**Risk Assessment and Management Plan**

**EVENT**: Events organised by Student Club
**DATE**:

**VENUE**:

**DURATION**:

| No | Risk | Likelihood | Consequence | Risk Rating | Preventative Actions | Response Actions | Resource Requirements | Responsibilities | Reporting |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Venue and/or booked room is inappropriate for the event. | 3 - Possible | 3 - Moderate | 9 - Moderate | Check venue website / comments/reviews from patrons Event organisers to inspect the venue / premises and confirm:* Venue is appropriate for the event (size, layout, lighting, trip/slip hazards etc.)
* Adequate emergency evacuation system i.e. exit/s, fire management controls
* Adequate security arrangements in place
* Booked room is not accessible by outsiders
* Access to amenities are strictly restricted to students i.e. within the room or within visible distance to room
 | Discuss unsatisfactory reviews/comments with venue managerConfirm appropriateness of venue based on the Preventative Actions column, with the venue manager. It is preferable to get written confirmation.Do not confirm booking / pay deposit if venue / booking room in inappropriateLook for alternative venue and/or booked room, if unsuitable | Obtain Public Liability insurance Certificate of Currency (CoC)Ensure the PL CoC has a minimum limit of $20M  Obtain emergency evacuation procedures | Event organisersVenue Manager | Event organisers |
| 2 | Intruders and/or unwelcomed guests  | 3 - Possible | 3 - Moderate | 9 - Moderate | Dedicated security at the door to the booked room to prevent unauthorised guestsVenue security check ID upon arrival for club membership | Venue manager/security to deal with intruders.If no response, staff to escort themIf still no response, Police | Venue security / staffPhone number of nearest police stationDial 000 for emergencies | Venue security / staffEvent organisersPolice | Event organisers |
| 3 | Disorderly conduct, alcohol abuse and criminal activities (including theft and arson/property damage) by visitors  | 3 - Possible | 3 - Moderate | 9 - Moderate | Staff serving alcohol will have their RSA and be briefed to not serve patrons who they suspect are drunk. Event organisers to watch for suspicious activityEvent organisers given venue manager’s phone number for emergencyAll staff involved given information during pre event briefing.Event organizer not drinking  | Venue staff to escort drunk or disorderly people away from the eventVenue staff to call police where necessary and facilitate access for police (under direction of security staff) | Venue security / managerEvent organisers Phone number of nearest police station | Venue security / managerEvent organisers Police | Event organisers to complete incident/injury reportEvent organisers to complete insurance claim form, if applicable |
| 4 | Food contamination / food poisoning / allergic reaction | 2 - Unlikely | 3 - Moderate | 6 - Moderate | Venue subjected to adequate health inspectionsLicensed and registered kitchen venue.Venue kitchen staff are aware of hygienic food handling protocolsStudents with allergies are advised of food ingredientsDetermine if there are any students with any pre-existing medical condition/s that may require immediate medical attention e.g. Anaphylaxis, fainting etc.  | Identify and remove contaminated foodNotify venue staffRender first aidCall ambulance where necessaryFacilitate access for ambulance if required.Provide appropriate treatment to students with pre-existing medical condition, if required. | First Aid providers / facilities available at venueEvent organisers to respond. | Venue security / managerEvent organisers First Aiders | Event organisers to complete incident/injury reportEvent organisers to complete insurance claim form, if applicable |
| 5 | Student/s suffer serious injury from hazard and/or altercation with other patrons | 4 - Likely | 4 - Major | 16 - High | Pre Event check of all potential hazards and eliminating or minimising any that are identifiedVenue security on site to attend to offending guestStudents to look out for each other Confirm that the venue has an adequately stocked First Aid kit that is easily accessible and has been inspected within the last 12 months by an authorised representative e.g. St John’s Ambulance. | Remove hazard (if safe to do so)Follow directions of first aid staffVenue security to remove offending guest from premisesPolice to be contacted for serious incidentsAt least one person, who is not consuming alcohol, is First Aid trained and will administer FA if required | Event organisersVenue security | Venue security / managerEvent organisers | Event organisers to complete incident/injury report and insurance claim form, if applicableIncident to be investigated and reported to Deputy Director Academic and Student Services |
| 6 | Inappropriate behaviour / disorderly conduct by students e.g. bullying, harassment, indecent behaviour etc. | 3 - Possible | 4 - Major | 12 - High | Students briefed on code of conduct and expected behaviour. Event organisers to monitor behaviour.Offending student to be removed and sent home  | Student behaving inappropriately will be removed from premises.Police / ambulance contacted, if necessary.Disciplinary action against student. | Student code of conduct.Disciplinary proceduresEvent staffPoliceAmbulance | Event organisers | Event organisers to complete incident/injury report and insurance claim form, if applicableIncident to be investigated and reported to Deputy Director Academic and Student Services |
| 7 | Student driving whilst under the influence of alcohol | 2 - Unlikely | 5 - Catastrophic | 10 - Moderate | Students educated on drink driving practices. Students encouraged to take taxisTaxi vouchers provided??? | Disciplinary action against student. | Student code of conduct.Disciplinary procedures | Event organisers | Event organisers to complete incident/injury report and insurance claim form, if applicableIncident to be investigated and reported to Deputy Director Academic and Student Services |
| 8 | Students continue to remain at premises post function | 4 - Likely | 3 - Moderate | 12 - High | Students briefed on code of conduct and expected behaviour. Event organisers will communicate to students that the university’s insurance cover ceases upon conclusion of the approved event. | Disciplinary action against student/s behaving inappropriately. | Student code of conduct.Disciplinary procedures | Event organisers | Event organisers to complete incident/injury report and insurance claim form, if applicableIncident to be investigated and reported to Deputy Director Academic and Student Services |

