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| Please amend this generic risk assessment to suit the specific details of your event. Please remove all sections that do not apply, edit sections where appropriate, and add additional considerations as needed. For further advice, please email clubs@guild.curtin.edu.au. | | |
| Activity / Task / Location: | | Date: date of event |
| Developed by: insert name & position title | Approved By: Requires a signature from Clubs Officer | |

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| **Hazard Identification** | | **Risk Assessment** | | | **Control** | **Residual**  **Risk Assessment** | | |  | |
| **Activity** | **Potential Hazards** | **Consequence** | **Likelihood** | **Risk Score** | **Risk Control Measures**  **1. Eliminate,** eg: eliminate task, remove hazard  **2. Substitute** eg: replace with less hazardous process, material  **3. Isolate** eg: enclosures, restricted access;  **4. Engineering** eg: guarding, separation, redesign;  **5. Administrative** eg: Safe Work Procedure, training;  **6. Personal Protective Equipment (PPE)** eg: gloves, goggles | **Consequence** | **Likelihood** | **Risk Score** | **Who is responsible to implement the changes** | **Date Finalised** |
| **Stall/Performance setup** | Manual Handling (musculoskeletal injury, cuts and abrasions) | Minor | Possible | Medium | Performers setting up their equipment will be supervised by a staff member from the area to ensure that correct manual handling techniques are used.  Carts/trolleys will be made available wherever possible for transport of equipment to minimize manual handling load.  Perform a two person lift if possible.  Trained First Aid volunteers on site and available if required.  Curtin Safer Community Team are first aid trained  Health Services available at building 109 (8.30-4.30, M-F)  For all medical emergencies Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444 | Minor | Unlikely | Low |  |  |
|  | Slips and trips (musculoskeletal injury, cuts and abrasions) | Minor | Possible | Medium | Event personnel to ensure designated pathways and emergency access and egress points are kept clear at all times.  Personnel to ensure cables are secured and kept away from pathways when possible.  Trained First Aid volunteers on site and available if required.  Curtin Safer Community Team are first aid trained  Health Services available at building 109 (8.30-4.30, M-F)  For all medical emergencies Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444 | Minor | Unlikely | Low |  |  |
|  | Over crowding | Moderate | Possible | Medium | Encouraging use of open space away from main promenade.  Venue capacity not to be exceeded.  Organiser to monitor numbers of patrons and book appropriate venues to suit expected numbers.  Access & Egress routes to be clear and maintained at all times. | Moderate | Unlikely | Medium |  |  |
| **Electrical** | Electrocution, fire | Major | Possible | High | Qualified and competent electrician will be available during the event to ensure electrical equipment is safe and used appropriately.  Use appropriate covers for electrical cords to protect against damage and exposure to moisture.  Appropriate fire extinguishers to be provided by event organiser.  Equipment to be tested and tagged.  For life threatening emergencies Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444. | Moderate | Unlikely | Medium |  |  |
|  | Trips, cuts and abrasions | Minor | Possible | Medium | Personnel to ensure cables are secured and kept away from pathways when possible.  Use appropriate covers for electrical cords or tape cords down.  Staff from area to conduct regular checks to ensure controls are still in place.  Trained First Aid volunteers on site and available if required.  Curtin Safer Community Team are first aid trained  Health Services available at building 109 (8.30-4.30, M-F)  For all medical emergencies Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444 | Minor | Unlikely | Low |  |  |
