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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNGA picture containing text, clipart  Description automatically generated | Health & Safety  UMSU CLUB CAMPS & EVENT risk assessment Form  (EXAMPLE Template) |

**IMPORTANT:** Completion of this Risk Assessment is a pre-requisite for the approval of any UMSU Club camp or event. The camp or event organiser is responsible for completing this assessment. Approval will not be granted if the risk assessment is not adequately completed and UMSU Clubs and Societies may request changes to this assessment to ensure the documented risk control strategies adequately mitigate the risks to an acceptable level. The signed risk assessment will be used as a contract to ensure the organisers and leaders of the camp and event implement the documented risk controls.

| RA No.: | Date: | Version No.: | Review Date: | Authorised by: |
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| STEP 1 – ENTER INFORMATION ABOUT THE ACTIVITY/TASK, ITS LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT |
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| Club/Faculty/Department: | Date of Camp/Event: | Assessed by (Club Organiser/Camp or Event Leader(s): | | |
| **Location of Club or Event (exact address):** | | Are there any licensing/permit requirements?  Yes  No | If “yes” provide details: | |
| Description of the Camp/Event and purpose: | | | | Number of Participant(s): |

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| **List exisiting systems of work for the activity/task:** | |
| * C & S Regulations * Clubs and Societies Policy: Camp Guidelines 08/12/2017 * Camp Leader Agreement * Camp Leader Code of Conduct | * University Student Conduct Policy * C&S Code of Conduct * Liquor License obligations * Mental Health First Aid training * Bystander Intervention and Response to Sexual Violence workshop * First Aid training |
| **Is there past experience with the activity/task that may assist in the assessment?** | |
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| Step 2: risk rating – risk martrix and defintions |

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| **Likelihood** | **Consequence** | | | | | |
|  | **Insignificant (I)** | **Minor (Mi)** | **Moderate (Mo)** | **Major (Ma)** | **Severe (S)** |
| **Almost certain (AC)** | Medium | High | High | Extreme | Extreme |
| **Likely (L)** | Medium | Medium | High | Extreme | Extreme |
| **Possible (P)** | Low | Medium | Medium | High | Extreme |
| **Unlikely (U)** | Low | Low | Medium | High | High |
| **Rare (R)** | Low | Low | Low | Medium | High |

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| **Likelihood** |  | **Consequence** |
| **Almost certain** – will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring) |  | **Insignificant** –First aid treatment, minor injury, no time off work |
| **Likely** - will probably occur in most circumstances when the activity is undertaken (51 to 90% chance of occurring) |  | **Minor** – Single occurrence of medical treatment, minor injury, no time off work |
| **Possible** – might occur when the activity is undertaken (21 to 50% chance of occurring) |  | **Moderate** – Multiple medical treatments, non-permanent injury, less than 10 days off work |
| **Unlikely** – could happen at some time when the activity is undertaken (1 to 20% chance of occurring) |  | **Major** – Extensive injuries requiring medical treatment (e.g. surgery), serious or permanent injury/illness, greater than 10 days off work |
| **Rare** – may happen only in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring) |  | **Severe** – Severe injury/illness requiring life support, actual or potential fatality, greater than 250 days off work |

**Important: Injuries include psyhcological injury, and medical treatment includes physchological treatment**

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| **Risk Rating Priority for Action** | | | |
|  | **Risk acceptance guide** | **Action** | **Recommended action time frame** |
| **Extreme** | Not acceptable | Cease or isolate source of risk  Implement further risk controls  Monitor, review and document controls | Immediate  Up to 1 month  Ongoing |
| **High** | Generally (in most circumstances) not acceptable | Implement risk controls if reasonably practicable  Monitor, review and document controls | 1 to 3 months  Ongoing |
| **Medium** | Generally (in most circumstances) acceptable | Implement risk controls if reasonably practicable  Monitor, review and document controls | 3 to 6 months  Ongoing |
| **Low** | Acceptable | Monitor and review | Ongoing |

