Wollongong

Creative Spaces

BE PART OF AN EXCITING OPPORTUNITY TO CONTINUE TO TRANSFORM THE WOLLONGONG CITY CENTRE.

www.wollongong.nsw.gov.au/creativespaces • creativespaces@wollongong.nsw.gov.au • 4227 7111
Creative Spaces

Why?

- **Supports our Creative Economy** - Creativity, culture and technology have the potential to generate jobs while at the same time promoting social inclusion, cultural diversity and human development.
- **Adds Life to the City** – The use of creative spaces will attract people into the city centre.
- **Increases the City Economy** – Increased activity activates and increases the commercial and social viability of the city centre.
- **Creates Uniqueness** – Provides an opportunity for emerging, innovative and professional artists / creative projects to showcase and engage in a wide variety of unique activities.

Success Stories:

- Newcastle - Re-new Newcastle
- Sydney - City of Sydney & Space for Creativity
- Lismore - Art in the Heart
- Coffs Harbour - Museum in the Mall
- Parramatta City Council - Pop-Up Parramatta
- Gosford City Council - Creative and Innovative
- Sydney - Anyplace Projects
- Sydney - Frasers Studio
- Adelaide - Renew Adelaide

Carolyn Nowaczyk – Globe Lane Pop-up
(Photo Nina Kourea)
Local Success Stories:

Since 2010, Wollongong City Council has supported 21 creative spaces initiatives supporting artists and property owners across the Local Government Area.

Benefits

Benefits to Businesses

- Occupancy of spaces by responsible people can reduce the risk of vandalism, fire, building deterioration.
- Re-activate and energise vacant spaces. Paper Girl Pop-Up Opening Globe Lane
- May reduce or eliminate some maintenance costs.
- May reduce insurance costs.
- May improve long-term rental prospects.
- May result in medium to long term growth in the value of properties.
- May result in improved rental return by activating shop fronts leading to increased traffic and increased commercial activities.

Benefits to Artists and Creative Enterprises

- Provides access to a space to work from, to sell work, display their work and to engage with the city and the community.
- Provides artists and cultural groups with a low cost opportunity to pursue and develop their creative enterprises.
- Promotes and nurtures new and emerging creative and innovative industries.

Benefits to the Broader Community

- Energises the Wollongong city centre by creating new activities and opportunities.
- Revitalises and supports the transformation of the business precinct in the Wollongong city centre.
- Stimulates small business and job creation and increases financial spend in the city centre.
- Generates economic activity by making the city centre a more desirable place to visit and to operate commercial businesses from.
- Supports local creative industries to develop an innovative unique city.
• Encourages the local community to engage with the city by introducing new and vibrant enterprises.
• Creates safer places and reduces problems of damage to property, graffiti and crime.

How it Works?

• Council will liaise with private owners and real estate agents to facilitate the temporary use of vacant spaces in the city centre, which might otherwise be left empty and unproductive.
• Council will develop a register of potential empty spaces.
• Council will advertise an Expression of Interest (EOI) for artists / creative projects for project proposals to register an interest in occupying empty spaces in the city centre.
• Council will negotiate with all parties to identify the most appropriate match for the sites.
• The artist / creative project will enter into a licence agreement with the property owners for short term occupation.
• The occupancy is usually free or a nominal rental, but the final agreement regarding fees is between the property owner and the artist.

Noah Hampson Globe Lane Pop-Up (Photo Nina Kourea)
Flowchart for Creative Spaces

**Step 1**
- Empty spaces are identified as they arise and interest registered through a formal Business Registration Form. (See Attachment 1)

**Step 2**
- Council advertises an Expression of Interest (EOI) for artists / creative projects. Projects are registered through a formal Project Proposal Form. (See Attachment 2)

**Step 3**
- Successful projects / activities identified from EOI's are matched to available spaces.

**Step 4**
- Permitted use, suitable activities, duration of occupancy and payments are agreed to by the property owner and the artist.

