

Health and Safety assistance with the Risk Assessment process is available - contact HealthandSafety@curtin.edu.au. Please allow a 5-day turnaround for feedback.

Event Description:	
Event Location:	Event Date:
Risk Assessment Owner (i.e. Club / Event Organiser)	Risk Assessment Approver (i.e. Curtin Health & Safety)
Name (Position):	Date:
Name (Position):	Date:

Risk Assessment Process:

- 1) Identify possible Risk Events (examples are included in the Risk Assessment Table on the following page but should be updated / expanded as appropriate by the Risk Assessment Owner).
- 2) For each Risk Event consider (using Risk Matrix):
 - a) **Consequence Level:** Based on Impacts.
 - b) **Likelihood Level:** Based on Likelihood or Frequency or Probability of the Risk Event occurring.
 - c) **Risk:** Consequence Level x Likelihood Level.
- 3) Review Risk against Risk Acceptance Criteria and Control Ratings Tables when determining appropriate proposed Risk Control Measures.
- 4) Confirm who is responsible for the Risk Control Measures and when these will be put in place.
- 5) Repeat Step 2 assuming Step 3 implementation.

Risk Matrix (Health & Safety)		LIKELIHOOD	The event may occur only in exceptional circumstances	Not expected but the event may occur at some time	The event could occur at some time	The event will probably occur in most circumstances	The event is expected to occur or has occurred and is continuing to impact
		FREQUENCY	Less than once in 10 years	At least once between 5 and 10 years	At least once between 1 and 5 years	Once per year	More than once per year
		PROBABILITY	< 10%	10% to < 35%	35% to < 65%	65% to < 90%	> 90%
IMPACTS		Likelihood Level					
Health & Safety		Rare	Unlikely	Possible	Likely	Almost Certain	
Consequence Level	Fatality	Critical				Extreme	
	Permanent Total Disability						
	Significant/extensive injury or illness	Major			High		
	Permanent Partial Disability						
	Serious injury or illness	Moderate		Medium			
Lost Time Injury >10 days.							
Injury or illness requiring medical treatment	Minor						
Lost Time injury <10 days.		Low					
Injury or illness requiring First Aid treatment	Insignificant						
No lost time injury days							

RISK ACCEPTANCE CRITERIA TABLE (Serves as a guide for risk acceptance. Exceptions may apply but would require justification for the exception to be demonstrated and documented.)	
RISK	CRITERIA FOR ACCEPTANCE OF RISK AND RISK REVIEW
Extreme	Risk is Out of Appetite. Requires a Control Rating of 'Excellent'. Control Rating of 'Inadequate' is unacceptable. Treatment Action Plans (TAPs) to be developed, implemented, and monitored by a designated TAP owner/s to reduce the risk to as low as reasonably practicable. Reviewed < 1 monthly.
High	Risk may be Out of Appetite (for risks 'Moderate' and above AND 'Likely' and above) or Tolerable. Requires a Control Rating of 'Excellent' (or 'Adequate' with justification). Control Rating of 'Inadequate' is unacceptable. TAPs (where necessary) to be developed, implemented, and monitored by a designated TAP owner/s to reduce the risk to as low as reasonably practicable. Reviewed < 1 monthly.
Medium	Risk is Acceptable. Requires a Control Rating of 'Adequate'. Control Rating of 'Inadequate' is unacceptable. Monitor risk for any change. TAPs (where necessary) to be developed, implemented, and monitored by a designated TAP owner/s to reduce the risk to as low as reasonably practicable. Reviewed < 3 monthly.
Low	Risk is Acceptable. Requires a Control Rating of 'Adequate'. Control Rating of 'Inadequate' is unacceptable and will require a TAP to be developed, implemented, and monitored by a designated TAP owner/s. Monitor risk for any change. Reviewed < 6 monthly.

CONTROL RATINGS TABLE (Adequacy of the controls is assessed on a common sense, qualitative basis, and can be viewed as a reasonableness test, i.e. are you doing what is reasonable under the circumstances to prevent or minimise the risk impacts?)		
Controls: A control is any existing measure or action 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.		
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.		
DESCRIPTOR	FORESEEABLE	DETAIL
Excellent	More than what a reasonable person would be expected to do in the circumstances.	Controls fully in place, require only ongoing maintenance and monitoring. Protection systems continuously reviewed, and procedures are regularly tested.
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.
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.

