

**THIS IS A LEGAL DOCUMENT AND MAY BE USED IN COURT IN THE EVENT OF AN
INCIDENT OCCURRING DURING YOUR ACTIVITY**

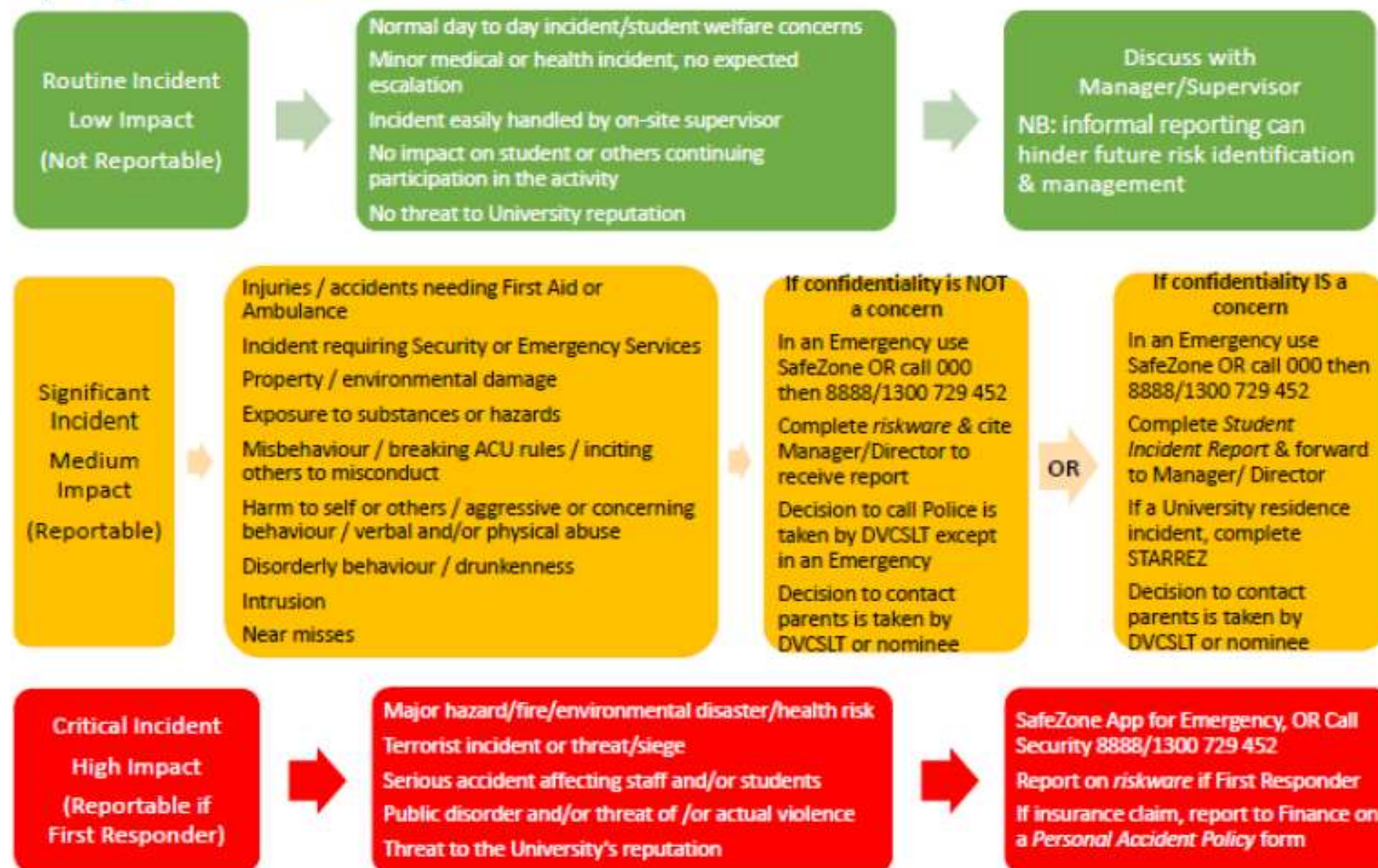
STUDENT LIFE			
Event name & type	<u>Thomas More Law Society AGM</u>	Location	ACU Campus Moot Court
Event Coordinator(s)	Breeannan Butcher	Date & Time of Event	24th th of October 3-5pm
Event Manager(s)	Kate McInnes		
Assessment Completed by	Jemilla Kleinitz Lister	Date prepared	13/10/25
INCIDENT CONTACT LIST – In case of an emergency call 000 and notify staff at the event / call 8888 (ACU Campus Security) or 1300 729 452. In the event of any incident the event manager will notify their supervisor. If they cannot contact their supervisor, they should contact the next person in the hierarchy. If Student Life Officer or Student Life Manager cannot be contacted report Incident immediately to: ACU National Security Centre (NSC) on 8888 or 1300 729 452			
TITLE	NAME	CONTACT NUMBER	
Event Coordinator(s)	Jemilla Kleinitz Lister	0447533622	