**Step 5**
- A licence agreement is agreed to between property owner and artists / creative projects.

**Step 6**
- Artist / creative project moves into a space for short term occupancy.

**Step 7**
- Council provides on-going follow-up with property owners and artists.

**Step 7**
- Council to facilitate media opportunities.

**Step 8**
- Council undertakes de-brief, project documentation, evaluation and data collection of each occupancy.

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Information for Property Owners

- Properties should be vacant, under utilised or awaiting re-development.
- Properties with storefront spaces are ideal. Properties that are visible to the passer-by are more likely to reinvigorate an under utilised area.
- Properties should be safe and ready for immediate use and comply with applicable building, fire and safety codes. Properties should not pose any hazards to individuals who use and visit the space.
- The property should have functioning utilities such as water, electricity and gas (if necessary). Utilities costs will be covered by a nominal weekly payment by the artists / creative project as agreed to in the licence agreement.
- Property owners to effect and maintain building insurance.
- Properties which require major maintenance or construction are not suitable.
- Properties can be made available on a short term basis. The licence agreements state that the property owner may claim possession of their property in a quick and flexible manner.
- Council will work with private owners and real estate agents to facilitate the temporary use of the licensed spaces, which might otherwise be left empty and unproductive.
- The property owner and the creative project will agree and negotiate permissible use and accepted activities for spaces. Artists will enter into a licence agreement with property owners for spaces for short term occupation.
- An Expression of Interest (EOI) will be advertised by Council for artists / creative projects to submit their interest in occupying a space. Suitable proposals will be matched with suitable vacant spaces.
- A register of vacant shop fronts / spaces will be developed by Council.

Interested? -- If you are a Property Owner:

Complete the attached form:
Attachment 1 – Property Owner
Creative Spaces – Property Owners Registration Form 2014

If you require further information please email:
creativespaces@wollongong.nsw.gov.au
Information for Artists

Interested?

Are you an Artist and have an idea for a creative Project?

You will need to consider the following:

- Proposals need to be submitted on the attached Form - Creative Spaces - Artist Project Proposal – Attachment 2.
- Artists / creative projects should be comfortable with the short term nature of the arrangement.
- Proposals should endeavour to inject vitality into the city centre.
- Artists / creative projects should have a high degree of professionalism and a clear vision.
- Proposals should be practical in view of planning, local government and building code regulations.
- Artists will need to undertake a Risk Management Plan if successful in consultation with the Property Owner. See Attachment 3 for a Risk Management template example.

Interested? -- If you are an Artist or have a creative project, please complete the attached form:

Attachment 2 – Artist / Creative Project

Creative Spaces - Artists / Creative Project – Project Proposal Form 2014

If you require further information please email: creativespaces@wollongong.nsw.gov.au

Paper Girl Pop-Up Opening Globe Lane
Examples of the types of creative uses of empty spaces

There are a range of cultural and arts activities that could be implemented as short-term uses in vacant shops, offices or industrial premises. These short–term activities could include the following:

- Artist studios with workshop facilities
- Craft, pottery and sculpture
- Gallery space (display with sales)
- Art installations (only for display)
- Bespoke local design stores – for example jewellery, textiles, fashion, furniture, toys etc
- Web development businesses
- Small publishers
- Music studios and workshop facilities
- Photography studio
- Film and video studios
- Graphic design
- Start-up creative businesses

Tamryn Bennett (Photo Nina Kourea)
Licence Agreements

Ultimately, it is a matter for real estate / property owners and the artist / creative projects to negotiate and agree to suitable terms for the licence agreement. A template which may be suitable is available at


It is anticipated that each agreement will only be for short term occupancies and that the owner may give 14 days’ notice at any time should they wish to end the agreement. Property owners are therefore able to act upon commercial opportunities that may arise. The property owner would provide access to the vacant space for free or for a nominal fee until they wish to end the agreement.

Real estate / property owners and artists / creative projects are responsible for undertaking their own enquiries and obtaining professional advice as required and they may not rely on any advice or representations by Council.

Artists / creative projects will only be able to use the space for short term occupancies. The owner or artist can give 14 days’ notice at any time should they wish to end the arrangement.

Payments

In return for access to and use of the space, the artist / creative project will be required to pay a nominal amount that will be negotiated and agreed to between the parties to cover basic utility costs. The fee will be payable directly to the property owner.
Who will be responsible for Insurance?

Public Liability Insurance

Each artist / creative project must have and provide evidence to the property owner of their own public liability insurance policy.

For example, National Association for Visual Artists (NAVA) provides Artist insurance under its Professional Membership ($230 per year).

Contact: http://www.visualarts.net.au

Other insurance providers are also available.

Artists / creative projects must not engage in any activity that is in breach of the agreed permissible use as stated in the project proposals and licence agreement.

