

# Canberra CareersXpo Risk Assessments

## Prepared by DW Consultants - May 2026

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**Commercial and Governance Risk Assessment for Kaigi Conferencing and Events and Canberra CareersXpo Pty Ltd**

What are the hazards?	Who might be harmed and how?	Likelihood	Consequence	Risk Category	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Real Property Loss	EPIC might suffer damage to buildings during the bump in and bump out	Rare	Insignificant	Negligible (E1)	All booth build staff are expected to be aware of the dangers of the operating environment and capability and clearances of vehicles and trolleys.	Nil	Event Manager Booth building staff		
Glass and signs	Kaigi Conferencing and Events (KCE), Canberra CareersXpo Pty Ltd (CCX), and EPIC might lose or have damage to signs and windows	Rare	Insignificant	Negligible (E1)	All booth build staff are expected to be aware of the dangers of the operating environment and capability and clearances of vehicles and trolleys.  Monitor exhibitor and student behaviour	Nil	Event Manager Rotary  Booth building staff		

## Commercial and Governance Risks

What are the hazards?	Who might be harmed and how?	Likelihood	Consequence	Risk Category	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Interruption of business or services	KCE might lose telecoms service restricting access to the cloud storage,	Rare	Insignificant	Negligible (E1)	Develop back up strategy with key material on laptops	Nil	Event Manager Rotary		
Covid Outbreak causing Restrictions	The event might suffer loss due to poor patronage from students if there is an outbreak in schools and schools pull back from excursions and attendance at CCX	Unlikely	Moderate	Low (D3)	There is little CCX can do to manage this risk.  CCX has a Covid plan to minimize transmission during the event at the EPIC venue.	This is out of CCX hands			
Loss of chattel or contents	BCE and CCX and EPIC due to loss of gear	Rare	Insignificant	Negligible (E1)	Monitor exhibitor and student behaviour	Nil	Event Manager Rotary	During the total event	
Loss of organisation records	BCE and CCX might limit access to key documents	Rare	Insignificant	Negligible (E1)	Develop back up strategy in the Cloud  Hold hard copies of key documents like this safety plan	Nil	Event Manager Rotary		

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<b>Loss or corruption of computer records</b>	BCE and CCX might become becalmed through such failure of systems	Rare	Insignificant	Negligible (E1)	Develop back up strategy in the Cloud or back up disk  Hold hard copies of key records	Nil	Event Manager Rotary		
<b>Fraud or theft</b>	BCE and CCX might be defrauded through cyber attack or otherwise	Rare	Insignificant	Negligible (E1)	Financial management closely held with tight oversight.  Xpo equipment stored in locked container	Nil	Event Manager Rotary		
<b>Public Liability</b>	BCE and CCX might suffer damage due to inability to renew PL insurance	Unlikely	Moderate	Low (D3)	Public liability insurance cover obtained All exhibitors hold public liability cover	Nil	Event Manager		
<b>Professional negligence</b>	BCE and CCX might suffer damage or loss due to the failure of others to deliver services	Rare	Insignificant	Negligible (E1)	High commitment of management and staff to assess capacity of key service providers	Nil	Event Manager		

## Commercial and Governance Risks

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<b>Contractual liabilities</b>	BCE and CCX and EPIC, and exhibitors	Rare	Insignificant	Negligible (E1)	High commitment of management and staff to ensure event space is returned to EPIC clean and in good order Protection of carpet squares during operation of Forklift or Scissorlift.	Nil	Event Manager Rotary		
<b>Negligence in delivery of services</b>	BCE and CCX and exhibitors might suffer loss due to force majeure event closure	Rare	Major	Low (E4)	High commitment of management and staff  If event is cancelled refunds less already expended costs repayable to exhibitors in accord with T&C.	Nil	Event Manager		
<b>Child safety</b>	Children might get disoriented and separated from their group	Rare	Insignificant	Negligible (E1)	All Rotary Volunteers will be covered by Working With Vulnerable People clearances	Nil	Event Manager Rotary		Rotarians WWVP is not necessary given the very limited contact with students. Though useful to have if a circumstance arises that changes the contact time or nature of the contact