IDENTIFY		ASSESS		CONTROL										
Step 1		Step 2		Step 3			Step 4		Step 5					
Risk Event Description		Existing Risk Levels		Proposed Risk Control Measures 1. Eliminate: e.g. eliminate task, remove hazard 2. Substitute: e.g.: replace with less hazardous process, material 3. Isolate: e.g.: enclosures, restricted access 4. Engineering: e.g.: guarding, separation, redesign 5. Administrative: e.g.: Safe Work Procedure, training 6. Personal Protective Equipment (PPE): e.g.: gloves, goggles NB: Curtin Safer Communities are not to be tasked / relied upon for event security / crowd control.					Who is responsible for implementing the control(s)		Due Date		Proposed Risk Levels	
		Consequence	Likelihood										Risk	Consequence
Liquor Licence				<ul style="list-style-type: none"> Event organiser to liaise with Curtin Stadium / Guild / Room Bookings at least 6 weeks prior to event and provide: Event Notification Form; Alcohol Management Plan; Risk Assessment (this document). Landowner's consent (via Curtin PF&D) must be obtained by the Event Organiser for any event that requires an Occasional Liquor Licence, PRIOR to applying to Racing, Gaming and Liquor (RGL). Event organiser has reviewed and will comply with Curtin's Emergency Response Handbook. 					Club / Event Organiser					
Serving of Alcohol				<ul style="list-style-type: none"> Alcohol will be served in compliance with the requirements of the event liquor licence (or exemption) and in accordance with the safety and wellbeing of patrons and the community. Only RSA servers will be permitted to serve alcohol and are not permitted to drink while serving alcohol. The liquor licence (or exemption conditions) and licence area will be displayed at the bar. Excessive or rapid consumption of alcohol will not be tolerated, including 'skulling' and drinking games. A person aged under 18 will not be permitted to be behind the bar under any circumstances. Free water will be readily available to patrons, and event staff to encourage responsible consumption. Low-alcohol and alcohol-free drinks, such as fruit juice, soft drink, tea, and coffee to be available. A range of snacks or meals to be available when alcohol is served. 					Club / Event Organiser Event / Bar Staff					
Intoxicated patron/s due to excessive consumption of alcohol (which may lead to Violence, Assault, Aggressive behaviour, Verbal abuse, Patrons or staff feeling threatened or unsafe)				<ul style="list-style-type: none"> Club officials & volunteers to report any concerns to event / bar staff. Alcohol will not be served to any person who is intoxicated. Signs of intoxication include slurred speech, impaired balance & coordination, reduced inhibition, aggressive, belligerent & disrespectful behaviour. All bar staff will follow RSA guidelines for dealing with and refusing alcohol to intoxicated patrons and patrons showing antisocial behaviour will not be served. Intoxicated patrons will be asked to leave by bar / event staff. Safe travel options will be suggested. Licensed Crowd Controllers hired by the event will assist in the management of intoxicated patrons (to be arranged in consultation with Curtin Safer Community Team - 9266 4444). Any incidents to be reported to Curtin Safer Community Team on 9266 4444. 					Club / Event Organiser Event / Bar Staff Event Crowd Control					
Violence, Assault, Aggressive behaviour, Verbal abuse, Patrons or staff feeling threatened or unsafe				<ul style="list-style-type: none"> Club officials & volunteers to report any concerns to event / bar staff. Bar staff to stop serving offending patron/s, who will also be asked to leave by event / bar staff. Event Crowd Control to evict patron/s and pre-inform Curtin Safer Community Team on 9266 4444. For any emergencies Dial 000 and inform Curtin Safer Community Team on 9266 4444. All allegations of sexual assault are to be treated seriously. Ensure dignity and safety of complainant. Keep observation on the accused if identified. Call Police and Curtin Safer Community Team and wait for their arrival. Give a brief handover to Police / Curtin Safer Community Team on their arrival. 					Club / Event Organiser Event / Bar Staff Event Crowd Control					
Patrons refusing to leave or abide by an instruction from bar staff				<ul style="list-style-type: none"> Patron/s will be asked to leave the event and the campus and will be advised of transport options. Club patrons: The Club's team manager will be asked to help remove the patron/s as required. Club patrons: If needed, the team manager will advise the patron that non-compliance with a direction to leave may result in suspension or expulsion from the tournament and/or Club. Club patrons: If needed, escalation to Club executive management either in person or via phone call. Event Crowd Control to evict patron/s and pre-inform Curtin Safer Community Team on 9266 4444. For any emergencies Dial 000 and inform Curtin Safer Community Team on 9266 4444. 					Club / Event Organiser Event / Bar Staff Event Crowd Control					
Patrons taking alcohol outside of licenced premises area				<ul style="list-style-type: none"> Patrons will be asked to return to the licenced area. Club officials & volunteers to report any concerns to event / bar staff. Bar staff to stop serving offending patron/s, who will also be asked to leave by event / bar staff. Event Crowd Control to evict patron/s and pre-inform Curtin Safer Community Team on 9266 4444. For any emergencies Dial 000 and inform Curtin Safer Community Team on 9266 4444. 					Club / Event Organiser Event / Bar Staff Event Crowd Control					
Underage patrons consuming alcohol illegally				<ul style="list-style-type: none"> Bar staff to have RSA Certificate and follow RSA protocols including check ID for patrons who appear younger than 25 and not serving alcohol to anyone without a valid ID showing they are 18+ years old. Unaccompanied juveniles shall not be permitted entry to bar areas. Event security / crowd controllers will be stationed at licence area entry to check ID. 					Club / Event Organiser Event / Bar Staff Event Crowd Control					

