# This form is to be completed by the Event Organiser and handed to the Clubs & Societies Officer no fewer than 5 days before the event (larger events no fewer than 10 days). The University reserves the right to withhold event approval if this form is not received in the specified time frame. This may result in a cancelled or delayed event. Costs incurred as a result of a cancelled or delayed event will be the responsibility of the Event Organiser.

**This form must be completed for all events/activities (meetings are exempt) that take place at across all campuses at Victoria University.**

# This form is intended to help those responsible for an event identify and consider risk factors associated with the proposed event and in doing so determine what arrangements are necessary to eliminate or mitigate such risks to an acceptable level. No such event on university property can proceed without first obtaining the permission of the University. Please note that any recommendations, directions or approval given by the University in respect of an event held on university property does not in any way diminish or remove the sole legal or other responsibility for the event held by the Event Organiser. Please refer to the University procedure on risk management for Victoria University Events via the Clubs Drop Box.

The table on the following pages is to be completed by the Event Organiser as follows:

Step 1: Assess the risk level of each listed hazard; tick low, medium or high Step 2: Implement applicable safe actions (tick as many boxes as relevant) Step 3: Reassess the risk level of each listed hazard; tick low, medium or high Step 4: Outline the risk outcome (add further details where necessary)

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| Types of Hazard | Risk Assessment BEFORE safe actions are in place |  | Safe Actions | RiskAssessment AFTER safe actions are in place |
| Tripping Hazards | ☐☐☐☐ | LOW MEDIUM HIGHN/A | ☐☐☐☐ | * Tape down electrical leads (IT, AV, Lighting) with gaffer tape (indoors)
* Eliminate tripping risk by using cable protectors for outdoor functions
* Contact Clubs Officer to request cable protectors
* Eliminate sharp or protruding objects that cause injury when setting up displays/ booths
 |  | LOW MEDIUM HIGH |
| ManualHandling | ☐☐☐☐ | LOW MEDIUM HIGHN/A | ☐☐☐☐☐ | * Team lifting - Two or more people to maneuver heavy/awkwardly shaped objects into position
* Individual lifts - keep load close to the body, maintain neutral spine, and use the big leg muscles and not the back, eyes forward, long neutral back then lift
* Use lifting aids (supermarket trolleys, upright trolleys) when transporting heavy items over longer distances and between buildings
* Seek advice from Clubs Officer if unsure of correct lifting procedures
* Wear closed toed shoes & work gloves to minimise injury to your feet and hands
 |  | LOWMEDIUM HIGH |
| ElectricalHazard | ☐☐☐☐ | LOW MEDIUM HIGHN/A | ☐☐☐☐☐☐ | * Homemade electrical products are not permitted
* Double adaptors are not permitted due to high risk of electric shock and potential source of electrical fire
* Power boards with an overload cut off switch must be used
* Check hired IT/AV equipment are compliance tested and tag dates are current
* Personal portable electrical equipment must be tested in accordance to VU Electric Equipment Tagging procedure at own cost
* All new power boards and extension cords must be compliance tested
 |  | LOWMEDIUM HIGH |
| EmergencyPreparedness | ☐☐☐☐ | LOW MEDIUM HIGHN/A | ☐☐☐☐☐☐ | * Know the location of building exits
* Do not use the lifts during an emergency
* Assembly point is the VU Oval behind Building M or the Corner of Mills Close and Ballarat Road adjacent to Building K.
* Event organiser liaises with security during an emergency (security – 9919 6666)
* Event organiser should ensure their mobile phones are charged and functioning during the event
* Min 2 office bearers of clubs and societies must attend the compulsory clubs training will which cover OH&S requirements prior to organising off campus events.
 | ☐☐☐ | LOWMEDIUM HIGH |
| Noise | ☐☐☐☐ | LOW MEDIUM HIGHN/A | ☐☐☐☐ | * Staff and students are not exposed to noise that is greater than the exposure standard which is an average of 85dBA over 8 hours
* Control the source through a process of elimination.
* Minimise the duration of noise exposure
* Staff and students must not be exposed to any instantaneous noise levels above 140dBA
 |  | LOWMEDIUM HIGH |
| Inclementweather | ☐☐☐☐ | LOW MEDIUM HIGHN/A | ☐☐☐ | * Check weather forecast 2 days in advance
* Hot conditions (above 45 Degree C):
	+ Consider relocating or rescheduling event
	+ Provide drinking water
	+ Apply sunscreen, wear a hat and sunglasses
	+ Rotate volunteers every 2.5 hours
* Wet Conditions (Hail, Extreme wind)
	+ Consider relocating indoors or rescheduling event
	+ Consult with Clubs Team staff if cooking on a BBQ is part of the event
 | ☐☐☐ | LOWMEDIUM HIGH |