Other insurance that artists / creative projects might need:

The artist / creative project will be responsible for procuring all other insurance coverage for additional risks, such as:

- Workers compensation insurance to the extent required by law.
- Contents insurance if desired or necessary.

Risk Management

Artists / creative projects are ultimately responsible for their own risk management plan and while Council will act in good faith to provide reasonable assistance, artists / creative projects are responsible for obtaining their own professional advice and may not rely on any advice or representations by Council.

The risk management plan seeks to:

- Ensure the health and safety of people including employees, customers, volunteers and artists / creative projects.
- Protect property, plant and equipment including the occupied building.
- Protect the property owner’s and artist’s / creative project’s reputation, credibility and status.
- Provide the public and customers with confidence in the artist’s /creative project’s activity.
- Protect the environment.
If you are a property owner or an artist or creative project, to participate you will need to fill out the following:

Attachment 1 – Property Owner
Creative Spaces – Property Owners Registration Form 2014

OR

Attachment 2 – Artist / Creative Project
Creative Spaces - Artists / Creative Project – Project Proposal Form 2014

Additional Information

Attachments 3a & 3b – Risk Management Template Samples
3a – Artist Risk Management Template sample
3b – Building Risk Assessment Template sample
Wollongong Creative Spaces
Attachment 1

PROPERTY OWNERS REGISTRATION FORM

Have you got a vacant shop or space in the city centre?
Be part of an exciting opportunity to continue to transform the Wollongong city centre.

Local property owners are being asked to provide space on a short term basis for local artists and creative projects to occupy vacant shop spaces in the Wollongong city centre. The spaces could be used for exhibition spaces / installations, workshops, sales or studio spaces.

Please fill out the following:

Name: ...................................................................................................................................................

Position (if Applicable) ...................................................................................................................................

Agent on Behalf of: ........................................................................................................................................

Property Address ...........................................................................................................................................

Email ................................................................................................................................................................

Mobile ............................................................................................................................................................

Postal Address ..................................................................................................................................................

Type of Property

- Office .........................................................................................................................................................

- Shop Front ....................................................................................................................................................

- Other ...........................................................................................................................................................

Approximate Size of space available for use: (in sqm) ..................................................................................

...........................................................................................................................................................................

Available Dates

Start Date: .................................................................End Date: .................................................................
1. Artists / creative projects will pay a nominal weekly fee. The amount will be negotiated by artists and property owners. This weekly fee will vary depending upon the artist / creative project needs and negotiations with property owners.

2. Permitted use for the space will be negotiated between the artist and the property owner, and reflected in the Licence Agreement between the two parties.

3. Understand that there is a 14 day notice for creative projects to vacate at any time.

4. Property owners will be required to maintain their own building insurance.

5. Artists / creative projects will be required to have their own Public Liability insurance.

6. Consider projects that are practical in view of planning, local government and building code regulations.

7. Consider projects that focus on short term activation.

8. Be required to acknowledge support from all parties including artists, and Council and be available if required for any media opportunities.

9. Contribute to data and feedback for the purposes of project evaluation and reporting.

10. Ensure the property is clean, presentable and safe.

11. Build a positive working relationship between Council, Artists and local businesses.

I certify that I am the Authorised Property Owner or Representative of the Property Owner

Print Name: ........................................................................................................................................

Signature: ........................................................................................................................................

Date: ........................................................................................................................................
Wollongong Creative Spaces
Attachment 2
ARTISTS / CREATIVE PROJECT
PROJECT PROPOSAL FORM

Have you got an idea for a creative short term project - but just need somewhere to make it happen?

Be part of an exciting opportunity to continue to transform the Wollongong city centre.

Local artists, designers and creative enterprises are invited to apply to occupy a limited number of vacant shop spaces in the Wollongong city centre for short term residencies / occupancies. The spaces could be used for exhibition spaces / installations, workshops, sales or studio spaces.

Ideally projects will assist in transforming a vacant or under-utilised space into vibrant creative experiences that engage with the community and passers-by.

Please fill out the following:

Name: ............................................................................................................................

Position (if Applicable) ..................................................................................................

Organisation (if Applicable) ..........................................................................................

Business Name ..........................................................................................................

Email .............................................................................................................................

Mobile ..........................................................................................................................