Slips, trips and falls (musculoskeletal injury, cuts and abrasions) including alcohol spillage leading to injury from patrons slipping			<ul style="list-style-type: none"> Event staff to ensure designated pathways and emergency access and egress points are kept clear at all times and ensure venue is clean and as clear from intrusive objects and equipment as possible. Event staff to ensure cables are secured and kept away from pathways when possible. Spills to be isolated by event staff, sectioned off with appropriate signage, mopped up immediately, and nearby patrons to be advised of hazard. Trained First Aiders to be on site and available to provide first aid if necessary. For life threatening emergencies Dial 000 and inform Curtin Safer Community Team on 9266 4444. 	Club / Event Organiser Event Staff Trained First Aiders			
Manual Handling (musculoskeletal injury, cuts and abrasions) including injury or cut to patrons resulting from handling or stepping on damaged alcohol packaging (e.g. glassware, bottles, cans)			<ul style="list-style-type: none"> Setting up of equipment / tables / chairs will be supervised by event staff to ensure correct manual handling techniques are used, including performing two person lifts if appropriate. Bar staff to open all cans / bottles for event patrons to avoid any cuts. Carts/trolleys to be used where possible for transporting equipment to minimize manual handling load. Trained First Aiders to be on site and available to provide first aid if necessary. For life threatening emergencies Dial 000 and inform Curtin Safer Community Team on 9266 4444. 	Club / Event Organiser Event / Bar Staff Trained First Aiders			
Stakeholders unaware of emergency and evacuation procedures			<ul style="list-style-type: none"> Club officials, event staff, and volunteers to be aware of emergency procedures, identity and location of Trained First Aiders, and reporting channels. Event / bar staff to be clearly identifiable (e.g. uniform, t-shirts, lanyards, badges). Event staff to have mobile phones (or portable radio pending event size) with emergency contacts. Emergency evacuation assembly area to be identified. Club officials, event staff & volunteers advised. Trained First Aiders to be on site and available to provide first aid if necessary. For life threatening emergencies Dial 000 and inform Curtin Safer Community Team on 9266 4444. 	Club / Event Organiser Event / Bar Staff Trained First Aiders			
Sick or injured patrons / visitors, including food poisoning			<ul style="list-style-type: none"> Trained First Aiders to be on site and available to provide first aid if necessary. For life threatening emergencies Dial 000 and inform Curtin Safer Community Team on 9266 4444. All event staff to be briefed on correct food handling techniques prior to the event and gloves made available for food handling staff, including sufficient to change gloves every ½ hour as needed. Hand sanitiser stations throughout venue, and near food handling / serving and bathrooms. All food to be purchased from reputable sellers with ingredient lists attached for reference as required. All foods used will be within use-by dates and refrigerated or stored on ice prior to cooking and serving (as appropriate) and kept out of the sun. Separate utensils and containers used for raw and cooked foods, as well as meat and non-meat foods. Cooked food kept in a food warmer at greater than 60C once cooked. Cold food kept chilled as needed. 	Club / Event Organiser Event / Bar Staff Trained First Aiders			
Theft			<ul style="list-style-type: none"> Attendees to be responsible for securing their vehicles and valuables. Attendees to be reminded to keep their vehicles and valuables secured. Any incidents to be reported to Curtin Safer Community Team on 9266 4444. 	Club / Event Organiser Event Staff			
Hygiene - Waste Management (exposure to pathogens in waste)			<ul style="list-style-type: none"> Rubbish bins are to be supplied throughout the venue and emptied regularly by event staff. Rubbish bins to be provided so cans / bottles / drinkware is disposed of appropriately. Event staff to regularly dispose of any littered or damaged cans / bottles / drinkware in rubbish bins. Any handling of rubbish shall be done with appropriate gloves. All food stuffs and associated plate ware / utensils to be disposed (as appropriate). Premises and immediately surrounding area to be left clean and free from rubbish and debris. 	Club / Event Organiser Event Staff			
Hygiene – Personal: • Toilets (not enough facilities for volume of event) • Hand washing (bacteria transmission due to inadequate hygiene)			<ul style="list-style-type: none"> Event organiser to ensure access to nearby toilets with running water and soap will be available during event sufficient for anticipated event attendance. Event organiser to coordinate provision of access to Curtin toilets with Curtin Safer Community Team. Event organiser to arrange portable toilets (if required) for anticipated event attendance. Toilets to be monitored and maintained by event staff during event and left tidy on conclusion of event. Clear signage to be posted in event area directing attendees to nearest toilets. 	Club / Event Organiser Event Staff			
Parking / Access / Accessibility			<ul style="list-style-type: none"> Campus parking including ACROD bays are available around campus. Event staff to place directional signs to the venue (as appropriate) and within the venue. Event organiser to ensure access is available to sufficient nearby accessible toilets and/or arrange for nearby portable accessible toilets as reasonably required for anticipated event attendance. 	Club / Event Organiser Event Staff			
Electrical fault / Equipment failure			<ul style="list-style-type: none"> Event organiser to ensure testing and tagging of any external equipment. Event organiser responsible for arranging pre-event equipment / setup check as needed. Event organiser responsible for arranging back-up equipment as needed. 	Club / Event Organiser Event Staff			
Poor weather impacting event (i.e. strong winds, storms, heavy rain)			<ul style="list-style-type: none"> Event organiser to monitor weather forecast in week leading up to the event. If poor weather is likely, event organiser to modify or cancel event and notify Curtin stakeholders and event attendees. If the event is cancelled on the day, attendees will be advised and asked to make their way back to their vehicles or bus station to vacate the area. If winds are scheduled to exceed 60km/h, unsecured items that have been placed outside for the event will be secured or packed away by event staff to prevent them from being projectiles / causing harm. If threat to attendees and staff is immediate, all are to be evacuated by event staff and event equipment will be left "as is", as per Curtin University's evacuation procedures. For life threatening emergencies Dial 000 and inform Curtin Safer Community Team on 9266 4444. 	Club / Event Organiser Event Staff			