| **Medical/Other Emergencies** | Stakeholders unaware of emergency procedures | Moderate | Possible | High | Prior to the event stakeholders should be made aware of emergency procedures, location of first aiders and reporting channels.  Develop and follow Emergency Management Plan  On-site event managers to supervise volunteers, liaise with stall holders, performers.  Staff Identifiable (T-shirts).  Staff to have mobile phones with emergency numbers programmed.  Assembly area to be identified and volunteers informed.  Where applicable volunteers to be identified and briefed by Emergency Management.  Access and egress routes to remain clear at all times.  For life threatening emergencies Dial 0000 from an internal phone or 000 from a mobile and contact Safer Community Team on 9266 4444. | Moderate | Unlikely | Medium |  |  |
|  | Visitors sick or injured | Moderate | Possible | Medium | Trained First Aid volunteers on site and available if required. Curtin Safer Community Team are first aid trained  Health Services available at building 109 (8.30-4.30, M-F)  For all medical emergencies Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444 | Moderate | Unlikely | Medium |  |  |
| **Evacuation** | Stakeholders unaware of evacuation procedures | Moderate | Likely | High | Prior to the event stakeholders should be made aware of evacuation procedures and reporting channels.  Assembly area to be identified and volunteers informed.  Where applicable volunteers to be identified and briefed by Emergency Management.  Access and egress routes to remain clear at all times.  For life threatening emergencies Dial 0000 from an internal phone or 000 from a mobile and contact Safer Community Team on 9266 4444. | Moderate | Unlikely | Medium |  |  |
| **Fire Safety** |  | Moderate | Possible | Medium | Appropriate fire extinguishers and fire blankets to be supplied to stallholders by event organisers.  Trained First Aid volunteers on site and available if required.  Curtin Safer Community Team are first aid trained  Health Services available at building 109 (8.30-4.30, M-F)  For all medical emergencies Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444  Stalls using BBQs, gas powered appliances, or open grills to be positioned on the ends of stall area, for extra ventilation of heat and smoke.  Event supervisors to be briefed ahead of event on evacuation procedures and muster points.  Muster point for evacuation is …….(insert location)  In case of emergency, volunteers will usher all patrons and stallholders to muster point in a calm but timely fashion and remain there until otherwise advised by Chief Warden, Safer Community Team or Emergency Services.  Access and Egress routes to be clear and maintained at all times.  Report any safety incidents on Curtin’s incident reporting system. | Moderate | Unlikely | Medium |  |  |
| **Lost Children** | Parents and Children separated | Minor | Possible | Medium | Staff to wear identifiable shirts and identification tags.  Staff to carry mobile phones with emergency numbers programmed.  Lost child to be escorted by staff until parents located and collect the child.  Call Safer Community Team on 9266-4444 or if required dial Emergency Services on “0000” from internal line or 000from a mobile. | Minor | Unlikely | Low |  |  |
| **Security** | Personal (theft, assault) | Moderate | Possible | Medium | Safer Community Team has been informed of event and will assist in monitoring.  Stall holders and volunteers to be briefed on personal safety, public safety (stay to well-lit areas, travel in groups if possible, report concerns to event staff/security).  Contact Safer Community Team on 9266 4444 for any serious incidents.  For any Emergency Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444.  Report any safety incidents on Curtin’s incident reporting system.  All allegations of sexual assault are to be treated seriously. Firstly ensure the dignity and safety of the complainant. Keep observation on the accused where they are known. Call police and campus safer community team and wait for their arrival. Give a brief handover to campus safer community team / police on arrival. | Minor | Unlikely | Low |  |  |
|  | Money, theft | Minor | Possible | Medium | Stallholders to be informed of need to secure money and valuables.  Money-handling by stallholders should be done by a person not preparing any food. Alternatively, if the person is involved in food preparation AND cash handling, they should put on gloves for food handling, and take them off when handling cash.  Stalls to be manned at all times.  Attendees to be responsible for securing their vehicles.  Contact Safer Community Team for any concerns on 9266 4444 where applicable. | Minor | Unlikely | Low |  |  |
