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| Guild Club name: | | Event Title: |
| Event category: Category D (Guild Event Categories) | | Event location: |
| Event description:  Further details and elaboration have been included in the Itinerary Pack attached later  Activities & Topics Discussed: | | Date: |
| Event Staff & Roles:  These persons are to remain sober to carry out their roles:   * **First Aid:** 000 (ambulance in emergencies) & 1 sober club member with a valid first aid certification at all times. * **SARC Trained**: Club committee participated in an online e-learning module through the Sexual Assault Resource Centre for Responding to disclosure of sexual assault:   + [add committee member name 1]   + [add committee member name 2]   Action Items  **Deadline:** [add date]   1. **SARC**: Please refer to instructions in item 5 of this Risk Assessment document. The SARC Course is to be completed certificates provided to the Guild via [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au) in order to receive event approval. 2. **Risk Assessment Review**: The committee members in charge of running this event must read this document and sign page 14 and/or 15. 3. **President Signature**: Once the above is complete, the president may sign below row. | | Expected Attendees:  [list number] members   * [list full name] * [list full name] * [list full name] |
| Risk assessment owner *(i.e club / event organiser)*  Name: add name  Position: Club President Notes: Developed by Guild Professional Staff – Shelley Stoddart on behalf of the club based on information provided in the Event Application Form and any additional emails.  Signature: sign and return to [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au) for event approval | Risk Management Plan Approver *(i.e Guild Professional staff member)*  Name: Shelley Stoddart  Position: Guild Clubs Officer – Professional Staff Contact: 9266 2927 or clubs@guild.curtin.edu.au Date:   Signature: To be signed when club documents are provided as per deadlines set within this document | |
| Include all relevant documentation:   * Certificates, permits, licenses, consents, contracts and ALL other documents applicable to the event provided to Guild Club Support prior to event approval.   Include ALL attendees:   * List of attendees to be saved and sent to the Guild. * Please include and retain a list of emergency contacts for all attendees. * Please site all attendees legal ID’s to identify they are 18+.   The below matrix is a proforma summary of potential risks. Not all events are the same, so remove any unnecessary descriptions and replace these with descriptions that relate specifically to your event. And remember, risk assessment outcomes diminish when they are treated as a pure academic exercise. It is far better to insert real-life examples of potential or foreseeable risks based on common sense. | | |