**LIKELIHOOD - How likely is it to occur at this event?**

|  |  |  |
| --- | --- | --- |
| Level | Descriptor | Example description of Likelihood of occurrence for the event |
| 1 | Rare | Highly unlikely. May occur but only in exceptional circumstances |
| 2 | Unlikely | Not Expected. Could occur at some time |
| 3 | Possible | Might occur at some time as there is history of casual occurrence |
| 4 | Likely | Strong possibility the event will occur as there is a history of frequent occurrence |
| 5 | Almost certain | Very likely. The event is expected to occur in most circumstances as there is a history of regular occurrence |

**CONSEQUENCE / IMPACT - What is likely to be the impact on this event?**

|  |  |  |
| --- | --- | --- |
| Level | Descriptor | Example description of Likelihood of occurrence for the event |
| 1 | Insignificant | No and/or minor injury. First aid required but no financial loss |
| 2 | Minor | Minor injury. Medical treatment required. Temporary halt of event. Minor financial loss |
| 3 | Moderate | Serious injury requiring hospitalisation. Temporary halt of event requiring outside assistance (e.g. fire, police, ambulance). Moderate financial loss |
| 4 | Major | Serious injury causing long-term illness and/or disability or multiple serious injuries. Complete halt of event requiring investigation and outside assistance (e.g. fire, police, ambulance, WH & S WA). Major financial loss |
| 5 | Catastrophic | Single or multiple death or permanent disability or ill-health. Complete halt of event with investigation and potential prosecution (e.g. fire, police, ambulance, WH & S WA).Catastrophic financial loss |

**RISK RATINGS**

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| --- |
| **CONSEQUENCE / IMPACT** |
| **LIKELIHOOD** | Insignificant1 | Minor2 | Moderate3 | Major4 | Catastrophic5 |
| 5 (Almost certain) | **5 - MODERATE** | **10 - MODERATE** | **15 - HIGH** | **20 - EXTREME** | **25 - EXTREME** |
| 4 (Likely) | **4 - LOW** | **8 - MODERATE** | **12 - HIGH** | **16 - HIGH** | **20 - EXTREME** |
| 3 (Possible) | **3 - LOW** | **6 - MODERATE** | **9 - MODERATE** | **12 - HIGH** | **15 - HIGH** |
| 2 (Unlikely) | **2 - LOW** | **4 - LOW** | **6 - MODERATE** | **8 - MODERATE** | **10 - MODERATE** |
| 1 (Rare) | **1 - LOW** | **2 - LOW** | **3 - LOW** | **4 - LOW** | **5 - MODERATE** |