| **Waste Management** | Hygiene (exposure to pathogens in waste) | Minor | Possible | Medium | Rubbish bins are to be supplied throughout the venue and emptied regularly by staff.  Any handling of rubbish shall be done with appropriate gloves.  Stall-holders – waste containers will be provided to stall holders for disposal of oil, water & rubbish along their stalls for hygiene and safety purposes. | Minor | Unlikely | Low |  |  |
| **Toilets** | Hygiene (not enough facilities for volume of event) | Minor | Possible | Medium | Sufficient fixed toilets available in the area for expected attendance of event.  Permanent toilets to be monitored and maintained by event personnel.  Signs to be posted in area directing guests to nearest toilets as required. | Minor | Unlikely | Low |  |  |
|  | Access | Minor | Unlikely | Low | Directional signs to be placed throughout venue.  University Toilets accessible throughout the event. | Minor | Unlikely | Low |  |  |
| **Washing facilities** | Hygiene (transmission of bacteria due to inadequate hygiene) | Minor | Possible | Medium | Visitor – access to public toilets with running water and soap around the grounds on campus will be available.  Stall holders will have hand washing facilities and/or hand sanitiser within stalls. | Minor | Unlikely | Low |  |  |
| **Weather** | Poor weather causing event to be non-feasible in outdoor location (i.e. strong winds, storms, heavy rain). | Moderate | Possible | High | Weather forecast will be monitored in the week leading up to the event. If poor weather is likely, event will be re-located to sheltered location or cancelled and patrons advised.  If sudden extreme weather strikes during the event, stallholders will be asked to pack up (if safe to do so), and leave, and patrons advised that the event has been cancelled and asked to make their way back to their vehicles / bus station to vacate the area.  If threat to stallholders and patrons is immediate, all will be evacuated and stalls will be left “as is”, as per Curtin University’s evacuation procedures.  For life threatening emergencies Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444. | Minor | Unlikely | Low |  |  |
| **Vehicle/Pedestrian movements** | Injuries, illness | Major | Possible | High | Contracting company to contact Safer Community Team and advise them of presence on campus.  Vehicles to be escorted onto campus where applicable.  Vehicles to travel at sign posted speeds.  Vehicle operators to be aware of pedestrians at all times.  Vehicles to strictly adhere to the University’s parking allocations for the event  Contact Safer Community Team where applicable to gain access to the campus under the new VAMP Scheme (i.e. Electronic bollards raised/lowered).  Schedule vehicle movements so they are completed prior to start of event.  Staggered entry of stall holder vehicles.  Curtin Safer Community Team are first aid trained  Health Services available at building 109 (8.30-4.30, M-F)  For all medical emergencies Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444 | Moderate | Unlikely | Medium |  |  |
| **Food Service/Preparation** | Food poisoning, illness, reputation | Moderate | Possible | High | Temporary Food Stall permit has been approved by the Town of Victoria Park for this event with all associated conditions and food safety criteria, (met as per stringent approval process).  All BBQ’s cleaned prior to use.  All staff briefed on correct food handling techniques prior to the event.  Gloves available for staff to use and the requirements will be for them to change them every ½ hour.  Hand sanitiser stations near BBQ’s and bathrooms with running water for use as required.  All foods purchased from reputable retailers with ingredients lists attached to foods for reference as required.  All foods used will be within use-by dates.  All food purchased and stored on ice prior to cooking and serving, and kept out of the sun.  Separate utensils and containers used for raw and cooked foods.  Cooked food kept in food warmer at greater than 60C once cooked.  Curtin Safer Community Team are first aid trained  Health Services available at building 109 (8.30-4.30, M-F)  For medical emergencies Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444. | Minor | Unlikely | Low |  |  |
