

## RISK ASSESSMENT

<b>Name of Event (s):</b>	XXX
<b>Unit:</b>	Widening Participation and Outreach
<b>Program:</b>	Widening Participation and Outreach
<b>Timings of events:</b>	XXX
<b>Date:</b>	XXX
<b>Venue:</b>	XXX
<b>Address:</b>	The University of Sydney, Camperdown Campus
<b>Contact details: (mobile phone, local phone, email)</b>	XXX XX // XXX // X

Risk Matrix: The risk matrix below is used to determine the level of risk for each hazard

LIKELIHOOD	CONSEQUENCES					RANKING LEGEND		
	Insignificant	Minor	Moderate	Major	Severe	Rating	Risk Level	Action
Almost Certain	Medium	High	High	Very High	Very High	Rating L	Low Risk	Manage by routine procedures
Likely	Medium	Medium	High	High	Very High	Rating M	Medium Risk	Responsibility for control specified
Possible	Low	Medium	High	High	Very High	Rating H	High Risk	Immediate Action Required
Unlikely	Low	Low	Medium	Medium	High			
Rare	Low	Low	Medium	Medium	Medium			

CONSEQUENCES		LIKELIHOOD	
Description	Example	Description	Example
Insignificant	Injuries not requiring First Aid	Almost Certain	Is expected to occur in most circumstances
Minor	First Aid required	Likely	Will probably happen in most circumstances
Moderate	Medical treatment required	Possible	Could occur at some time
Major	Hospital admission required	Unlikely	Not likely to occur in normal circumstances
Severe	Death or permanent disability to one or more persons		

**RISK ASSESSMENT**

Activity	Specific hazards and potential risks - What could go wrong	Likelihood	Consequence	Risk Rating	Planned Risk Controls	Residual Risk Rating
<b>EVENT</b>						
Evacuation Procedures	In the case of an emergency, fire, bomb threat, chemical explosion	R	S	M	<ul style="list-style-type: none"> <li>In the event of alarm activation or another emergency, the Event and Security staff will direct teachers and students to the closest exits, as per the building's evaluation procedures and arrange for all participants to assemble within the external event area (on the lawns). Teachers and students must follow the direction of University Event and Security staff and wardens.</li> <li>There are TWO (2) alarm sounds. These are as follows:               <ul style="list-style-type: none"> <li><b>Alert Alarm - "Beep Beep Beep"</b> The ALERT ALARM is designed to alert Wardens of a possible emergency and to prepare everyone an evacuation if required.</li> <li><b>Evacuation Alarm - "Whoop Whoop Whoop"</b> The EVACUATION ALARM is notification that an evacuation is necessary. On hearing the Evacuation Alarm, everyone should proceed to the nearest emergency exit and make their way to the assembly areas</li> </ul> </li> <li>Access to emergency exits, fire hose reels and extinguishers must be kept clear at all times. The running of cables through or in front of fire services is prohibited. Fire hoses and extinguishers are not to be used for any other purpose than to fight a fire.</li> <li>Participants will be directed to assemble in: Quadrangle Lawns (Main Quadrangle, Camperdown), New Law Lawns (New Law Building), Education Lawns (Education Building) or Camperdown Oval (Nursing Building, Mallet St).</li> <li>Teachers accompanying event asked to provide mobile contact details to event manager as central point of communication</li> <li>Event manager will liaise with Security staff and building wardens as to best action in circumstances &amp; teachers/student leaders are asked to act on direction of event manager</li> <li>Teacher accompanying students to event are responsible for student rolls</li> <li>A map of the University Campus venues where activities are scheduled will be provided</li> </ul>	L