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	Olufisayo Durojaye	0469071681
	Breeanan Butcher	0476191596
Designated non-drinker (if applicable)	Breeanan Butcher	Olufisayo Durojaye
Student Life Officer	Alastair Moore	
Event Security provided by (if applicable)	N/A	
First Aid Officer (if applicable)	Kate McInnes	
Manager Student Life	Jodie Beckmann	0455070924
Emergency Services, Fire Ambulance or Police	Emergency	000
If Student Life Officer or Student Life Manager cannot be contacted report Incident immediately to: ACU National Security Centre (NSC) on 8888 or 1300 729 452		

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Reporting a Student Incident: Overview



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How to use this tool to assess and manage risks associated with the event/activity

Use this plan to assess the threats (i.e. something that could cause harm to people and/or property), listed within this Risk Assessment and Control Action Plan and develop treatments to manage these risks. During this process, consider consulting with subject matter experts to assess risk and develop treatments. You should also consult with anyone who might apply the treatments that are developed as they may be responsible for implementing the actions.

- Step 1: Create a list of all the threats associated with your event. (Use the table on P5 to assist in this process).
- Step 2: Transfer that list to Column 1 in the Risk Assessment and Control Action Plan Table (Page 6).
- Step 3: Assess each threat listed in the plan and record any existing treatments (controls) that already apply to manage the risk into Column 3 of the Table. (Page 6). The treatments that are listed in this plan should also include the actions that will be taken to mitigate the risk if the threat does occur.
- Step 4: Assess the risk rating, using the Risk Rating Matrix (Appendix A). The Matrix prompts you to assess the likelihood of the threat and consequence of the risk occurring. The intersection point between this likelihood and consequence rating = the Risk Rating for the threat.
- Step 5: If the risk of harm to people for a threat is higher than Medium consider developing additional treatments to reduce the risk rating and add those to Column 5 of the Table (Page 6).
- Step 6: Reassess the risk rating, based on applying existing and new treatments, and keep applying treatments until the risk is reduced down to a manageable level and enter the revised risk rating in Column 6 of the Table (Page 6).
- Step 7: Submit the completed Risk Assessment and Control Action Plan to your supervisor for endorsement and retain a copy for your records.
- Step 8: Ensure that other people involved in overseeing aspects of the event are fully briefed about the risks identified and treatments so that they may be applied during the activities.

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Things to consider

These are just thought starters, **not an exhaustive list**... you should consider what might go wrong at any stage of every event.

