

Event Risk Assessment Form

Office use only

Date received:

Received by:

Event Management Plan sighted:

Section 1 - Event details

1.1 Event details

Event name: UCC Camp

Event start date: 2013-07-19 **End date:** 2013-07-22

Event start time: 16:00 **End time:** 10:00

Event location: 400 Leschenaultia Pl, Chidlow WA 6556, Australia

Venue name: Camp Leshenaultia

1.2 Event Manager

Event Manager: Sam Moore

Address: 45 Wheyland St, Willagee WA 6156, Australia

Telephone: 0404 606 638

Facsimile: N/A

Email: matches@ucc.asn.au

Other key event staff (names and contact numbers):

- Samuel Shenton (UCC President 2013): 0405 328 864
- Andrew Gozzard (UCC OCM 2013): 0415 501 928
- Matt Didcoe (First aid officer): 0422 889 871
- Paul/Kerry (Camp Leshenaultia Contacts): 0409 104 817
- Andrew Adamson: 0409 109 711

Section 2 - Risk assessment

Hazard(s) identified	Controls	Likelihood rating (A-E)	Consequence rating (1-5)	Risk rating (E, H, M, L)	Resource requirements	Timing	Person responsible	Control updates	Notes
Event site									
Venue not available for any reason.	Contact venue before event to check. Reschedule event at different venue if unavailable. Email notification to all attendees.	E	1	L	Correspondance with venue manager.	12 July 2013	Sam Moore		
Site found to be unsafe during the event (eg: Gas leak).	Evacuate venue if necessary. Notify relevant authorities. Reschedule event at different venue.	E	3	M	Correspondance to everyone on site, venue manager and emergency services if necessary.	19 - 22 July 2013	Sam Moore		
Bump in / bump out									
Collision risk with vehicles and personnel on the event site.	Remind attendees and personal about existing on site speed limit, and safety.	D	3	M	Correspondance to all attendees.	18 July, 22 July 2013	Sam Moore		
Drunk driving	No drinks to be consumed after midnight on last night. Attendees encouraged to drink in moderation. Organisers to remind attendees of the laws relating to drink	C	3	H	Nil	22 July 2013	Sam Moore		

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driving.									
Equipment									
Computer Equipment Failure	Backup equipment	C	1	L	Backup equipment.	19 July 2013	John Hodge	Backup equipment available	
Fridge Failure	Eskies and Ice to prevent food spoiling	C	1	L	Eskies, Ice	19 to 22 July	Sam Moore		
Activities									
Injury during frisbee game	First aid officer in attendance with appropriate first aid kit.	C	1	L	First aid kit, First aid officer	19 to 22 July	Matt Didcoe		
Sunburn	First aid officer in attendance with appropriate first aid kit. Sunscreen available. All attendees advised to use sunscreen.	B	1	M	First aid kit, First aid officer, sunscreen	19 to 22 July	Matt Didcoe		
Alcohol related injury	Camp attendees will be strongly encouraged to drink in moderation. Organisers will remove alcohol from attendees as required. First aiders will be available to treat any injuries that may arise.	C	1	L	First aid kit, First aid officer	19 to 22 July	All organisers		
Health and Safety									

Hazard(s) identified	Controls	Likelihood rating (A-E)	Consequence rating (1-5)	Risk rating (E, H, M, L)	Resource requirements	Timing	Person responsible	Control updates	Notes
Sexual assault of a guest.	Reports of sexual harassment investigated by organisers referred to guild and/or Police as required. Expulsion of offender from camp.	E	4	H	Nil	19 to 22 July 2013	Matt Didcoe, Sam Moore, Andrew Adamson	Checked all RSA qualifications. First aid staff briefed.	
Alcohol Poisoning	Sober first aid officer available at all times. Consumption of alcohol limited to meal times and evenings.	C	2	M	First aid kit, First aid officer	19 to 22 July 2013	All first-aiders		
Food Poisoning	Kitchen leader ensures appropriate handling of food.	E	5	H	Nil	19 to 22 July 2013	Andrew Adamson		
Burns during food preparation	First aid officer in attendance with appropriate first aid kit. Two people required for carrying large pots. Use of oven mitts.	C	3	H	First aid kit, First aid officer	19 to 22 July	Andrew Adamson, Matt Didcoe		
Injury due to knives used in food preparation	First aid officer in attendance with appropriate first aid kit.	B	2	H	First aid kit, First aid officer	19 to 22 July	Andrew Adamson, Matt Didcoe		
Underage drinking	Attendees under 18 to wear identifying wrist bands at all times for identification. Organisers to be aware of who is under 18. Notify all	D	2	L	Wrist bands	19 to 22 July	Matt Didcoe		

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	attendees that anybody found supplying a juvenile with alcohol will be removed from the camp.								
Drug use	Notify all attendees of zero tolerance policy on illicit drugs. Eject any offenders from the camp and notify police.	E	4	H	Nil	19 to 22 July	All organisers		
Weather									
Heavy rain prevents outdoor activities	Cancel outdoor activities. Organise alternate indoor activities.	E	1	L	Nil	19 to 22 July 2013	Sam Moore		
Event parking									
Insufficient parking at venue	Parking for over 100 vehicles available. Limit ticket sales to 80.	E	1	L	Nil	-	Sam Moore		
Event staff and volunteers									
Some volunteers do not turn up.	Engage more volunteers than necessary. Redirect volunteers to other tasks if necessary.	C	1	L	Volunteer schedule.	11 June 2013	Sam Moore		
Utilities									
Electrocution whilst	Ensure all power cables are indoors or	E	5	H	Nil	19 July 2013	Sam Moore		

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setting up power boards and extension cables.	covered. Volunteers reminded of electrical safety precautions.								
Attendee trips over cables	Cable ducting and walkway covers used wherever possible. Run power cables away from walkways.	B	2	H	Cable ducting and walkway covers.	12 July 2013	Sam Moore		
Loss of Power	Hire generator to provide power								
		E	1	L	Hire generators are available.	19 July 2013	Andrew Adamson		
Waste management									
Litter on site	Adequate number of bins. Volunteers and staff briefed to keep venue litter free. Provide large bags for cleanup.	C	1	L	Bins provided on site. Black rubbish bags	19 to 22 July 2013	Sam Moore		

Compiled by (name of Event Manager): Sam Moore
Contact number: 0404 606 638

Declaration

- 1. To the best of my knowledge, all relevant hazards for this event have been identified.**
- 2. I accept the residual level of risk¹.**
- 3. The identified risk management (control) strategies will be implemented.**

Signature:

Date:

Submitting this form

This form must be submitted to the Events Manager at the UWA Student Guild for review and approval at least 7 days prior to a minor event or one-month prior to a major event. A copy of the completed Event Management Plan should be submitted with this form.

Completed forms should be emailed to ben.johnston@guild.uwa.edu.au.

¹If concerned about the residual level of risk, Event Managers should contact the UWA Student Guild Events Manager (Ben Johnston) for further advice on (08) 6488 2291.