then, using the WWH, you will explore how to mitigate each risk.



RISK IT FOR THE BISCUIT.

X-Band microwave motion sensor design

This Electrical Engineering group has created a circuit board that allows for motion-sensing X-band microwaves.

The group wants to bring their circuit board on the day for a live demonstration, and the results will be displayed directly on the monitor at their booth for guests to understand how the board works and how it reads microwaves.

The group has identified that radiation waves are expelled from the machine, and exposure to these waves is harmless for up to 30 minutes. The waves also expel outwards up to two metres.

Spend the next 2-3 minutes with your group (or those beside you), and come up with a few points on risk management that you would propose to this team.

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Writing tip:

1. Assess the five pillars of risk
2. Assess the Who, What, and How
3. Propose your ideas

RISK IT FOR THE BISCUIT.

Patient identification medical software

This Computing Information Systems group has developed software that enables first responders to access critical medical information/medical history for casualties in real time by joining hospital databases and government service sites to a one-stop-shop information platform.

The group wants to demonstrate their work by asking attendees to provide their full name, date of birth, home address and phone number into the software. The software will then search for and display medical history on the screen.

The group has noted that the demonstration on the day and the medical information on the screen is mock information, purely to show the attendees how the software would operate, but the attendees' details are being stored as they input them into the computer.

Spend the next 2-3 minutes with your group (or those beside you), and come up with a few points on risk management that you would propose to this team.

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RISK IT FOR THE BISCUIT.

MedCorp Robotic Arm

This Mechatronics Engineering group has been working with MedCorp to build a robotic arm to help people with arthritis. Patients can squeeze and interact with the arm to train grip strength and practice hand exercises.

The group wants to bring a prototype of the arm for attendees to interact with on the day. The hand will close down and move side-to-side, similar to an arm wrestle.

The group has noted that the prototype is a self-designed copy of MedCorp's other robotics. MedCorp has assisted with the concept but has not been involved in the creation of the arm. The group has advised that they will be sure to give MedCorp credit as they have been working with them on the project.

Spend the next 2-3 minutes with your group (or those beside you), and come up with a few points on risk management that you would propose to this team.

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Writing tip:

1. Assess the five pillars of risk
2. Assess the Who, What, and How
3. Propose your ideas

DO'S AND DONT'S

DO:

- Assume that the person reading your risk assessment knows NOTHING about your project. Be specific, use detailed and direct language. The more information we have, the more likely it is that your risk assessment will be approved.
- Add images/mock-ups where you can. If you are having trouble explaining something, would a picture be a better way to explain your work?
- Ask for advice! Reach out to the experts, lean on your mentors. There is plenty of information available.

DON'T:

- Assume we know all the details ("We are presenting on a monitor"). This will get your assessment **rejected**. **WHAT** are you presenting on the monitor? **HOW** do attendees interact with it? All aspects of your display need to be clearly described and listed.
- Hand in your risk assessment unsigned by your project supervisor. Every risk assessment must be **reviewed** and **signed.** If your risk assessment has not been signed, it will be rejected.

NOW IT'S YOUR TURN.

We are going to spend the next part of the session working on your risk assessments, and the team will walk around to chat to you all individually to answer any questions.

Before you dive in, there are a few items that we should see on **everyone's** risk assessment.

Lets get started! Open up your laptops and pull up your risk assessment.

THE UNIVERSITY OF MELBOURNE

HEALTH & SAFETY
ENDEAVOUR RISK ASSESSMENT FORM

Ra No.ERMS Ref:	Date:	Version No.:	Review Date:	Authorised by: Project Supervisor Signature

STEP 1 – ENTER INFORMATION ABOUT THE ACTIVITY/TASK, ITS LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT

Location name: Melbourne Connect	Building No.:	Room No.:	Assessed by: Team leader	HSR/Employee representative:

Description of activity/task: Description of your display

Workplace conditions (Describe layout and physical conditions - including access and egress)

Exhibition of student projects across the Melbourne Connect Superfloor and Forum, followed by an awards evening and networking celebrations in the Forum.

List systems of work for the activity/task: • Training/Inductions • SOPs • Emergency processes • Inspections to be completed • Existing controls	• Event Risk assessment • Student Risk Assessment • Student Risk Workshop in the lead-up to the event • Prior research and testing of the booth display ahead of the event
Is there past experience with the activity/task that may assist in the assessment? • Existing controls • Industry standards • Training / Induction • Codes of Practice • SOPs • Incidents & near-misses • Incident Investigation • Standards • Legislation • Guidance material	This event takes place every semester and has been managed by JT. Production Management in collaboration with the University of Melbourne Student Engagement team for several years. JTPM undertakes a comprehensive risk assessment and reviews all risk assessments sent through by students for their exhibits.

NOW IT'S YOUR TURN.

Steps in the Task (Your methodology – consider: transporting your project to the event, any demonstrations, packing up etc)	Hazards	Inherent Risk Score	Control Description (Current and Proposed)	Control Type	Residual Risk Score
• Manual handling injury (sprain or strain) from lifting, carrying, pushing, pulling, over-reaching, etc • Tripping/injury due to loose cords • Electric shock from someone coming in contact with unsafe electrical items • Exhaustion from long day presenting at the exhibition	Electrical Hazards Tripping Hazards Unattended booth/s	High High High	• Team to use manual handling aides such as trolleys where possible. • All cords to be taped down during bump-in • All electrical items are to be tested and tagged during bump-in • Coordination of scheduled team breaks • Placing signage at our booth if/when the booth is unattended. Signage will say "Booth unattended. We will will back shortly. Please do not touch"	In, Sh, En, M P, M, In	Med Low Med

afety.unimelb.edu.au HEALTH A SAFETY: TASK RISK ANALYSIS (TRA) FORM

Date March 2023 **Version**: 2.2 **Authorised by**: Director, Health & Safety **Next Review**: March 202

NEXT STEPS.

1: Call the Events Team!
If you have any questions or need any guidance, Georjie is always available to chat through your project/risk assessment with you as you go along. Save yourself editing after the fact, and ask questions early.

2: Attend the Drop-in Session on 4 May
The events team and the UoM HSW Team will be on campus all day on Monday, 4 May 10am – 5pm at Melbourne Connect, Room M06, if you'd like an in-person review of your risk assessment. You can then have your risk assessment submitted and done that day!

3: Submit your Risk Assessment by 5 May 11:59pm AEDT
Please be reminded that late submissions may mean your project will not get approved, and you will only be able to present via the poster and monitor provided.

JT. PRODUCTION MANAGEMENT

Thank you.

JT. Production Management

Level 1, 272 Lygon Street
Carlton, Victoria 3053
jtproductionmanagement.com

GROWTH, EXCELLENCE, COMMUNITY,
COLLABORATION, INNOVATION.