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Emergency Lockdown		R	L	L	<ul style="list-style-type: none"> <li>In the event of an emergency lockdown, emergency services, security of University emergency responders will notify via building announcements or other mechanisms. Teachers and students must follow the direction of University Event and Security staff to stay inside the building and they will provide additional instructions as the situation requires.</li> </ul>	L
Workshop equipment	Age appropriate, relevance and injury	R	L	L	<ul style="list-style-type: none"> <li>Presenters briefed on providing age appropriate content and equipment</li> <li>Protective equipment available as required</li> <li>Prior to the arrival of students check equipment is in working addition, age appropriate and that tasks are adequately supervised</li> </ul>	L
Suppliers	Faulty equipment causing injury, electrocution,	R	Maj	M	<ul style="list-style-type: none"> <li>All suppliers to hold \$20 million public liability insurance</li> <li>Supplier to briefed on arrival as per university checklist and protocol</li> <li>Suppliers to provide Safe Work Method Statements before installation and provide foreperson to check all works</li> <li>All electrical equipment to have up to date testing and tag</li> </ul>	M
Suppliers	Incorrect installation and securing of marquees and equipment causing injury	R	Maj	M	<ul style="list-style-type: none"> <li>All suppliers to hold \$20 million public liability insurance</li> <li>Suppliers to provide Safe Work Method Statements before installation and provide foreperson to check all works</li> <li>Supplier to briefed on arrival as per university checklist and protocol</li> </ul>	M
Lost property	Responsibility – Cost / expense of lost good	U	Min	L	<ul style="list-style-type: none"> <li>Students instructed not to bring valuable items to the event, as the security of personal belongings cannot be guaranteed</li> <li>Compass staff to maintain a register of lost and found to ensure item is accurately recorded.</li> <li>If lost property is found, it is to be safely kept with Compass staff at the event until it can be returned to the owner.</li> <li>If lost property cannot be located, staff should check with the closest Campus Assist desk or Security officer. Campus Assist can also be contact on 9351 7838 to check if it has been handed in. Lost property can be reported online.</li> </ul>	L

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Large number of students in one area	Risk of overcrowding	R	L	L	<ul style="list-style-type: none"> <li>• Safe clear access and egress from the venues</li> <li>• The selected venues are designed for a large number of attendees with 3 entry/exit points</li> <li>• Students to enter and leave in groups allocated to a Student Leader</li> <li>• Students arrival and departures from main assembly point are staggered to reduce bottle neck scenarios</li> </ul>	L
Slipping, tripping and/or falling during the event	Injury	U	M o d	M	<ul style="list-style-type: none"> <li>• Designated event areas and pathways will be provided</li> <li>• Ensure all walkways are clear at all times</li> <li>• Obvious trip hazards will be identified and addressed prior to the event commencing and during (e.g. use of cable covers)</li> </ul>	L
Manual Handling – lifting	Back or shoulder strain or sprain	L	M i n	M	<ul style="list-style-type: none"> <li>• Ensure all staff and volunteers are trained in good lifting technique seek assistance if needed</li> <li>• Deliveries to be made as close as possible to area</li> </ul>	L
Provision of food and drink	Allergy, choking	U	M a j	M	<ul style="list-style-type: none"> <li>• Teachers to provide dietary requirements and medical information such as allergies at registration</li> <li>• Project manager will coordinate required action in event of allergic reaction or choking including communication with Campus Security</li> <li>• Student Leader(s) and Compass staff member to complete a Safety Form in event of incident.</li> <li>• Students will have additional access to water bubblers throughout the day and food outlets (where required) at designated times.</li> <li>• First Aid officer onsite during major on-campus events and informed of student allergies as required. First Aid to carry appropriate equipment for treatment of allergies/reactions.</li> </ul>	L