Postal Address ...........................................................................................................
Description of Proposed Activity ........................................................................................................................................
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Brief description of the key people involved, their experience and responsibilities: ..................................................
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Special Access or Space Requirements ☐ Yes / ☐ NO  If yes please outline:..............................................................
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Type of Property Required
- Office ..............................................................................................................................................................................
- Shop Front ................................................................................................................................................................
- Other ........................................................................................................................................................................

Proposed Operating Hours: ........................................................................................................................................
Number of People Using the Space: ............................................................................................................................
Proposed Start Dates: ..................................................................................................................................................
Guidelines for Artists / Creative Projects

Projects will:

1. Pay a nominal weekly fee, that will be negotiated between you and the property owner.
2. Demonstrate to the property owner suitable Public Liability insurance.
3. Understand that there is a 14 day notice to vacate at any time.
4. Have a creative idea that will have a high degree of professionalism and a clear vision.
5. Be practical in view of planning, local government and building code regulations.
7. Be required to acknowledge Council’s support and assistance from property owners and be available if required for any media opportunities.
8. Contribute data and feedback to Council for the purposes of project evaluation and reporting.
9. Ensure the property is kept clean, presentable and safe.
10. Ensure that upon leaving the property is returned to the same standard as before occupancy.
11. Manage regular waste and recycling collections as agreed to with the property owner.
12. Build a positive working relationship with other tenants and local organisations, Council and property owners.

By signing below, you agree to the Criteria and Guidelines outlined in this Artists / Creative Project Proposal Form

Print Name: .................................................................................................................................

Signature: .................................................................................................................................

Date: ........................................................................................................................................
Criteria for Inclusion in Wollongong Creative Spaces

Please tick the following boxes

Do you:

☐ Understand that the term of occupancy is SHORT TERM with a 14 day notice to vacate.

☐ Understand the requirement for keeping the property clean, presentable and safe.

☐ Understand that upon leaving the property you are to return it to the same standard as before occupancy.

☐ Understand you will need to undertake a Risk Management Plan.

☐ Have a willingness to acquire appropriate public liability insurance for an amount agreed to by the property owner.