| **BBQ’s** | Dropping of gas bottles on feet | Moderate | Unlikely | Medium | Gas bottles to be attached to BBQ’s prior to delivery.  Curtin Safer Community Team are first aid trained  Health Services available at building 109 (8.30-4.30, M-F)  For all medical emergencies Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444 | Minor | Unlikely | Low |  |  |
|  | Manual handling injuries from moving/lifting BBQ’s | Moderate | Possible | High | BBQ’s to be pushed where possible instead of pulling them from place to place.  Where necessary 2 people to move BBQ’s across lawn areas.  Correct manual handling techniques to be used at all times.  Trained First Aid volunteers on site and available if required.  Curtin Safer Community Team are first aid trained  Health Services available at building 109 (8.30-4.30, M-F)  For all medical emergencies Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444 | Minor | Unlikely | Low |  |  |
|  | Gas leaking from bottles causing asphyxiation | Major | Unlikely | Medium | Gas bottles to be full prior to delivery.  Gas bottles checked on each BBQ prior to commencement of cooking.  Event is set up outdoors so this situation will not occur.  Do not use, turn off gas and make the area safe. | Minor | Unlikely | Low |  |  |
|  | Gas from bottles exploding/catching fire/Injuries | Major | Highly Unlikely | Medium | Appropriate fire extinguishers and fire blankets to be supplied to stallholders by event organisers where applicable.  Staff to know where the nearest fire extinguishers are located.  For life threatening emergencies dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444. | Minor | Unlikely | Low |  |  |
|  | People trapped within event area, as BBQ’s set up in front of exits | Major | Possible | High | Event is in an open area with many exit points.  Mud-map of event and BBQ area supplied prior to event to ensure that set-up area is suitable. | Insignificant | Unlikely | Low |  |  |
|  | Burns from hot cooking fats, hot food or BBQ plates | Minor | Possible | Medium | Aprons to be used where possible to protect clothing and bodies of cooks.  Minimal fats to be used when cooking.  Long tongs supplied for use with cooked foods.  Suitable space arranged around each BBQ to allow ease of movement of the crowd, and reduce danger to participants.  Trained First Aid volunteers on site and available if required.  Curtin Safer Community Team are first aid trained  Health Services available at building 109 (8.30-4.30, M-F)For medical emergencies dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444. | Insignificant | Unlikely | Low |  |  |
| **Service of Alcohol** | Service of alcohol to underage persons | Minor | Possible | Medium | If required Occasional Liquor License has been obtained from the Department of Racing, Gaming and Liquor for the event.  All conditions of liquor license to be adhered to.  Staff serving alcohol are required to possess an RSA Certification.  All attendees will need to show proof of age to purchase alcohol and enter licensed area. | Minor | Unlikely | Low |  |  |
|  | Service of alcohol to intoxicated persons / inappropriate conduct by intoxicated persons | Minor | Possible | Medium | If required Occasional Liquor License has been obtained from the Department of Racing, Gaming and Liquor for the event.  All conditions of liquor license to be adhered to at all times.  Staff serving alcohol are required to possess RSA Certification.  Intoxicated persons will be denied service.  Any person who is engaging in rough conduct, is verbally abusive, or is inebriated, will be asked to leave by Security/Safer Community Team.  Event to be contained within approved area.  No alcohol permitted to be removed from this area.  Safer Community Team will be notified of the event, and can be contacted on 9266 4444.  Dial 0000 from any campus phone or 000 from a mobile in case of emergency.  For life threatening emergencies Dial 000 from a mobile or 0 000 from a Curtin landline & inform Safer Community Team on 9266 4444 | Minor | Unlikely | Low |  |  |
|  | Requirement for crowd controllers | Minor | Possible | Medium | If required Occasional Liquor License has been obtained from the Department of Racing, Gaming and Liquor for the event.  All conditions of liquor license to be adhered to at all times.  Staff serving alcohol are required to possess RSA Certification.  Depending on numbers/event type/etc. the organisers need to check if they are required to have crowd controllers. | Minor | Unlikely | Low |  |  |

