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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 PRE-FILLED\_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:** |
| --- | --- | --- | --- | --- |

| **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 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
* Liquire License obligations
 |
| 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** |

|  |  |
| --- | --- |
| 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 |

|  |  |  |
| --- | --- | --- |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |

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 riskImplement further risk controlsMonitor, review and document controls | ImmediateUp to 1 monthOngoing |
| High | Generally (in most circumstances) not acceptable | Implement risk controls if reasonably practicableMonitor, review and document controls | 1 to 3 monthsOngoing |
| Medium | Generally (in most circumstances) acceptable | Implement risk controls if reasonably practicableMonitor, review and document controls | 3 to 6 monthsOngoing |
| 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 actionsHierarchy of hazard controls - Wikipedia |

| **Item****No.** | **Activity Description**(Describe sequence of work or broad areas of activity) | **Hazard**(Describe what could go wrong) | **InherentRisk 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) |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | Communication with required persons to coordinate and organize event or camp. | Eg. Inadequate security personnel at event | P | Mo | M | Administrative/Systems of Work  | Security personnel present at event (sufficient numbers) | John Smith – Camp Leader 12 Dec 2022 | U | Mi | L |
| 1b |  | Eg. Inadeqaute emergency personnel |  |  |  | Administrative/Systems of Work | Detailed briefs and updates to all key stakeholders as part of lead up to scheduled event | John Smith – Camp Leader 12 Dec 2022 |  |  |  |
| 1c |  | Eg. Equipment install not complete |  |  |  | Administrative/Systems of Work | \_\_\_\_\_\_\_\_ to inspect all suppliers and contractors to ensure they are ready for the event. | John Smith – Camp Leader 12 Dec 2022 |  |  |  |
| 1d |  | Eg. Emergency Services not aware of the event |  |  |  | Administrative/Systems of Work | Emergency Services briefed on event schedule | John Smith – Camp Leader 12 Dec 2022 |  |  |  |
| 1e |  | Eg. Inadequate communication between event organiser and event personnel |  |  |  | Administrative/Systems of Work | * Backup list of emergency contacts and key stakeholder details provided to \_\_\_\_\_\_\_\_\_.
* Two Way radios issued to all key personnel representing Event Management, Security, Operations, Emergency Services, First Aid with agreed call signs and comms channels
 | John Smith – Camp Leader 12 Dec 2022 |  |  |  |
| 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 | Extremes in temperature hot or cold | Eg. hyperthermia or hypothermia, sunburn, heat stress |  |  |  | Administrative/Systems of Work | * Sunscreen made available throughout the venue or sunscreen is participants/students responsibility
* Information sent to participants prior to ensure they bring appropriate attire and supplies for the weather.
 |  |  |  |  |
| 2b | The location is difficult to access or The location is remote |  |  |  |  |  |  |  |  |  |  |
| 2c | Weather conditions such as strong winds, rain or continuous sunshine (high UV) | Eg. Unplanned weather may interrupt the event or create risks to members of public |  |  |  | Administrative/Systems of Work | Back up plans in place for the following”* Severe storm
* Non-appearance of essential performers, vendors, emergency services or necessary equipment.
 |  |  |  |  |
| 2d | The terrain is rocky, uneven or very steep. |  |  |  |  |  |  |  |  |  |  |
| 2e | There are bodies of water such as dams, rivers or the ocean |  |  |  |  |  |  |  |  |  |  |
| 2f | Working at heights (eg abseiling) |  |  |  |  |  |  |  |  |  |  |
| 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 | Slips, Trips and Falls  | Eg. Physical Injury  |  |  |  | Administrative/Systems of Work | * Paramedic available onsite depending on risk
* First Aider training (covers snake bites and allergic reactions etc)
* First Aid equipment is sufficient for the activities and risks
* Well communicated Injury/ incident reporting mechanism
 |  |  |  |  |
| 3b | Bees, Wasps and other insect bites which may cause allergic reaction | Eg. Physical Injury |  |  |  |  | “ |  |  |  |  |
| 3c | Snake bites  | Eg. Physical Injury |  |  |  |  | “ |  |  |  |  |
| 3d | General Injuries  | Eg. Physical Injury |  |  |  |  |  |  |  |  |  |