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| STEP 3 – Identify hazards and associated risk Scores and controls | | |
| For each of the following prompts:   1. Activity Description: 2. **Review the prompts/examples** for each hazard that may potentially exist for the activity/task; 3. Determine and record an **inherent risk score** using the risk matrix; 4. In the **hazard** box, describe what could go wrong; 5. Specify the risk **control type**, for each current or proposed risk control using the hierarchy of controls; 6. Provide a **control action description** for each current or proposed risk control; 7. Where **proposed risk control(s)** have been identified, determine the **person responsible and date** of required completion; 8. Determine the **residual risk score** using the risk matrix   **Note:** Aim to reduce the risk rating as low as possible with appriorate controls. | Hierarchy of Control (Control Type)   * El – Elimination * S – Substitution * En – Engineering: Is – Isolation, G – Guarding, Sh – Shielding * A – Administrative/Systems if Work: T – Training, In – Inspection, M – Monitoring, H – Health Monitoring * P – Personal Protective Equipment | Consider the Hierarchy of Risk Control - when selecting control actions to ensure the most effective control possible is used rather than the lower level control actions  Hierarchy of hazard controls - Wikipedia |

| Item  No. | Activity Description  (Describe sequence of work or broad areas of activity) | Hazard  (Describe what could go wrong) | Inherent Risk Rating  (Consequence X Likelihood = Rating) | | | Control type  (Use the Hierarchy of Controls to ensure the most effective control is used) | Control actions to reduce risk and further actions planned  (Current And Proposed) | Person Responsible and Date  (Who will complete the proposed action and when) | Residual Risk Rating  (Consequence X Likelihood = Rating) | | |
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| L | C | R | L | C | R |
| 1. Stakeholder Engagement   (Consideration should be given to communication and information required for all stakeholders involved in the safe operation of all camps and events) | | | | | | | | | | | |
| 1a |  |  |  |  |  |  |  |  |  |  |  |
| 1b |  |  |  |  |  |  |  |  |  |  |  |
| 1. Environmental Conditions   (Consideration should be given to any environmental conditions which may adversely affect a person’s health and safety during the camp/event) | | | | | | | | | | | |
| 2a |  |  |  |  |  |  |  |  |  |  |  |
| 2b |  |  |  |  |  |  |  |  |  |  |  |
| 1. General Injuries and safety risks on site   (Consideration should be given to safety risk on site at the event or camp, which may adversely affect a person’s health and safety during the camp/event) | | | | | | | | | | | |
| 3a |  |  |  |  |  |  |  |  |  |  |  |
| 3b |  |  |  |  |  |  |  |  |  |  |  |
| 1. Bush Fire and Emergency Planning   (Consideration should be given to bush fires and emergencies specific to the site, which may adversely affect a person’s health and safety during the camp/event) | | | | | | | | | | | |
| 4a |  |  |  |  |  |  |  |  |  |  |  |
| 4b |  |  |  |  |  |  |  |  |  |  |  |
| 1. Security   (Consideration should be given to security risks such as unwanted people, and weapons brought into an event or camp, which may adversely affect a person’s health and safety during the camp/event) | | | | | | | | | | | |
| 5a |  |  |  |  |  |  |  |  |  |  |  |
| 5b |  |  |  |  |  |  |  |  |  |  |  |
| 1. First Aid and Medical   (Consideration should be given to first aid and medical emergencies, which may adversely affect a person’s health and safety during the camp/event) | | | | | | | | | | | |
| 6a |  |  |  |  |  |  |  |  |  |  |  |
| 6b |  |  |  |  |  |  |  |  |  |  |  |
| 1. Infectious disease   (Consideration should be given to known and potential infectious diseases, which may adversely affect a person’s health and safety during the camp/event including COVID 19 outbreak precautions) | | | | | | | | | | | |
| 7a |  |  |  |  |  |  |  |  |  |  |  |
| 7b |  |  |  |  |  |  |  |  |  |  |  |