**Health and Safety Risk Matrix**

**Determine the Risk Rating (Level of Risk)**

For each Consequence Category selected, determine the Risk Rating (Level of Risk) from the relevant Consequence and Likelihood Levels.

**Risk Rating (Level of Risk) = Consequence x Likelihood.**

**Select the Likelihood**. Select the appropriate Likelihood or Frequency rating of the Risk Event occurring for the selected Consequence level, given the controls are in place.

**Select the Consequence**. For the given Risk Event select the relevant Consequence categories and apply a rating. The ratings are determined with the existing controls in place.

Where there are multiple ratings for a risk, the highest combination of Consequence/Likelihood is taken as the final risk rating (do not average out the ratings).  
Note: There are 3 types of risk ratings:

**Inherent** - no controls in place or total control failure; **Current** - with existing controls in place; **Residual** - with proposed treatment action plans (TAPs) in place.

Curtin requires the **Current** risk rating (as a minimum).

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|  | |  | | | **LIKELIHOOD DESCRIPTION** | | | | | |
|  | | **LIKELIHOOD** | The event may occur only in exceptional circumstances. | Not expected but the event may occur at some time. | The event could occur at some time. | The event will probably occur in most circumstances. | The event is expected to occur or has occurred and is continuing to impact. |
|  | | **FREQUENCY** | Less than once in 10 years. | At least once between 5 and 10 years. | At least once between 1 and 5 years. | Once per year. | More than once per year. |
| **CONSEQUENCE DESCRIPTION** |  | | **IMPACTS** | **Likelihood Level** | | | | | | |
| **Environment** | | **Health and Safety** | **Consequence Level** |  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost Certain** |
| Permanent environmental damage to an extensive area outside of campus; Sole contributor responsible for direct GHG emissions AND majority of current practice does not meet good practice standards. | | Fatality  Permanent Total Disability | **Critical** |  |  |  | **Extreme** |  |
| Long term environmental damage extending to a large area requiring high level of intervention; Significant contributor responsible for direct GHG emissions AND majority of current practice does not meet good practice standards. | | Significant/extensive injury or illness.  Permanent Partial Disability | **Major** |  |  | **High** |  |  |
| Short term environmental damage requiring some intervention; Partial contributor responsible for direct GHG emissions AND majority of current practice does not meet good practice standards. | | Serious injury or illness.  Lost time injury >10 days | **Moderate** |  | **Medium** |  |  |  |
| Short term environmental damage affecting a small area, easily remediated; Partial contributor responsible for indirect GHG emissions AND majority of current practice does not meet good practice standards. | | Injury or illness requiring medical treatment  Lost time injury <10 days | **Minor** | **Low** |  |  |  |  |
| Minimal environmental damage affecting a very small area, immediately remediated. | | Injury or illness requiring First Aid treatment  No lost time injury days | **Insignificant** |  |  |  |  |  |

**Risk Acceptance Criteria Table**

**Make an acceptance decision.** Based on the defined residual risk, use the Risk Acceptance Criteria Table to determine an appropriate decision and response.