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| IDENTIFY | **ASSESS** | | | | **CONTROL** | | | | | | | |
| STEP 1 | **STEP 2** | **STEP 3** | | | **STEP 4** | **STEP 5** | | **STEP 6** | | | | |
| Enter risk description | Select hierarchy of control and describe the existing control | Level of risk with existing controls | | | Select hierarchy of control and describe your proposed treatment | Who is responsible and due date | | Level of risk after treatment | | | | |
| Risk Description (Hazard) | **Existing Controls**  Hierarchy of Control   1. Eliminate, eg: eliminate task, remove hazard 2. Substitute eg: replace with less hazardous process 3. Isolate eg: enclosures, restricted access 4. Engineering eg: guarding, separation, redesign 5. Administrative eg: SWP, training, schedule 6. Personal Protective Equipment (PPE) eg: gloves | **Consequence** | **Likelihood** | **Risk Score** | **New/Additional Controls**  Select the hierarchy of control and describe your proposed treatment | **Who is responsible for implementing the control(s)** | **Due Date** | **Consequence** | **Likelihood** | | **Risk Score** | |
| Sexual Assault | * Club officials to advise attendees in advance via their online event communications & invitations of the rules, safe spaces agreement and event restrictions (this risk assessment). * All allegations of sexual assault are to be treated seriously. Ensure dignity and safety of complainant and refer to a SARC trained committee member (as listed on page one of this document). Keep observation on the accused if identified. * Club event volunteers have read the Guild’s [Consent & Sexual Safety Guidelines for Clubs](https://guild.curtin.edu.au/clubs/governance/#Consent) * At least 1 member of the nominated sober person has completed the free [Responding to disclosures of sexual assault course](https://guild.curtin.edu.au/clubs/governance/#Consent) developed by the Sexual Assault Resource Centre (SARC) WA. Completion Certificate will be supplied to the Guild prior to the event. * Club members to be aware prior to the event about how to practice active **bystander intervention** (someone who interrupts a potentially harmful situation). This can be done in a subtle, non-aggressive manner by   + speak up and intervene calmly if it feels safe to do so (i.e. “leave them alone”, stop that, it’s no ok”)   + distract and re-direct the attention of the aggressor or the individual at risk   + do not leave them alone (ensure they feel safe with the person that is accompanying them)   + Offer a safe way home if needed.   + Rally others for support but remain calm and friendly   + Document what happened, get details of the incident recorded while memories are fresh. Do not share videos or photos without permission. Document landmarks and the time.   INCIDENT REPORTING:   * If not serious or considered as an emergency, please provide incident report information to the Guild club Support Team via [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au) as soon as possible after the event. * Should a serious incident or emergency like this occur at a club event or during club activities (whether on campus or off campus), please refer to the below reporting process:   + Report the incident immediately to Curtin’s Safer Community Team – (08) 9266 4444. This is a 24/7 service.   + The Safer Community Team will:     - alert relevant internal Curtin and Guild personnel,     - refer you to additional services as appropriate, and     - guide you through any immediate actions required.   + Where applicable, additional support, action items, and/or any further investigation will be provided and/or carried out in the days and weeks following the incident.   + If you need further support during office hours (Mon-Fri 9am-4pm) please call Guild Reception – (08) 9266 2900 or email clubs@guild.curtin.edu.au |  |  |  | * SARC Trained committee to respond to disclosures of sexual assault as trained. * Ensure all event attendees are safe? If in danger and at risk now, immediately call 000 for police. * Identify if there are any series injuries or bleeding and get medical help via the emergency hospital room or call an ambulance on 000. * For non-serious injuries, it should be encouraged for the person to see a doctor or nurse as soon as possible for STI checks, emergency contraception and other health checks. * Information should be provided to the person/s about the Sexual Assault Resource Centre and that it is open and available for support at all times:   + for crisis phone call advice 24/7 on 6458 1828 (or 1800 199 888 freecall from landlines) to help them decide if they wish to visit them immediately or in future.   + If they wish to visit the centre immediately, they can be found at Kind Edward Memorial Hospital. Safe travel options to be identified and a support person to accompany them.   + FAQ’s can be found on the [SARC website](https://www.kemh.health.wa.gov.au/Other-Services/SARC/What-happens) to help the person/s make decisions.   + Remind them that confidentiality is respected at the SARC centre and police are only involved if the person consents.   + Information from the SARC website to be provided to the person via email or text as soon as possible to ensure they have website links and access to the information that was shared with them at the time of the incident or if it was disclosed after the event. * Other club staff directed to monitor the alleged offender’s actions (if identified) from a distance without approaching or engaging.   + If the person is not displaying aggressive behaviour and it feels safe to do so, they should be asked to leave immediately.   + If aggressive, or it does not feel safe to approached, police to be called immediately on 000.   + Safe travel options provided to the persons who leave. | SARC Trained Members  Trained First Aiders  All Attendees (bystander Intervention) | **Deadline:** SARC Course to be completed by at least 2x committee members with completion certificates provided to the Guild via [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au) by no later than Thursday 11 January 2024 in order to receive event approval by the Guild. |  | |  | |  |
| Violence, Assault, Aggressive behavior, Verbal abuse, Patrons or staff feeling threatened, bullied, intimidated or unsafe | * Club officials to advise attendees in advance via their online event communications & invitations of the rules, safe spaces agreement and event restrictions (this risk assessment). * All allegations of sexual assault are to be treated seriously and refer to point 5 in this risk assessment. * If unsafe behaviours are identified, safe travel options will be suggested to leave the venue and return to their house of residence.. * Club members to be aware prior to the event about how to practice active **bystander intervention** (someone who interrupts a potentially harmful situation). This can be done in a subtle, non-aggressive manner by   + speak up and intervene calmly if it feels safe to do so (i.e. “leave them alone”, stop that, it’s no ok”)   + distract and re-direct the attention of the aggressor or the individual at risk   + do not leave them alone (ensure they feel safe with the person that is accompanying them)   + Offer a safe way home if needed.   + Rally others for support but remain calm and friendly   + Document what happened, get details of the incident recorded while memories are fresh. Do not share videos or photos without permission. Document landmarks and the time.   