Please attach your and other relevant key people CV’s

Please attach any images if required.
## Attachment 3a - CREATIVE SPACES KIT

### Artists Risk Assessment Template

<table>
<thead>
<tr>
<th>Location</th>
<th>Location</th>
<th>Location</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td>Project Name</td>
<td>Project Name</td>
<td>Project Name</td>
</tr>
<tr>
<td>Date of Assessment</td>
<td>Date of Assessment</td>
<td>Date of Assessment</td>
<td>Date of Assessment</td>
</tr>
<tr>
<td>Names of Assessors</td>
<td>Names of Assessors</td>
<td>Names of Assessors</td>
<td>Names of Assessors</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazard</th>
<th>What Can Happen How Can It Happen</th>
<th>Severity</th>
<th>Likelihood</th>
<th>Risk Score / Rank</th>
<th>Suggested Site Specific Controls</th>
<th>Who When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of Equipment</td>
<td>For Artists: Damage to equipment, equipment doesn't work properly or set up inappropriately.</td>
<td></td>
<td></td>
<td></td>
<td>For example: Site Manager. Artists to test equipment and prepare a Risk Assessment for their own space and equipment they use.</td>
<td>Artists Before and During Activity</td>
</tr>
<tr>
<td>Use of Equipment</td>
<td>For the general public visitors and workshop participants - Handled incorrectly, instructions not followed, trip or obstruction hazard.</td>
<td></td>
<td></td>
<td></td>
<td>All visitors to be accompanied by an artist, and accessible areas only to be accessed. Supervision of participants using equipment by workshop organisers</td>
<td>Site Manager and Artists Before and During Activity</td>
</tr>
<tr>
<td>Workstation Layout</td>
<td>For artists: Not suitable for activity. Layout of room encroaching / interfering with other artists activities.</td>
<td></td>
<td></td>
<td></td>
<td>All artists to have areas and activities to be approved before set up.</td>
<td>Project committee</td>
</tr>
<tr>
<td>Workstation Layout</td>
<td>Not suitable for participant numbers</td>
<td></td>
<td></td>
<td></td>
<td>Access and modify the layout before the workshop. Ensure participants know where all facilities are located. Appropriate supervision of activities.</td>
<td>Artists Before and During Activity Workshop organiser</td>
</tr>
<tr>
<td>Hazard</td>
<td>What Can Happen How Can It Happen</td>
<td>Severity</td>
<td>Likelihood</td>
<td>Risk Score / Rank</td>
<td>Suggested Site Specific Controls</td>
<td>Who When</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------------------------------------------</td>
<td>----------</td>
<td>------------</td>
<td>-------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Management of Waste</td>
<td>Food scraps during use of area or in common kitchen areas.</td>
<td></td>
<td></td>
<td></td>
<td>Provision of bins in the area and kitchen areas.</td>
<td>Site Manager Before and During Activity Workshop organiser Artists</td>
</tr>
<tr>
<td>Management of Waste</td>
<td>Materials, paper and other refuse from art making.</td>
<td></td>
<td></td>
<td></td>
<td>Each space to provide their own waste containers. Provision of bins in common areas.</td>
<td>Eg Site Manager Before and During Activity Workshop organiser Artists</td>
</tr>
<tr>
<td>Poor Site Amenities</td>
<td>First aid needed for minor injury Minor injury occurs on site</td>
<td></td>
<td></td>
<td></td>
<td>Each licensee to provide a first aid kit in their own areas</td>
<td>Eg Artists Before and during activity.</td>
</tr>
<tr>
<td>Smoking in the Area</td>
<td>One or more participants are smokers Smoking during the opening of the area</td>
<td></td>
<td></td>
<td></td>
<td>Part of Induction information. Group advised of no smoking policy in building. Appropriate signage to displayed.</td>
<td>Eg Site Manager Artist Before and during activity.</td>
</tr>
<tr>
<td>Alcohol in the Area</td>
<td>Intake of alcohol</td>
<td></td>
<td></td>
<td></td>
<td>Part of induction. Group advised of no alcohol status in all areas and provision for smoking. Appropriate signage to displayed.</td>
<td>Eg Site Manager Artists</td>
</tr>
<tr>
<td>Safe Environment</td>
<td>Art activities and workshops Artists &amp; participants get tired</td>
<td></td>
<td></td>
<td></td>
<td>Ensure adequate breaks are offered have adequate supervision.</td>
<td>Eg Artists Before and during activity.</td>
</tr>
<tr>
<td>Hazard</td>
<td>What Can Happen How Can It Happen</td>
<td>Severity</td>
<td>Likelihood</td>
<td>Risk Score / Rank</td>
<td>Suggested Site Specific Controls</td>
<td>Who When</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>----------</td>
<td>------------</td>