Risk Assessment – Event with Alcohol on Campus

(SAMPLE)

Event shutdown (e.g. Patrons not adhering to rules and guidelines) including in relation to any COVID direction or requirement			<ul style="list-style-type: none"> • Club officials & volunteers to report any concerns to event / bar staff. • Event Crowd Control to evict patron/s and pre-inform Curtin Safer Community Team on 9266 4444. • For any emergencies Dial 000 and inform Curtin Safer Community Team on 9266 4444. 	Club / Event Organiser Event / Bar Staff Event Crowd Control				
COVID-19 protocols (including sign in register and adequate provision of hand sanitiser)			<ul style="list-style-type: none"> • Event organiser to arrange COVID protocols in relation to numbers of attendees and event registration prior to event commencement in line with Government requirements applicable at time of the event. • Event organiser to communicate COVID protocols to event staff and attendees in advance, including social distancing requirements and requesting they do not attend if unwell. • Event organiser to provide COVID sign-in as per government requirements to all venue entry points. • Clear and separate entry and exit points with markers for distanced queuing as may be required. • Event staff and volunteers to have completed COVID safe training courses. • Hand hygiene measures in place e.g. hand sanitiser available throughout event. 	Club / Event Organiser Event Staff				
COVID exposure (including attendance by individual/s with COVID and risk of potential outbreak)			<ul style="list-style-type: none"> • Event organiser to communicate COVID protocols to event staff and attendees in advance, including requesting they do not attend if unwell. • Event organiser to provide COVID sign-in as per government requirements to all venue entry points. • Event organiser to cooperate with government authorities and Curtin Safer Community Team. 	Club / Event Organiser Event Staff				
EVENT ORGANISER TO ASSESS IF ANY OTHER RISKS			•					
EVENT ORGANISER TO ASSESS IF ANY OTHER RISKS			•					
EVENT ORGANISER TO ASSESS IF ANY OTHER RISKS			•					