INCIDENT REPORTING:   * If not serious or considered as an emergency, please provide incident report information to the Guild club Support Team via [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au) as soon as possible after the event. * Should a serious incident or emergency occur at a club event or during club activities (whether on campus or off campus), please refer to the below reporting process:   + Report the incident immediately to Curtin’s Safer Community Team – (08) 9266 4444. This is a 24/7 service.   + The Safer Community Team will:     - alert relevant internal Curtin and Guild personnel,     - refer you to additional services as appropriate, and     - guide you through any immediate actions required.   + Where applicable, additional support, action items, and/or any further investigation will be provided and/or carried out in the days and weeks following the incident. * If you need further support during office hours (Mon-Fri 9am-4pm) please call Guild Reception – (08) 9266 2900 or email clubs@guild.curtin.edu.au | **High** | **Medium** | **Low** | * Club staff directed to monitor the alleged offender’s actions (if identified) from a distance without approaching or engaging.   + If the person is not displaying aggressive behaviour and it feels safe to do so, they should be asked to leave immediately.   + If aggressive, or it does not feel safe to approached, police to be called immediately on 000.   + Safe travel options provided to the persons who leave. * Event staff to monitor the persons actions from a distance without approaching or engaging until Police arrive in order to identify them. * The Safe Spaces Agreement must be followed at all times, if someone breaks the agreement, they will be asked to remove themselves from the space or event/venue. * Safe Travel options will be suggested. | Club / Event Organiser  Trained First Aiders |  | **High** | | **Medium** | | **Low** |
| Patrons refusing to leave or abide by an instruction from staff | * Patron/s will be asked to leave the event with safe transport options. * All incidents will be thoroughly recorded in writing and provided to the Guild club Support Team via [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au) as soon as possible after the event. * For any emergencies Dial 000 and inform charter boat crew | **High** | **Medium** | **Low** | * Club staff directed to monitor the alleged offender’s actions (if identified) from a distance without approaching or engaging.   + If the person is not displaying aggressive behaviour and it feels safe to do so, they should be asked to leave immediately.   + If aggressive, or it does not feel safe to approached, police to be called immediately on 000.   + Safe travel options provided to the persons who leave. * Event staff to monitor the persons actions from a distance without approaching or engaging until Police arrive in order to identify them. * The Safe Spaces Agreement must be followed at all times, if someone breaks the agreement, they will be asked to remove themselves from the space or event/venue. * Safe Travel options will be suggested. | Club / Event Organiser  Trained First Aiders |  | **High** | | **Medium** | | **Low** |
| Theft | Attendees are to be reminded to keep their valuables secured.  * Attendees to be responsible for securing their valuables. * All incidents will be thoroughly recorded in writing and provided to the Guild club Support Team via [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au) as soon as possible after the event. | **High** | **Medium** | **Low** |  | Club / Event Organiser  Trained First Aiders |  | **High** | | **Medium** | | **Low** |
| Prohibited items (weapons, drugs) | * Prohibited items communicated prior to event. * Prohibited non- threatening items are to be foregone upon entry. * Other prohibited threatening items, we have the right to refuse the individual(s) entry. Safe Travel options suggested to return home. * Found illicit substances will be forwarded to local police. * Any person on possession of prohibited items inside the venue will be removed by police * Police will be notified of any persons potentially in possession of threatening items.   INCIDENT REPORTING:   * If not serious or considered as an emergency, please provide incident report information to the Guild club Support Team via [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au) as soon as possible after the event. * Should a serious incident or emergency occur at a club event or during club activities (whether on campus or off campus), please refer to the below reporting process:   + Report the incident immediately to Curtin’s Safer Community Team – (08) 9266 4444. This is a 24/7 service.   + The Safer Community Team will:     - alert relevant internal Curtin and Guild personnel,     - refer you to additional services as appropriate, and     - guide you through any immediate actions required.   + Where applicable, additional support, action items, and/or any further investigation will be provided and/or carried out in the days and weeks following the incident. * If you need further support during office hours (Mon-Fri 9am-4pm) please call Guild Reception – (08) 9266 2900 or email clubs@guild.curtin.edu.au | **High** | **Medium** | **Low** |  | Club / Event Organiser  Trained First Aiders |  | **High** | | **Medium** | | **Low** |
| Persons sick, unwell or injured | * Patrons and staff actively encouraged to not attend if unwell. * Patrons unwell to attend first aid staff * An additional portable First Aid box available. * For all medical emergencies dial 000 * All incidents will be thoroughly recorded in writing and provided to the Guild club Support Team via [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au) as soon as possible after the event. | **High** | **Medium** | **Low** |  | Club / Event Organiser  Trained First Aiders |  | **High** | | **Medium** | | **Low** |
| Drug Overdose, crime scene evidence preservation | * Club staff to contact police and ambulance to assist on 000. * Cordon the scene and prevent access in order to preserve evidence.   INCIDENT REPORTING:   * If not serious or considered as an emergency, please provide incident report information to the Guild club Support Team via [clubs@guild.curtin.edu.au](mailto:clubs@guild.curtin.edu.au) as soon as possible after the event. * Should a serious incident or emergency occur at a club event or during club activities (whether on campus or off campus), please refer to the below reporting process:   + Report the incident immediately to Curtin’s Safer Community Team – (08) 9266 4444. This is a 24/7 service.   + The Safer Community Team will:     - alert relevant internal Curtin and Guild personnel,     - refer you to additional services as appropriate, and     - guide you through any immediate actions required.   + Where applicable, additional support, action items, and/or any further investigation will be provided and/or carried out in the days and weeks following the incident.   If you need further support during office hours (Mon-Fri 9am-4pm) please call Guild Reception – (08) 9266 2900 or email clubs@guild.curtin.edu.au | **High** | **Medium** | **Low** |  | Club / Event Organiser  Trained First Aiders |  | **High** | | **Medium** | | **Low** |