## Commercial and Governance Risks

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Causing a public nuisance - excessive noise or activity	Surrounding urban areas affected	Not applicable  No noise and normal urban experience			Venue known for such events of which CareersXpo is quiet.	Nil			
Motor vehicles		Not applicable				Nil			
Product Liability		Not applicable				Nil			
Failure of compliance with government grant conditions		Not applicable				Nil			

### Slips and Trips Risk Assessment for Kaigi Conferencing and Events and Canberra CareersXpo Pty Ltd

What are the hazards?	Who might be harmed and how?	Likelihood	Consequence	Risk Category	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Slips and Trips</b></p> <p><b>Budawang Coorong Forecourt</b></p>	<p>There is a danger that students, exhibitors and workers might fall and injury themselves. Slips and trips can arise from poor floor covering, cluttered walkways and spills.</p>	Rare	Minor	Negligible (E2)	<p>EPIC facilities are used extensively for events like CareersXpo and are well maintained</p> <p>EPIC staff will provide a cleaning service across the event.</p>	<p>Monitor the area for hazards and remove or isolate.</p> <p>Ensure walkways and paths are clear</p>	Event Manager Rotary	During the event	
<p><b>Slips and Trips</b></p> <p><b>Budawang Building</b></p> <p><b>Coorong Pavilion</b></p>	<p>There is a danger that students, exhibitors and workers might fall and injury themselves. Slips and trips can arise from poor floor covering, cluttered walkways and spills.</p>	Rare	Minor	Negligible (E2)	<p>EPIC facilities are used extensively for events like CareersXpo and are well maintained</p> <p>EPIC staff will provide a cleaning service across the event.</p>	<p>Monitor the area for hazards and remove or isolate.</p> <p>Ensure walkways are clear.</p> <p>Ensure carpet squares are secure without curled edges</p>	Event Manager Rotary	During the event	

## Slips and Trips

What are the hazards?	Who might be harmed and how?	Likelihood	Consequence	Risk Category	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips and Trips  Conference Centre	In addition to ensuring the floor and walkways are clear the link between the two pavilions can generate a bottle neck leading to crush or push events	Rare	Minor	Negligible (E2)	<p>EPIC facilities are used extensively for events like CareersXpo and are well maintained</p> <p>EPIC staff will provide a cleaning service across the event.</p>	<p>Monitor the area for hazards and remove or isolate.</p> <p>Ensure walkways are clear Ensure carpet squares are secure without curled edges</p> <p>Ensure that the Walkway between the buildings does not develop a bottle neck and that student movements are safe and not rushed.</p>	Event Manager Rotary	During the event	Need a STAFF ONLY sign to minimise student activity in the Conference Centre foyer.

### Electrical Safety Risk Assessment for Kaigi Conferencing and Events and Canberra CareersXpo Pty Ltd

What are the hazards?	Who might be harmed and how?	Likelihood	Consequence	Risk Category	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Electrical Safety</b></p> <p><b>Budawang Building</b></p> <p><b>Coorong Pavilion</b></p> <p><b>Conference Centre</b></p>	<p>There is a danger that students, exhibitors and workers might come in contact with live electrical fittings and equipment causing shocks, burns or electrocution</p>	<p>Unlikely</p>	<p>Minor Moderate</p>	<p>Low D(4)</p>	<p>EPIC facilities are used extensively for events like CareersXpo and are well maintained and adhere to electrical standards</p> <p>Electrical junction boxes and lighting are installed by trained technicians attached to SBX.</p> <p>All electrical cords are tested and tagged. Only CCX cords are permitted to provide power to booths.</p>	<p>Monitor the area for safe electricity use with exhibitors only using CCX cords and ensuring they do not present a trip or other safety hazard if cords are moved around booths.</p>	<p>Electrician Event Manager Rotary</p>	<p>During Bump in During event</p>	<p>Exhibitors have a duty under the <i>WHS Act</i> to ensure safety within their booth space and when moving around the facility</p>