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| Types of Hazard | Risk Assessment BEFORE safe actions are in place |  | Safe Actions | RiskAssessment AFTER safe actions are in place |
| Structural / collapse hazards | ☐☐☐☐ | LOW MEDIUM HIGHN/A | ☐☐ | * Student Life Event staff are responsible for setting up the portable marquee
* Marquee hire company are responsible for set up of multiple marquees in Orientation week; Clubs Fest; Multicultural Fest
 |  | LOW MEDIUM HIGH |
| Intoxication | ☐☐☐☐ | LOW MEDIUM HIGHN/A | ☐☐☐☐☐☐☐☐☐☐☐ | * Event Organiser must comply with VU Policy and Procedures in relation to the service of Alcohol. See Club Fact Sheet 3.
* Students/staff serving alcohol have completed the Responsible Serving of Alcohol (RSA) training and have copies of their RSA with them at the event
* Plan in advance a conservative quantity of alcoholic beverages. For example higher ratio of light beers to heavy beers
* Control volume of alcohol served by including non-alcoholic beverages, such as orange juice, soft drinks, etc
* Water is freely available at the bar
* Appropriate food which does not encourage further drinking is provided.
* Alcohol is only consumed in the area designated for the event.
* Alcohol is not served to an intoxicated person
* Event Organiser must ensure they have a charged mobile phone along with Emergency and Security contact numbers 9919 6666
* Event Organiser immediately call security if guests
	+ become violent
	+ harass other people
	+ pass out or become ill
* The Event Organiser must be in attendance for the duration of the event and will not consume or be affected by alcohol during the event
 |  | LOWMEDIUM HIGH |
| Food Hygiene | ☐☐☐☐ | LOW MEDIUM HIGHN/A | ☐☐☐☐☐☐☐☐☐ | * Food handlers have completed the *dofoodsafely* free online quiz
* Copies of this must be provided to clubs officer
* Hands must be washed:
	+ Before handling any food or putting on gloves
	+ After handling raw meat or garbage and after a break
	+ After using tissues, or visiting a toilet
* Long hair tied back, clean apron and disposable gloves are worn when handling food
* All meat must be transported in an esky with ice to make sure meat can be kept cold
* Limit BBQ food to only cooked sausages, commercially made hamburgers or vegie burgers, bread, onions and tomato sauce
* All of the above ingredients must be purchased from a commercial food business and cooked on site.
* Check that food is:
	+ Not kept on floors or the ground
	+ Not kept in direct sunlight and away from the rain
	+ completely covered with plastic wrap or bags
	+ stored at the right temperature either refrigerated or hot not in between
* Have enough volunteers to allow different food handling roles
	+ handle the raw food
	+ handle the cooked food
	+ handle the money

-refer to Clubs Fact Sheet 3 in relation to having food at your event |  | LOWMEDIUM HIGH |

**Other hazards**

Are there any other hazards that have not been identified in this risk assessment form? Yes No

If yes; list them below and provide the safe actions you will take to reduce the risk.

Types of Hazard

Risk Assessment BEFORE safe actions are in place

(Low, Medium, High, N/A)

Safe Actions

Risk Assessment AFTER safe actions are in place

(Low, Medium, High, N/A)