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<b>TRANSPORT/ TRAVEL</b>						
Coach transport moving in and around venue	Potential pedestrian/vehicle incidents on campus – general public and students	R	M aj	M	<ul style="list-style-type: none"> <li>Participating school required to arrange their own coach transport.</li> <li>Coaches instructed to proceed with caution travelling at idle speed</li> <li>Compass provide a list of recommended companies who are familiar with our systems and the venue it is at the schools discretion to select bus company.</li> <li>Coach parking and a dedicated “safe zone” for disembarking and boarding will <i>not</i> be allocated, recommendations will be provided of drop-off and pick-up points.</li> <li>Security /Traffic control notified of arrival/departure times of buses.</li> <li>Student Leaders ensure they are know the dedicated travel route for visiting students from bus to on-campus location and are alert at all times while instructing children on and off buses</li> </ul>	Med
Roads surrounding event venue	Potential incident involving – children, students, staff, volunteers and teachers	R	M aj	M	<ul style="list-style-type: none"> <li>Staff and Student Leaders briefed to ensure they are aware and alert at all times while to ensure children are supervised at all times.</li> </ul>	Med
<b>COMMUNICATIONS</b>						
Emergency – information dispatched quickly	Not being able to contact or reach emergency services	R	L	L	<ul style="list-style-type: none"> <li>All staff / Student Leaders to have mobile phones on their person in the case of emergency</li> <li>Accompanying teachers to provide mobile phone contact details for event day.</li> <li>First aid available – Project Manager to be contacted as first point of contact to then coordinate required action.</li> </ul>	L
<b>HEALTH</b>						
Hygiene, Amenities & First Aid	Incident due to poor amenities and services	R	L	L	<ul style="list-style-type: none"> <li>There will be adequate supply of shade, shelter, clean toilets and fresh water for all students.</li> <li>Each building has a designated first aid contact, in addition, a Compass staff member holding a first aid certificate will be present at all times</li> <li>In a serious medical emergency or incident, dial triple zero (000) for emergency services. Contact the closest first aider. If the person is unconscious send for the closest Automated External Defibrillator (AED). Call Campus Security and if an ambulance has been called ensure someone is outside ready to meet the ambulance on arrival.</li> <li>All University Campus Security staff (+61 2 9351 3333) are also trained senior first aid officers. In a medical emergency, Campus</li> </ul>	L

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					Security officers can provide help until an ambulance arrives. They hold current first-aid certificates, carry first aid kits and their vehicles carry automatic electronic defibrillators. <ul style="list-style-type: none"> <li>• Student Leader(s) and Compass staff member to complete a Safety Form in event of incident.</li> </ul>	
Bites, poisoning	Allergies and injuries	R	M aj	M	<ul style="list-style-type: none"> <li>• All activities have been designed to minimise the risk of incident or injury.</li> <li>• Students and their teachers will be briefed on any specific hazards and the required safety precautions prior to participation in any of the specific activities.</li> <li>• The students must be under the constant supervision of a teacher <b>and/or student leader</b> at all times.</li> <li>• Teachers to notify Compass/event manager in advance of event of any student who suffers from allergies/anaphylaxis</li> <li>• Student Leader(s) and Compass staff member to complete a Safety Form in event of incident.</li> </ul>	Med
Disability Access	Unable to participate due inadequate facilities	R	L	L	<ul style="list-style-type: none"> <li>• All areas, including toilets, are on flat ground or are accessible by ramp or electronic lifts.</li> <li>• Teachers to notify Compass/event manager in advance of student access requirements so activities can be scheduled according to access needs.</li> <li>• Ensure activities are appropriately scheduled to ensure access is available to students as required.</li> </ul>	L