### Food Safety Risk Assessment for Kaigi Conferencing and Events and Canberra CareersXpo Pty Ltd

What are the hazards?	Who might be harmed and how?	Likelihood	Consequence	Risk Category	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Food Safety</b>	Food consumers might become sick or might be burned by hot drink or food.	Rare	Minor	Negligible E(2)	Food is supplied by registered commercial vendors attached to EPIC. They abide by necessary food standards.	Nil  Consumers must take reasonable care for their own health and safety in this regard.	EPIC food vendors	During the event	
<b>Conference Centre</b> <b>Exhibitors Lounge</b>	Food consumers might become sick or might be burned by hot drink or food.	Unlikely	Minor	Negligible E(2)	CareersXpo provides tea and coffee facilities in the Exhibitor Lounge.  Food is prepackaged individual serves of biscuits.  Milk and Drinks are kept refrigerated, as are volunteers' food.	Monitor the area for for safe food and beverage delivery especially the hot water urns.  Clean tables after every customer use.  Gather and remove waste and rubbish frequently  Ensure tables and chairs do not present a hazard.	Event Manager Rotary	During the event	Placement of coffee station should be away from the doorway to the Exhibitor's Lounge to eliminate the bottle neck in the entry.

## Health and First Aid Risk Assessment for Kaigi Conferencing and Events and Canberra CareersXpo Pty Ltd

What are the hazards?	Who might be harmed and how?	Likelihood	Consequence	Risk Category	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Heart Attack</b></p> <p><b>Medical Emergency</b></p> <p><b>Traffic Incident</b></p> <p><b>Emergency Plan 1</b></p>	Unknown individuals of any age	Rare	Major	Low E(4)	<p>AEDs are situated in the buildings used by CareersXpo.</p> <p>EPIC main office holds first aid equipment.</p> <p>CareersXpo engages a dedicated First Aid Officer</p>	<p>Implement emergency plan</p> <p>Contact onsite First Aid Officer</p> <p>Contact Ambulance</p>	Event Manager Rotary Wardens and Rotarians		<p>Phone tree required.</p> <p>Requires knowledge of the location of AED and position of the First Aider.</p> <p>First Aid station in Conference Centre Link</p> <p>Check location of AEDs in EPIC</p>
<b>Covid Infections</b>	<p>Infected individuals might attend and pass on the virus.</p> <p>Most sick individuals are likely to self isolate and not attend the event. the virus.</p>	Unlikely	Minor	Low (D2)	<p>Hand sanitiser and masks are available to all.</p> <p>CareersXpo has a continuing Covid Plan established for 2022 which is relevant to the extent demanded by ACT Government policies, with student arrival times managed to eliminate over-congestion.</p>	<p>Nil</p> <p>As 1 March 2023</p> <p style="color: red;">The ACT no longer has any public health restrictions in place. Canberrans are still strongly encouraged to follow <u>COVID Smart behaviours</u>. COVID Smart behaviours help to keep you, your family, and friends, safe from the impacts of COVID-19.</p>	Attendees		

## Health and First Aid

What are the hazards?	Who might be harmed and how?	Likelihood	Consequence	Risk Category	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Manual Handling</b>	Over exertion of staff in setting up equipment and rooms for CareersXpo can give rise to back and musculoskeletal injuries  Cuts and abrasions while clearing away rubbish at the end of the event	Rare	Insignificant to Moderate	Negligible (E1 to E3)	Staff to be warned about lifting heavy load.  Trolleys provided to assist staff move loads  Protective clothing, gloves, to be used during clean up to avoid injury				Manual Handling to be part of training  Above 10 kg two persons must lift gear, using straight back lifting with legs, not bent back
<b>SunSmart and Weather protection</b>	Transport managers and exhibitors on the Forecourt need to be aware of the dangers of sun, wind and rain, and chill	Rare	Insignificant	Negligible E(1)	Staff undertaking this duty must wear long sleeve, long trousers, solid footwear, hat and weather proof jacket or coat.  Sunscreen to be available  Gazebo to provide cover at mustering point		Event Manager Rotary		