<td>-------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Manual Handling        | Sprain or strain whilst using or moving equipment                                                |          |            |                   | For example: Induction given. Artist to account for all equipment in their RA. Detail in condition of use, and they shall follow OHS regulation. Display safe handling procedures in the rooms. Display manual handling posters in the building. | Eg Site Manager Artists  
Before and during activity.                                                                 |
| Moving Chairs and tables | Sprains and strains. Over balancing, falls, slips, cuts, strains, jammed fingers, lifting above should height. |          |            |                   |                                                                                                  | Eg Artists  
Before and during activity. Induction of users – to ensure safe handling, storage of equipment, remove trip hazards and plan task. Use trolleys. Follow manual handling principles. Display appropriate signage on correct handling of furniture. |
| Building Access        | Poor lighting at night causing slips trips and fall                                              |          |            |                   |                                                                                                  | Eg Site Manager Artists  
Artists  
<table>
<thead>
<tr>
<th>Hazard</th>
<th>What Can Happen How Can It Happen</th>
<th>Severity</th>
<th>Likelihood</th>
<th>Risk Score / Rank</th>
<th>Suggested Site Specific Controls</th>
<th>Who When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Obstacles causing slips trips and falls</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Eg Site Manager artists Before and during activity. Conduct weekly site inspections, report any vandalism or other activity that has resulted in debris in access areas. Instruct artists to remove any obstructions. Induct artists supply emergency contact details for hirers</td>
<td></td>
</tr>
<tr>
<td>Uneven surfaces, wet and slippery ground</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Eg Site Manager Artists Before and during activity. Conduct weekly sight inspections, report any problems to Building Maintenance. Isolate area if dangerous with signage or other appropriate barricading. Induct artists and supply emergency contact details to hirers.</td>
<td></td>
</tr>
<tr>
<td>Access made to cordoned off areas</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Eg Site Manager Areas that are identified as inaccessible to artists and visitors to be clearly sign posted</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The table provides a summary of hazards and suggested site-specific controls. The details for site visits and recommended actions are adapted from local regulations and best practices to ensure safety and compliance.
<table>
<thead>
<tr>
<th>Hazard</th>
<th>What Can Happen How Can It Happen</th>
<th>Severity</th>
<th>Likelihood</th>
<th>Risk Score / Rank</th>
<th>Suggested Site Specific Controls</th>
<th>Who When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Serious injury or death, damage to property, damage to environment Fire within the building or surrounds</td>
<td></td>
<td></td>
<td></td>
<td>Eg Site Manager Artist Before and during activity. Ensure that electrical equipment is tested/tagged as per standard. Individual artist responsible in their RA. Appropriate Fire control information to be displayed.</td>
<td>Eg Site Manager Artist Before and during activity. Ensure that electrical equipment is tested/tagged as per standard. Individual artist responsible in their RA. Appropriate Fire control information to be displayed.</td>
</tr>
<tr>
<td>Loss or damage to other artists equipment or artworks.</td>
<td>Damage to artworks by other artists or participants. Theft or use of other artists materials and equipment. Visitors unaware of appropriate behaviour</td>
<td></td>
<td></td>
<td></td>
<td>Eg Site Manager Artist All artists to be aware of and secure all their own equipment. Any issues to be reported to the site manager. Artists and site manager to issue warnings to artists / visitors who they see using other artists material or equipment. If behaviour continues the artist will be evicted or if a participant be asked to leave the premises. Signage warning visitors of appropriate behaviour</td>
<td>Eg Site Manager Artist All artists to be aware of and secure all their own equipment. Any issues to be reported to the site manager. Artists and site manager to issue warnings to artists / visitors who they see using other artists material or equipment. If behaviour continues the artist will be evicted or if a participant be asked to leave the premises. Signage warning visitors of appropriate behaviour</td>
</tr>
</tbody>
</table>

