**C&S OFFSITE RISK ASSESSMENT UQU76**

Attached the UQU77 event application form when submitting this form.

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| **Club Name:**  |  |
| **Submitted by:**  |  |
| **Date:**  |  |

1. **Identify Potential Hazards**

Some potential hazards have been listed. What other hazards may your event encounter?

1. **What are your control measures?**

Risk Control is a method of managing the risk with the emphasis on controlling the hazards at the source using the “hierarchy of controls”.

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| **Hierarchy of Controls** |
| Eliminate | Removing the hazard, eg taking a hazardous piece of equipment out of service. |
| Substitute | Replacing a hazardous substance or process with a less hazardous one. |
| Isolation | Isolating the hazard from the person at risk, eg using a guard or barrier. |
| Engineering  | Redesign a process or piece of equipment to make it less hazardous. |
| Administrative | Adopting safe work practices or providing appropriate training, instruction or information. |
| Equipment | Could include using gloves, glasses, earmuffs, aprons, safety footwear, dust masks. |

1. **Highlight the risk assessment rating.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Unlikely** | **Possible** | **Likely** | **Almost Certain** |
| **Fatal** | Medium | High | Extreme | Extreme |
| **Major** | Medium | Medium | High | Extreme |
| **Medium** | Low | Medium | Medium | High |
| **Minor** | Low | Low | Medium | Medium |
| **Insignificant** | Not applicable for health and safety risk context |

**Club/society to complete. This is a general risk assessment and clubs should consider what specific risks there might be associated with their event. Some ideas are captured below, however this is not an exhausted list**.

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| **Hazard Identification** | **Potential Risk** | **Control** | **Risk Assessment** |
| **What are the potential hazards? This is not a complete list.** | **What are some of the potential risks that might occur at the event? Some examples might include** | **What steps will you take to reduce the likelihood and/or consequence of hazards? See (b) as a reference point** | **After you implement your ‘control measure’.**  |
| **Transport** | * Accident while driving
* Injury by another vehicle
* Injured while crossing road
* Distractions while driving
 |  |  |
| **Set up/pack up.**  | * Slips, trips and falls
* Strains and sprains from manual handling exertion
* Incorrect set up of equipment
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| **Food** | * Food Poisoning through inadequate food preparation, handling and control
 |  |  |
| **Alcohol** | * Breach of Liquor Licence
* Excessive intoxication
* Sick patrons
* Persons requiring medical attention
* Supply to minors
 |  |  |
| ***Adverse weather* Harm to patrons from cold or wet conditions if no shelter** |  |  |  |
| **Security** | * Forced entry / breach of perimeter
* Excessive number of patrons at venue
* Undesired patron entry
* Drug use on site
 |  |  |
| **Camping**  | * Site location
* Potential site hazards
* Water safety
* Swimming after dark
 |  |  |
| **Accommodation/Venue location** | * Near highway
* Near water
 |  |  |
| **Traffic control** | * Travelling together
* Convoy
 |  |  |
| **No of patrons** | * Security risk
* Transport
 |  |  |
| **Waste management** | * Overflowing waste containers
 |  |  |
| **Provision of amenities** | * Excessive queues for toilets
* Contamination of toilet amenities
* Overload of toilet amenities
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| **Fire safety** | * Fire on site
* Patron and staff safety during a fire event
 |  |  |
| **Consequential outcomes** | * Sexual Assault
* Conflict or fights
 |  |  |
| **Reputational risks**  | * Loss of reputation
* Misconduct
* Negative feedback
 |  |  |
| **Off-site matters – police, complaints, neighbours** | * High noise levels leading to public complaint
* Public complaints
* Neighbours impacted by noise levels
 |  |  |
| **Cash handing**  | * Theft
* Loss of income
 |  |  |
| **Incident management** | * Communication of incident
* Emergency alarms and protocols
* Emergency Control Organisation
 |  |  |
| **Other/s** | Ie swimming or activities near water, rope course, rock climbing |  |  |