## Crowd Safety Risk Assessment for Kaigi Conferencing and Events and Canberra CareersXpo Pty Ltd

What are the hazards?	Who might be harmed and how?	Likelihood	Consequence	Risk Category	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Crowd Management</b></p> <p><b>Budawang Coorong Forecourts</b></p> <p><b>Bus departure zone</b></p>	Students might bunch up after alighting the bus or before getting on the bus with a prospect of crush injury	Rare	Insignificant	Negligible E(1)	<p>Schedule of student arrival times to manage overall numbers across the event.</p> <p>Transport plan shows students guided to either building to spread numbers across the two pavilions.</p> <p>Ensure students move across the forecourt in an orderly manner</p> <p>A Departure Zone is used to separate arrivals and departures</p>	<p>Monitor the area for for safe movement of students and exhibitors.</p> <p>Consumers must take reasonable care for their own health and safety in this regard.</p> <p>Teachers have a role in monitoring and managing the student groups</p>	<p>Event Manager Rotary Transport Controller</p> <p>Teachers and student supervisors</p>	During the event	
<p><b>Crowd Management</b></p> <p><b>Budawang Building Coorong Pavilion Conference Centre</b></p>	Students might bunch up at particular booths with prospect of crush injury	Rare	Insignificant	Negligible E(1)	<p>Schedule of student arrival times to manage overall numbers across the event.</p> <p>Ensure students circulate in an orderly manner</p>	<p>Monitor the area for for safe movement of students and exhibitors.</p> <p>Consumers must take reasonable care for their own health and safety in this regard.</p>	<p>Event Manager Rotary</p> <p>Teachers and student supervisors</p>	During the event	

## Crowd Safety

What are the hazards?	Who might be harmed and how?	Likelihood	Consequence	Risk Category	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Aggressive Behaviour	Students might become aggressive with each other	Rare	Minor	Negligible E(2)	Ensure students circulate in an orderly manner	Monitor the area for safe behaviour of students and exhibitors.  Implement emergency plan if needed	Event Manager Rotary  Teachers and student supervisors	During the event	

## Fire Safety and Emergency Risk Assessment for Kaigi Conferencing and Events and Canberra CareersXpo Pty Ltd

What are the hazards?	Who might be harmed and how?	Likelihood	Consequence	Risk Category	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Fire Safety</b>	There is a danger that some activities might create conditions conducive to igniting a fire, eg electrical equipment overheating, resulting in injury requiring first aid.	Rare	Minor Moderate	Negligible( E2,E3)	<p>EPIC facilities are used extensively for events like CareersXpo and are well maintained and adhere to fire safety standards with hoses and extinguishers.</p> <p>Exhibitors are expected to monitor their equipment and manage the activity in their booths.</p> <p>All buildings used by CCX are linked to the ACT Fire Brigade.</p>	<p>EPIC fire and evacuation plans exist for the CareersXpo precinct</p> <p>Monitor the area for event of fire.</p> <p>Implement evacuation plan if needed</p>	<p>Event Manager Rotary Fire Warden First Aider</p> <p>Police Fire Brigade Ambulance</p>	During the event including Bump in and Bump Out	<p>. Develop emergency phone tree</p> <p>Wardens to have helmets, loud hailer</p> <p>Training to ensure knowledge of the evacuation routes and assembly areas</p>
<b>Bomb Threat/ Terrorism</b>	As a mass gathering CareersXpo could present a target resulting in mass casualties.	Rare	Catastrophic	Medium( E5)	<p>CCX has evacuation plans in case of a incident requiring evacuation.</p> <p>CCX has adopted the EPIC Bomb threat checklist sheet.</p>	<p>Monitor the area for suspicious activity or suspicious packages.</p> <p>Implement emergency evacuation plan if needed.</p>	<p>Event Manager Rotary Fire Warden First Aider</p> <p>Police Fire Brigade Ambulance</p>		

## Fire Safety

What are the hazards?	Who might be harmed and how?	Likelihood	Consequence	Risk Category	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Severe Storms</b>	There is a danger that a severe storm can cause damage to buildings and equipment and people if caught in a storm.	Rare	Minor	Negligible (E2)	Weather warnings of severe storms will be monitored to forewarn CCX.  Shelter in situ approach adopted	Monitor the area and ensure dangerous wind borne items cleared away.  Implement emergency plan if needed.	Event Manager Rotary Fire Warden First Aider  EPIC  Police Fire Brigade Ambulance		