**Please Note:**

Disclaimer: These are templates provided by Wollongong City Council containing suggested risks, controls and risk scoring descriptions but that ultimately it is the responsibility of the property owner and or the artist / creative project to satisfy themselves that the templates are appropriate and sufficient for use as well as to adequately identify and manage risks.
# Attachment 3b - CREATIVE SPACES KIT

## Building Risk Assessment Template

<table>
<thead>
<tr>
<th>Describe the Hazard</th>
<th>What Can Happen How Can It Happen</th>
<th>Severity</th>
<th>Frequency</th>
<th>Risk / Rank Score</th>
<th>Suggested Site Specific Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public</td>
<td>Verbal and physical abuse caused by public</td>
<td></td>
<td></td>
<td></td>
<td>For example: Induction of artists. Detail in conditions of use of building that security for workshops is the responsibility of the workshop organiser. Be aware of public.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Eg Site Manager Artists During Activity</td>
</tr>
<tr>
<td>Public</td>
<td>Uninvited public can enter building</td>
<td></td>
<td></td>
<td></td>
<td>Induction of staff to ensure that all visitors are supervised by an artist. Artists must exercise caution when entering building and working alone. Be aware of public. Mobile phone. If suspicious or feeling unsafe, remove from area and contact security/police.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Eg Site Manager Artist During Activity</td>
</tr>
<tr>
<td>Public</td>
<td>Trip/slip hazards encountered</td>
<td></td>
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<td></td>
<td>Induction of staff to ensure that all visitors are supervised by an artist. Artists must exercise caution when entering building. Be aware of public.</td>
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<td>Eg Site manager Artists</td>
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<tr>
<td>Building</td>
<td>poor lighting at night causing</td>
<td></td>
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<td></td>
<td>Inspect facility at night and document that lighting is</td>
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<td>Eg Site</td>
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<tr>
<td>Describe the Hazard</td>
<td>What Can Happen</td>
<td>How Can It Happen</td>
<td>Severity</td>
<td>Frequency</td>
<td>Risk / Rank Score</td>
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<tr>
<td>Access</td>
<td>slips trips and fall</td>
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<tr>
<td>Building Access</td>
<td>Obstacles causing slips trips and falls</td>
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<tr>
<td>Building Access</td>
<td>Uneven surfaces, wet and slippery ground</td>
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<tr>
<td>Building Security</td>
<td>Artists leave facility unarmed resulting in ease of break in / vandalism</td>
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<td>Describe the Hazard</td>
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<tr>
<td>Induction to Facility</td>
<td>Poor induction or no induction resulting in possible injury, damage to Councils' reputation or facility damage.</td>
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<tr>
<td>Kitchen Facility</td>
<td>Poor hygiene causing infection</td>
<td></td>
<td></td>
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<tr>
<td>Kitchen Facility</td>
<td>Damaged kitchen equipment or other kitchen items resulting in minor injury (cuts etc) or poor hygiene.</td>
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<tr>
<td>Kitchen Facility</td>
<td>Damaged floor surface resulting in slips, trips, falls or poor hygiene</td>
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<tr>
<td>Describe the Hazard</td>
<td>What Can Happen</td>
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<tr>
<td>Kitchen Facility</td>
<td>Other artists leaving foodstuffs in kitchen causing infection or food poisoning.</td>
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<tr>
<td>Kitchen Facility</td>
<td>Electrocution from utensils</td>
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<tr>
<td>Kitchen Facility</td>
<td>Wet floors causing slips, strains and sprains</td>
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<tr>
<td>Describe the Hazard</td>
<td>What Can Happen</td>
<td>Severity</td>
<td>Frequency</td>
<td>Risk / Rank Score</td>
<td>Suggested Site Specific Controls</td>
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<tr>
<td>Hot items / food preparation</td>
<td>Burns to hirers</td>
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<td>Induction of Hirers. Artists must ensure that any preparation of food comply with the Food Safety Act and OH&amp;S Act. Signage where hot food / water is prepared warning of hazard.</td>
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<tr>
<td>Falls, trips, slips, cuts, strains</td>
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<td>Weekly site inspection and induction of artist. Artists need to provide their own first aid kit.</td>
</tr>
<tr>
<td>Uneven surfaces, wet and slippery ground</td>
<td>Wet areas due to rain or spilt water can make surfaces slippery. Uneven ground can cause trips, resulting in cuts, bruising, breaks or strain injury</td>
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<td></td>
<td>Site inspection and report any problems to Building Management. Isolate area if dangerous with signage or other appropriate barricading. Staff induction. Entry areas to building should have weather protection to maintain a dry environment to enter building.</td>
</tr>
<tr>
<td>Describe the Hazard</td>
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<tr>
<td>Building Access</td>
<td>Keys lost</td>
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<tr>
<td>Building Security</td>
<td>Staff leave facility unarmed resulting in ease of break in / vandalism</td>
<td>Poor building security can result if artists leave building unlocked or unarmed. Public can enter uninvited, vandalise or steal. Public may injure themselves or leave damage that can cause injury to others</td>
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<td></td>
<td>Staff confronting trespassers at arrival due to facility security failure.</td>
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</tbody>
</table>
| Fire                | Serious injury or death, damage to property, damage to environment  
Fire within the building or surrounds |           |           |                   |                                  |     |       |
| Civil Disorder      | What - One or more persons causing disturbance or unrest within the building or grounds  
How - persons under the influence of alcohol, drugs, mental illness, anger by fighting, shouting or acting in a threatening manner. |           |           |                   |                                  |     |       |
| Medical Emergencies | What - Injury, or trauma to person or persons whilst in centre.  
How - Person suffers a medical emergency ie stroke, trips, falls |           |           |                   |                                  |     |       |
<table>
<thead>
<tr>
<th>Describe the Hazard</th>
<th>What Can Happen</th>
<th>How Can It Happen</th>
<th>Severity</th>
<th>Frequency</th>
<th>Risk / Rank Score</th>
<th>Suggested Site Specific Controls</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Injury/Threat</td>
<td>What - Personal injury either physical or psychological</td>
<td>How - Assault, verbal abuse, confrontation situation</td>
<td></td>
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<tr>
<td>Stairs</td>
<td>There are many stairs to be negotiated when moving to Level 2.</td>
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<tr>
<td>Emergency Evacuation</td>
<td>Evacuation of the building</td>
<td>Unexpected evacuation or testing, or unexpected incident on site</td>
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</tbody>
</table>

**Please Note:**

Disclaimer: These are templates provided by Wollongong City Council containing suggested risks, controls and risk scoring descriptions but that ultimately it is the responsibility of the property owner and or the artist / creative project to satisfy themselves that the templates are appropriate and sufficient for use as well as to adequately identify and manage risks.