

Risk assessment

Company name: CheckUP Australia

Assessment carried out by: Kat Murray

- **Event:** 2025 #GoHealth Careers Expo
- **Date:** Wednesday 18 June 2025
- **Time:** 9:00am – 3:00pm
- **Venue:** Brisbane Convention and Exhibition Centre
- **Expected Attendance:** Approximately 3000 students, plus teachers, parents, exhibitors, and staff

Event Overview:

The #GoHealth Careers Expo is an interactive career exploration event showcasing a wide range of health services, universities, registered training organisations, and hospitals. The event includes mobile health service vehicles (e.g., Heart of Australia Truck 6, dental van, ambulance), live demonstrations (e.g., CPR on dummies), a photobooth, and chill-out zones for neurodiverse attendees.

What are the hazards?	Who might be harmed and how?	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
Crowd Management: Potential for overcrowding and disorderly conduct.	<ul style="list-style-type: none"> • High school students • Teaching staff • Parents • Exhibitor staff • CheckUP staff 	<ul style="list-style-type: none"> • CheckUP staff to monitor registrations to ensure sessions do not exceed the recommended number of attendees per square meter. 	Continuous Monitoring: Implementing real-time monitoring of crowd flow and feedback mechanisms. Conducting regular inspections during the event.	<ul style="list-style-type: none"> • CheckUP staff • Venue security 	<ul style="list-style-type: none"> • Prior to the event. • Continuously monitored throughout the event. 	



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		<ul style="list-style-type: none"> • Implementing signage, and trained staff to monitor and control crowd flow. • Ensuring there is sufficient adult supervision for each registered school. • Venue security staff to continuously monitor the crowd 				
<p>Health and Safety: Risk of accidents, injuries, dehydration, and spread of illnesses such as COVID and Influenza.</p>	<ul style="list-style-type: none"> • High school students • Teaching staff • Parents • Exhibitor staff • CheckUP staff 	<ul style="list-style-type: none"> • Providing hydration stations, medical personnel, and first aid personnel. Providing dedicated quiet areas for attendees to utilise. 	<p>Training and Education: Providing CheckUP staff and exhibitors with emergency procedures and safety training.</p>	<ul style="list-style-type: none"> • CheckUP staff • Venue staff 	<ul style="list-style-type: none"> • Prior to the event. • Continuously monitored throughout the event. 	

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		<ul style="list-style-type: none"> • Educating attendees on safety measures. • Cables taped securely to floors • No obstacles blocking walkways • Regular inspections by CheckUP staff 				
<p>Health Emergencies (e.g., Fainting, Injury)</p>	<ul style="list-style-type: none"> • High school students • Teaching staff • Parents • Exhibitor staff • CheckUP staff 	<ul style="list-style-type: none"> • First Aid Officers and Mental Health First Aid Officers onsite • Many exhibitors are qualified health professionals • First Aid kits easily accessible 	<p>CheckUP staff to monitor</p>	<ul style="list-style-type: none"> • CheckUP staff • Exhibitor staff • Venue staff 	<ul style="list-style-type: none"> • Continuously monitored throughout the event. 	
<p>Fire Safety: Hazard of fire due to electrical</p>	<ul style="list-style-type: none"> • High school students • Teaching staff • Parents 	<ul style="list-style-type: none"> • Adhering to venues fire safety procedures and 	<p>Follow the instructions of the venues staff. Staff and exhibitors to undertake</p>	<ul style="list-style-type: none"> • CheckUP staff • Venue staff 	<ul style="list-style-type: none"> • Continuously monitored 	

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equipment and materials.	<ul style="list-style-type: none"> Exhibitor staff CheckUP staff 	<p>maintaining clear evacuation routes.</p> <ul style="list-style-type: none"> CheckUP staff and exhibitors briefed on evacuation points 	training provided by the venue.		throughout the event.	
Exhibitor Risks: Accidents or injuries caused by exhibitor materials or displays.	<ul style="list-style-type: none"> High school students Teaching staff Parents Exhibitor staff CheckUP staff 	Providing guidelines to exhibitors, request information regarding each display to be assessed by the working group and conducting inspections of displays.	Collaboration: Ensuring effective communication and collaboration among stakeholders for risk management.	<ul style="list-style-type: none"> CheckUP staff Exhibitor staff Medical staff attending as exhibitors First Aid officers 	<ul style="list-style-type: none"> Prior to the event. Continuously monitored throughout the event. 	
Vehicle Hazards (mobile health services)	<ul style="list-style-type: none"> High school students Teaching staff Parents Exhibitor staff CheckUP staff 	<ul style="list-style-type: none"> Vehicles stationary and locked once in place Vehicles positioned to avoid congesting pedestrian traffic 	CheckUP and venue staff to monitor	<ul style="list-style-type: none"> Exponet CheckUP staff Exhibitor staff 	<ul style="list-style-type: none"> Prior to the event. Continuously monitored throughout the event. 	



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		<ul style="list-style-type: none"> • Clear signage and barriers around vehicles 				
Injury in Photobooth Area	<ul style="list-style-type: none"> • High school students • Teaching staff • Parents • Exhibitor staff • CheckUP staff 	<ul style="list-style-type: none"> • Photobooth monitored by staff • Equipment secured to prevent tipping or falling 	<p>Photo Booth vendor to set up photo booth appropriately</p> <p>CheckUP and venue staff to monitor</p>	<ul style="list-style-type: none"> • Photo Booth vendor • CheckUP staff 	<ul style="list-style-type: none"> • Prior to the event. • Continuously monitored throughout the event. 	
Lost Students	<ul style="list-style-type: none"> • High school students 	<ul style="list-style-type: none"> • Clear communication plan for lost students • Designated meeting point established 	Staff trained to manage and reunite students with teachers	<ul style="list-style-type: none"> • Teaching staff • CheckUP staff • Venue staff • Exhibitor staff 	<ul style="list-style-type: none"> • Prior to the event. • Continuously monitored throughout the event. 	
Logistical Risks: Traffic congestion and parking issues for busses	<ul style="list-style-type: none"> • High school students • Teaching staff • Parents • Exhibitor staff • CheckUP staff 	<ul style="list-style-type: none"> • Communicate parking instructions and further information regarding bus parking to attendees. 	Communicate reminders to registered attendees.	<ul style="list-style-type: none"> • CheckUP staff 	<ul style="list-style-type: none"> • Prior to the event. 	



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		<ul style="list-style-type: none"> A bus drop off roster will be developed and shared with schools to ease congestion at the designated drop off zone. 				

General Health and Safety Measures

- All exhibitors and CheckUP staff to undertake venue induction training prior to the event.
- Exhibitors and staff present hold current Blue Cards.
- All staff and exhibitors must comply with BCEC’s health and safety policies.
- Regular announcements reminding attendees to stay hydrated and report any issues to staff.
- Prior to the event commencing briefing for exhibitors and CheckUP staff regarding health and safety procedures.
- Exhibitors required to have an interactive component that is safe, age-appropriate, and supervised at all times.

Fire and Emergency Procedures

- Evacuation plans clearly displayed.
- All attendees briefed on emergency procedures at the start of their visit.
- Fire wardens appointed among CheckUP staff.

gateway to industry schools

health

- All exits and assembly areas comply with BCEC fire regulations.

Accessibility Considerations

- Wheelchair-accessible entrances and exits.
- Changing space available for students requiring it.
- Assistance available for students needing help navigating the event.

Incident Reporting

- All incidents (minor or major) must be reported immediately to CheckUP staff.
- Incident report forms available at the CheckUP information booth.