**Health and Safety Risk Matrix**

# Determine the Risk Rating (Level of Risk)

* **Select the Likelihood** - Select the appropriate Likelihood or Frequency rating of the Risk Event occurring for the selected Consequence level, given the controls are in place.
* **Select the Consequence** - For the given Risk Event select the relevant Consequence categories and apply a rating. The ratings are determined with the existing controls in place. Where there are multiple ratings for a risk, the highest combination of Consequence/Likelihood is taken as the final risk rating (do not average out the ratings).

**There are 3 types of risk ratings:**

**Inherent** - no controls in place or total control failure;

**Current** - with existing controls in place;

**Residual** - with proposed treatment action plans (TAPs) in place.

Curtin requires the **Current** risk rating (as a minimum).

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| **Risk Level** | **Criteria for Acceptance of Risk and Risk Review** | **Criteria for Risk Ownership** | **Criteria for Risk Reporting** |
| **Extreme** | Risk is out of appetite and deemed to be uncontrollable with mitigation strategies. Risk level will prevent an event from being approved. | Owned by the Guild General Manager | To be reported immediately to Executive if deemed appropriate to do so. |
| **High** | Risk may be out of appetite if risk mitigation strategies are deemed to be insufficient in controlling or minimizing concerns. A separate risk assessment may be required to deal with the specific issue. Events should not be approved unless ‘high level’ categories are thoroughly addressed and deemed ‘controlled’. | Owned by senior Guild Event Staff, Club Office holders and reported to the Guild General Manager | Mandatory reporting required along with the submission of a separate Risk Assessment. |
| **Medium** | Risk is acceptable and deemed to be controllable via mitigation strategies. Monitoring is required to ensure risk level does not rise to High. | Owned by Guild Event Staff and Club Office Bearers. | Reported by Club Office Bearers via this Risk Management Plan. |
| **Low** | Risk is acceptable. Monitoring will need to occur to ensure the risk level does not rise to Medium. | Owned by Guild Event Staff and Club Office Bearers. | No formal reporting needed outside of this Risk Management Plan. |

**Controls Rating Table**

**Select the Overall Controls Rating (for ALL controls as a whole)**

1. **Controls** - A control is any measure or action currently in existence that modifies or manages the risk. Examples of controls could include a policy, procedure, practice, process, technology, technique, method, or device. A control should be demonstrable, i.e. auditable.
2. **Treatment Action Plans (TAPs)** - TAPs are additional controls, where required. It could be an improvement of an existing control and/or a new initiative altogether. TAPs become controls, or modify existing controls, once they have been implemented.

The adequacy of the controls is assessed on a common sense, qualitative basis. This can be viewed as a reasonableness test, i.e. are you doing what is reasonable under the circumstances to prevent or minimise the impacts of the risk?

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| **Level** | **Descriptor** | **Foreseeable** | **Detail** |
| E | Excellent | More than what a reasonable person would be expected to do in the circumstances. | Controls fully in place and require only ongoing maintenance and monitoring. Protection systems are being continuously reviewed and procedures are regularly tested. |
| A | Adequate | Only what a reasonable person would be expected to do in the circumstances. | Being addressed reasonably. Protection systems are in place and procedures exist for common or typical circumstances. Periodic review. |
| I | Inadequate | Less than what a reasonable person would be expected to do in the circumstances. | Little to no action being taken. No protection systems exist or they have not been reviewed for some time. No formalised procedures. |

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| **This risk assessment has been developed through consultation with Guild staff and has been read, understood and signed by all students undertaking the work (committee members running this event).** | | | |
| **Name** | **Signature** | **Position/ Role** | **Date** |
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