| 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 | Camp Fires  | Camp fire not managed safely causing fire. |  |  |  | Eliminate  | * Eliminate camping in bushfire risk areas and during bushfire season.
 |  |  |  |  |
| Administrative/Systems of Work | * Follow safety protocols specific for the site when managing camp fires.
 |  |  |  |  |
| 4b | Un-foreseeable bushfire | Fire risk and injury due to fires |  |  |  | Administrative/Systems of Work  | * Emergency Evacuation Plan
* Nominated and training emergency wardens onsite
* Bush fire plan ready to initiate
 |  |  |  |  |
| 4c | Other emergencies  |  |  |  |  |  |  |  |  |  |  |
| 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 | Participant/student entry management  | Eg. Psychological and/or physical injury or trauma due auauthorised persons entering event or camp. |  |  |  | Administrative/Systems of Work |  |  |  |  |  |
| 5b |  |  |  |  |  |  |  |  |  |  |  |
| 5c |  |  |  |  |  |  |  |  |  |  |  |
| 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 | Specific First and Medical requirements for nature of event  | Eg. Insufficient First Aiders and treatment supplies  |  |  |  | Administrative/Systems of Work |  |  |  |  |  |
| 6b |  |  |  |  |  |  |  |  |  |  |  |
| 6c |  |  |  |  |  |  |  |  |  |  |  |
| 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 | Public Health  | Eg. Infection or illness from a number of sources e.g. toilet facilities, food handling |  |  |  | Administrative/Systems of Work | * Monitor waste disposal and take corrective action where waste builds up. Sufficient cleaning staff and waste bins provided
 |  |  |  |  |
| 7b | Toilet hygiene | Eg. Inappropriate food handling techniques may lead to public health issues |  |  |  | Administrative/Systems of Work | * Monitor the cleaning of toilet, baby change room and shower facilities.
 |  |  |  |  |
| 7c | Water for drinking and clean up | Eg. Glass breakage/ personal injury |  |  |  | Eliminate | * No glassware to be used at the event, only plastic or biodegradable.
 |  |  |  |  |
| 7d | Waste management |  |  |  |  | Administrative/Systems of Work | * Safe collection of needles, bodily fluid and other undesirable substances.
 |  |  |  |  |
| 7e | Food and beverages |  |  |  |  | Administrative/Systems of Work | * Surveillance of food handling practices
* Venue to have adequate refrigeration/cooling and/or heating facilities
* Adequate hand washing facilities in the preparation areas
* Signage for common allergies i.e. nuts, gluten, lactose ingredients to be displayed
* Cleaning staff in place with appropriate equipment, PPE and supplies
 |  |  |  |  |
| 7d | Relevant regulatory COVID19 (or any 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 | Serving of alcohol of alcohol | Eg. Psychological and/or physical injury or trauma due to excessive consumption of alcohol |  |  |  | Administrative/Systems of Work | * Responsible service of alcohol to members of public over 18.
* Monitor quantities consumed by members of public
* Ensure licence to serve alcohol is current
* Food made available
 |  |  |  |  |
| 8b | Camp Leaders consuming alcohol | Inappropriate behaviour and conduct of Camp Leaders |  |  |  | Administrative/Systems of Work | * Camp Leader agreement and code of conduct, which clearly states Camp Leaders must not consume alcohol during their shift as a leader.
* Camp Leader responsibility roster
* Disiplinary action for leaders
 |  |  |  |  |
| 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. |  |  |  |  |
| 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 | Accessibility and Inclusion of all students | Eg. Psychological and/or physical injury or trauma |  |  |  | Administrative/Systems of Work | * Advocate and promote an accessible and inclusive environment for all Clubs & Societies Events.
* Well communicated incident reporting mechanism for all incidents
 |  |  |  |  |
| 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 | Environment of excessive alcohol consumption which lead to unsafe incidents and behaviour. | Eg. Psychological and/or physical injury or trauma |  |  |  | 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
* Food service is available
 |  |  |  |  |
| 11b | Students afraid to report harm due to shame or use of alcohol | Eg. Unreported incident  |  |  |  | Administrative/Systems of Work | * Well communicated incident reporting mechanism for all incidents
* Wellbeing Training
 |  |  |  |  |
| 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 | Manual Handling of equipment  | Eg. Psychological and/or physical injury or trauma |  |  |  |  |  |  |  |  |  |
| 12b |  | Eg.  |  |  |  |  |  |  |  |  |  |

| **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……