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<b>ENVIRONMENT</b>						
Rubbish disposal	Injury to students if trip over wast /back injury by disposal contractor if too heavy or awkward to manoeuvre	R	L	L	<ul style="list-style-type: none"> <li>Placed in appropriate areas and collected regularly.</li> <li>On wheels so easy to handle monitor this (being done by contractor).</li> </ul>	L
Weather	Exposure - extreme heat, cold, rain, electrical storm	R	L	L	<ul style="list-style-type: none"> <li>There will be adequate supply of shade, shelter, clean toilets and fresh water for all students.</li> <li>Ponchos to be provided for light rain in the event of showers.</li> <li>Torrential rain, electrical storm, extreme wind – event to be cancelled.</li> </ul>	L
<b>WORKING WITH CHILDREN</b>						
Students getting lost on campus	Distress at being lost. Miss returning bus.	R	L	L	<ul style="list-style-type: none"> <li>Students must be supervised by a teacher and/or student leader at all times.</li> <li>All of the staff and Student Leaders and staff have completed either a working with children check or a prohibited employment declaration.</li> <li>Staff and Student Leaders are briefed on arrival to safeguard themselves and children while working on event.</li> <li>Name badges issued by Compass to be worn by Student Leaders and staff. No un-official public access to events permitted.</li> <li>If student cannot be located, University Security notified and further action taken to locate missing student.</li> <li>Student Leader provided with an activity roll call sheet and to notify event manager in the event of a missing student.</li> <li>Teachers to take roll call as per their excursion requirements and advised to notify event staff immediately if a student is missing</li> </ul>	L
Student behaviour	Students' poor behaviour causing frustration and disruption to the activity sessions and experience for other students is reduced.	U	L	L	<ul style="list-style-type: none"> <li>Students and teachers will be reminded of the safety rules during the welcome address.</li> <li>Where possible, teachers should maintain direct supervision of their students at all times during their visit</li> <li>Students are asked at the beginning of the day to follow the instructions of the University staff at all times.</li> <li>Event Manager to liaise directly with teachers on an as-need basis in regards to students behaviour and on-campus discipline if needed</li> </ul>	L

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					<ul style="list-style-type: none"> <li>• Event staff and student leaders briefed during training on behaviour management and to alert the Event manager if assistance needed through event day</li> <li>• Staff and Student Leaders are briefed on arrival to safeguard themselves and children while working on event.</li> </ul>	
<b>SOCIO-CULTURAL ENVIRONMENT</b>						
Will you be taking photographs?	Unauthorised taking and use of photos	R	L	L	<ul style="list-style-type: none"> <li>• Compass staff and Student Leaders check with the teacher if there are any students who do not want their photo taken.</li> <li>• Red name badges available for student show do not wish to have photograph taken.</li> <li>• Ensure photographer is briefed not to take photos of children with red name badge.</li> <li>• Pre-event communication with parents/guardians regarding photography at The University and possible future use of photos and opportunity to opt-out</li> <li>• Anyone not authorised to be taking photos to be identified to Event Manager who will then manage the situation including destruction of photographs.</li> </ul>	M
<b>SECURITY</b>						
Theft of event equipment/resources	Theft of lap tops, AV equipment	R	L	L	<ul style="list-style-type: none"> <li>• Ensure all staff are briefed to be responsible of their own and faculties equipment.</li> <li>• Do not leave equipment unattended.</li> <li>• Ensure all equipment is clearly marked The University of Sydney.</li> </ul>	L
Potential unexpected threat to students	Kidnapping, violence, abuse	R	Med	Med	<ul style="list-style-type: none"> <li>• All staff presenters and Student Leaders briefed to ensure any potential incidents are reported and avoided.</li> <li>• All University participants and volunteers wear official nametags issued by Compass. No un-official public access to events</li> <li>• Security aware of event and will be contacted immediately if an incident occurs by event manager</li> </ul>	Med

**RISK ASSESSMENT**

Line Manager Approval			Verification that Follow Up Actions are Completed		
Name	Signature	Date	Name	Signature	Date
<b>Risk Assessment Completed by</b>					
Name	Signature	Date	<b>Communication</b> - Participants advised of potential risks as required ✓Comment: Advised prior to arrival via distribution of Risk Assessment		
<b>Comments:</b>			<b>Emergency Management</b> - All participants have been advised of Emergency Evacuation Procedures, including Instructions for evacuating individuals with special needs? ✓Comment: Advised during Safety and Program Briefing		
			<b>Insurance</b> - All provider's Public Liability insurance documentation and risk assessments (if applicable) are received, reviewed and attached? ✓Comment: Received a copy of all venues certificate of currency		

*This form is to be completed 2-4 weeks **before** your event is intended to ensure all risks are systematically identified, and either eliminated or controlled. This is then to be communicated as required. Ongoing reviews need to be conducted during the lead up to the trip to ensure the risk has not increased. Should an accident, injury or near miss occur **during** the trip, the Risk Assessment is to be revised and all changes are to be communicated.*