

**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 |  |  |
| **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 |  |  |
| **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 |  |  |