| \* | Relevant regulatory COVID19 (or outbreak) management requriements. | Infection or disease outbreak |  |  |  |  | * Example only: PPE, masks, handwashing, antibacterial, restricted numbers, staggerd seating, vaccination requriements etc.   See government websites for relevant requirements. |  |  |  |  |
| 1. Responsible consumption and serving of Alcohol   (Consideration should be given to consumption of alcohol, which may adversely affect a person’s health and safety during the camp/event) | | | | | | | | | | | |
| 8a |  |  |  |  |  |  |  |  |  |  |  |
| 8b |  |  |  |  |  |  |  |  |  |  |  |
| 1. Control of drugs and drug use   (Consideration should be given to potential illicit drug use, which may adversely affect a person’s health and safety during the camp/event) | | | | | | | | | | | |
| 9a | Use of illicit drugs | Eg. Medical treatement or emergency |  |  |  | Eliminate | Unacceptable behaviour – not tolerated by UMSU and University of Melbourne. Clubs may be disaffiliated. |  |  |  |  |
|  | Eg. Psychological and/or physical injury or trauma |  |  |  | Eliminate | Unacceptable behaviour – not tolerated by UMSU and University of Melbourne. Clubs may be disaffiliated. |  |  |  |  |
| 9b |  |  |  |  |  |  |  |  |  |  |  |
| 1. Psychological safety including bullying and harrasment   (Consideration should be given to potential situations where psychological safety including and bullying and harassment is a risk, which may adversely affect a person’s health and safety during the camp/event) | | | | | | | | | | | |
| 10a |  |  |  |  |  |  |  |  |  |  |  |
| 10b | Poor Club Culture (involving initiation, bullying, sexual conduct, violence and activities involving excessive alcohol consumption. | Eg. Psychological and/or physical injury or trauma |  |  |  | Eliminate | Unacceptable behaviour – not tolerated by UMSU and University of Melbourne. Clubs may be disaffiliated. |  |  |  |  |
| 1. Sexual Harm and Harrasment   (Consideration should be given to potential incidents of sexual harm or harassment, which may adversely affect a person’s health and safety during the camp/event) | | | | | | | | | | | |
| 11a |  |  |  |  |  |  |  |  |  |  |  |
| 11b |  |  |  |  |  |  |  |  |  |  |  |
| 11c | Activities of sexual or inappropriate nature not designed to give students options and agency to choose how and when to participate. | Eg. Psychological and/or physical injury or trauma |  |  |  | Eliminate | Unacceptable behaviour – not tolerated by UMSU and University of Melbourne. Clubs may be disaffiliated. |  |  |  |  |
|  |  |  |  |  |  | Administrative/  Systems of Work | * Camp Leader Agreement * Camp Leader Code of Conduct * Wellbeing Training * Sexual Harrasment Training   Well communicated incident reporting mechanism for all incidents |  |  |  |  |
| 1. Hazards and injury risks associated with event or camp set up and pack up   (Consideration should be given to injury hazards which may adversely affect a person’s health and safety during the camp/event set up and pack up) | | | | | | | | | | | |
| 12a |  |  |  |  |  |  |  |  |  |  |  |
| 12b |  |  |  |  |  |  |  |  |  |  |  |

| STEP 5 –consultation process | | | |
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| Ensue the following roles have been consulted on the content of this risk assessment and ensure that participants of the camp/event are notified prior to camp or event and upon commencement of the camp/event as a safety briefing.  Record below the names of the persons consulted. | | | |
| Clubs and Societies Coordinator |  | Camp Leaders |  |
| Club Organiser |  | First Aiders |  |
| Clubs and Societies Committee |  | Wellfare Leaders |  |

| STEP 6 – REVIEW AND AUTHORISATION | | | |
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| Clubs and Societies are responsible to review the contents of the risk assessment and quality of the risk mitigating controls. Clubs and Societies may request changes to this assessment prior to giving authorisation.  This risk assessment must be completed adequately in conjunction with any other application documents requesting approval to commence a camp or event. | | | |
| Clubs and Societies Coordinator |  | Date of authorisation: | \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ |

For use in conjunction with the ……

For further information, refer to……