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| **Risk Rating** | **Criteria for Acceptance of Risk and Risk Review** | **Criteria for Risk Ownership** | **Risk Reporting** |
| Extreme | Risk is Out of Appetite. Requires a control rating of Excellent. Control rating of Inadequate is unacceptable.  Immediate management attention required to reduce exposure.  Treatment Action Plans (TAPs) to be developed, implemented and monitored by a designated TAP owner(s) to reduce the risk to as low as reasonably practical.  To be reviewed at least every 1 month. | Owned by the DVC / Vice-President Senior Executive. | Reported to the Planning & Management Committee / Executive Committee and Council (or to the University Health & Safety Committee for risks with a Health & Safety impact). |
| High | Risk may be Tolerable or Out of Appetite. Requires a control rating of Excellent (or Adequate but with justification). Control rating of Inadequate is unacceptable.  Management attention required (immediate for risks with a Health & Safety impact).  Treatment Action Plans (TAPs), where necessary, to be developed, implemented and monitored by a designated TAP owner(s) within 12 months for Tolerable Risks (subject to preliminary assessment and cost-benefit justification) to reduce the risk to as low as reasonably practical.  To be reviewed at least every 3 months (or 1 month for risks with a Health & Safety impact). | Owned by the DVC / Vice-President PVC, Head of School, Area Manager (i.e. Director, Manager, Supervisor etc.). | Reported to the Planning & Management Committee / Executive Committee and Council (or to the University Health & Safety Committee for risks with a Health & Safety impact). |
| Medium | Risk is Acceptable. Requires a control rating of Adequate. Control rating of Inadequate is unacceptable.  Monitor risk for any change in the operating environment. Treatment Action Plans (TAPs), where necessary, to be developed, implemented and monitored by a designated TAP owner(s) within 12-24 months for Acceptable Risks (subject to preliminary assessment and cost-benefit justification).  To be reviewed every 12 months (or 3 months for risks with a Health & Safety impact). | Owned by the PVC, Head of School, Area Manager (i.e. Director, Manager, Supervisor etc.). | Reported to the DVC/ Senior Executive (only for risks with an Inadequate controls rating), or to the local area Health & Safety Committee for risks with a Health & Safety impact. |
| Low | Risk is Acceptable. Requires a control rating of Adequate. Control rating of Inadequate is unacceptable and will require a Treatment Action Plans (TAPs) to be developed, implemented and monitored by a designated TAP owner(s)  Monitor risk for any change in the operating environment.  To be reviewed every 12 months (or 6 months for risks with a Health & Safety impact). | Owned by the PVC, Head of School, Area Manager (i.e. Director, Manager, Supervisor etc.). | Reported to the DVC / Senior Executive (only for risks with an Inadequate controls rating), or to the local area Health & Safety Committee for risks with a Health & Safety impact. |

***Note: The Risk Acceptance Criteria Table serves as a guide for risk acceptance and should be relevant in most situations. However, there may be situations where an exception could apply (because of factors outside the control of the organisation or due to the nature of the business). As with any decision, a justification for this exception needs to be demonstrated and documented.***

**Controls Rating Table**

**Select the Overall Controls Rating (for ALL controls as a whole)**

**Controls** - A control is any measure or action currently in existence that modifies or manages the risk. Examples of controls could include a policy, procedure, practice, process, technology, technique, method, or device. A control should be demonstrable, i.e. auditable.

**Treatment Action Plans (TAPs)** - TAPs are additional controls, where required. It could be an improvement of an existing control and/or a new initiative altogether. TAPs become controls, or modify existing controls, once they have been implemented.

The adequacy of the controls is assessed on a common sense, qualitative basis. This can be viewed as a reasonableness test, i.e. are you doing what is reasonable under the circumstances to prevent or minimise the impacts of the risk?

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| **Level** | **Descriptor** | **Foreseeable** | **Detail** |
| E | Excellent | More than what a reasonable person would be expected to do in the circumstances. | Controls fully in place and require only ongoing maintenance and monitoring. Protection systems are being continuously reviewed and procedures are regularly tested. |
| A | Adequate | Only what a reasonable person would be expected to do in the circumstances. | Being addressed reasonably. Protection systems are in place and procedures exist for common or typical circumstances. Periodic review. |
| I | Inadequate | Less than what a reasonable person would be expected to do in the circumstances. | Little to no action being taken. No protection systems exist or they have not been reviewed for some time. No formalised procedures. |

Once the **Overall** **Controls Rating** (above)has been conducted on **ALL** controls as a whole, a **Controls Assurance** should be conducted on EACH control to determine if the controls are in place and effective.

**Controls Assurance Questions:**

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| 1. Is the control in use? 2. Is the control documented? 3. Is the control up to date? 4. Is the control effective? | *If you answered ‘Yes’ to all 4 questions, the control is effective (the control text should be Green).* |
| *If you answered ‘Yes’ to 2 or 3 questions, the control may require some improvements (the control text should be Blue).* |
| *If you answered ‘Yes’ to 1 or less questions, the control may require significant improvements (the control text should be Red).* |