### Transport Risk Assessment for Kaigi Conferencing and Events and Canberra CareersXpo Pty Ltd

What are the hazards?	Who might be harmed and how?	Likelihood	Consequence	Risk Category	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Transport Safety</b></p> <p><b>Budawang Coorong Forecourt</b></p>	<p>There is a danger that buses and cars might impact attendees to the CareersXpo event resulting in minor to major injury.</p> <p>Some students arrive by tram and walk into the site, crossing Magpie Road</p>	Rare	Minor Major	Negligible( E2,E3)	<p>EPIC roads have a very low speed limit.</p> <p>Students and teachers alight from buses at Main Entrance to EPIC and must cross roads to get to the Budawang and Coorong forecourt area.</p> <p>Bus management and crowd control at bus stops are managed by Rotary monitors controlled by a team of bus wardens wearing Hi Vis vests</p> <p>Vehicle entry to the forecourt during the event is restricted by barriers</p>	<p>Monitor the area where buses arrive and depart to ensure separation of pedestrian and vehicular traffic.</p> <p>Implement emergency plan if needed</p> <p>Transport monitors have to be aware of the arrival times of students by tram and ensure that road safety rules are applied, including warning the bus drivers teachers/ supervisors and other vehicles.</p>	<p>Event Manager Rotary transport managers</p> <p>First Aider Ambulance Police</p>	<p>During the event from 09:00 to 15:00 when students arrive and depart from CareersXpo</p>	<p>Walkie talkie to bus managers provided by bus companies</p> <p>Shade, water, long sleeves, sunscreen, hats long trousers and closed in footwear.</p>

## Transport Management

What are the hazards?	Who might be harmed and how?	Likelihood	Consequence	Risk Category	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Disabled parking</b>	There is a danger that disabled vehicles will impact attendees to the CareersXpo event resulting in minor to major injury	Rare	Minor Major	Negligible( E2,E3)	Disabled parking will entry and cross the Budawang and Coorong forecourt during the event when there will be many students and exhibitors milling around	<b>This activity is to be under the control of the Transport monitors</b>	Event Manager Rotary transport managers  First Aider Ambulance Police	During the event	Parking in the forecourt area by CareersXpo staff to be limited to period before and after the daily event.
<b>Forklift operation</b>	There is a danger that forklifts will impact CareersXpo staff and booth building staff resulting in minor to major injury	Rare	Minor Major	Negligible( E2,E3)	All forklift drivers to be duly licensed  All staff building up booths to wear hi vis vests  All CareersXpo staff during bump in and bump out to wear hi vis vests  All booth build staff are expected to be aware of the dangers of the operating environment.	All fork lift operations to be confined to the period of Bump in and bump out before students arrive.	Fork lift operators and staff	Tuesday, and Thursday after 15:00.	

## Transport Management

What are the hazards?	Who might be harmed and how?	Likelihood	Consequence	Risk Category	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<b>Semi trailer operation</b>	There is a danger that semi trailers and trucks will impact CareersXpo staff of and booth building staff resulting in minor to major injury	Rare	Minor Major	Negligible( E2,E3)	<p>All semi trailer and truck to be driven only by licensed drivers. drivers to be duly licensed</p> <p>All booth build staff to wear hi vis vests</p> <p>All CareersXpo staff during bump in and bump out to wear hi vis vests</p> <p>All booth build staff are expected to be aware of the dangers of the operating environment.</p>	All semi trailer and truck delivery operations to be confined to the period of Bump in and bump out before students arrive.	Truck drivers and staff	Tuesday, and Thursday after 15:00.	
<b>Static displays by ADF and other vehicles on Forecourt areas</b>	There is a danger that vehicles might impact attendees and staff during Bump in and Bump out.	Rare	Minor Major	Negligible( E2,E3)	Bump in and bump out traffic is conducted by experienced operators mindful of the danger in confined areas	Nil	Operators and Exhibitor Display	Bump in and Bump out when large trucks are on site.	