Student Safety	
Sexual harassment / sexual assault ○ First response (listen, acknowledge, believe, establish safety, offer support, refer/report, debrief) ○ Over 18/under 18 ○ CODE GREEN – ACU National Security Centre 1300729 452 Ticket Ts&Cs <i>Sexual harassment will not be tolerated by ACU/Student Life / XYZ Club. Guests found not respecting this or disrespecting their fellow guests will be asked to leave.</i>	Medical emergencies ○ including drug and alcohol issues, injuries, severe allergic reactions, heat stroke or exhaustion, life-threatening events, and mass casualty incidents which could overwhelm local health resources ○ emergencies requiring involvement of the police or fire brigades ○ First aid on hand
Personal Injury ○ Trips and falls ○ Assaults ○ First aid on hand	Accessibility ○ Slip and trip hazards ○ Guests with special needs ○ Stairs / lifts / ramps
Security ○ Numbers needed ○ Genders covered ○ Inadequate security ○ Security breaches	Ticket Ts&Cs <i>Student Life practices zero tolerance of illegal and / or unruly behaviour and the event coordinators will ensure that any behaviour of this nature is reported. Failure to act appropriately will result in your removal from the event. Criminal activity will not be tolerated and will result in police being called.</i>
Food and Beverage	Noise and neighbours
○ Food safety ○ Not enough food / drink ○ Serving alcohol...see alcohol and drugs ○ Food poisoning ○ Allergies	○ Neighbours / classes / staff ○ Licence requirements (if applicable) ○ Breach of noise restrictions
Drugs and Alcohol	
○ Licensing and RSA ○ Underage and wristbands ○ Intox ○ Possession	Ticket Ts&Cs <i>Anyone carrying, using or providing drugs illegally will be reported to the police. People intoxicated by alcohol will be removed from the premises.</i>

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<i>Anyone who provides alcohol to an underage person, or to a person who has been cut off from service, will be reported to the police.</i>	
Environmental factors	
○ Weather ○ Rain ○ Wind ○ Temp extremes ○ Floods ○ Impact on equipment and infrastructure	Location / Environmental factors ○ Drowning (e.g. harbour cruises, swimming parties) ○ Sunburn / heatstroke ○ Falling (e.g. roof top bars) ○ Getting lost (e.g. bush walks) ○ Fires (e.g. BBQs, camping trips)
People, money and equipment	
○ Members and Guests ○ Friends and family ○ Other students ○ Larger than expected crowds (esp. for non-ticketed events) ○ Guest speakers / judges ○ Behaviour	Entertainment / Guest speakers ○ Controversy ○ Qualifications ○ Reputation ○ Triggers ○ Security required ○ Failure to arrive
Staff / volunteers ○ don't turn up ○ inadequately trained / prepared / misbehaviour	Equipment ○ Power cords – tested and tagged? ○ Trip hazards ○ Keg systems ○ Jumping castles ○ Slushie machines ○ Smoothie Bikes ○ Marquees – weighted ○ Emergency replacements / alternatives ○ Gas ○ Hazardous materials
Financial ○ Cash handling ○ Poor financial planning / forecasting ○ Not selling enough tickets ○ Sponsorship ○ Theft	
Impact / damage to equipment / facilities ○ By participants (e.g. cricket match breaks window) ○ By activities (e.g. mental health puppies dig up Quad)	Damage to reputation ○ Personal/AÇU ○ Social / Traditional media ○ Word of mouth

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When completing this section, you must give careful consideration to the actual nature of the event you are organising. The items mentioned in this section of the ACU Risk Assessment Form must be specific to the event with consideration to all likely risks.

Risk Assessment and Control Action Plan Table

Identified Risk Factor	What harm can happen to people or equipment?	Controls	Risk Rating
Slips, trips, or falls	Physical harm (e.g. twisted ankle, bruising)	- Indoor venue with flat, non-slip flooring - Cords secured and taped down - Students reminded to keep bags clear of walkways - Committee will inspect the space before the event	Low
Fire or emergency evacuation	Physical harm panic disruption	- indoor venue with non slip flooring - Cords secured and taped down - Attendees reminded to keep bags clear of walkways - Clear aisles maintained	Low
Technical failure (timers, microphones)	Disruption to event, stress to participants	- All equipment tested before event - Manual voting system of raising hands available - Committee member assigned to troubleshoot if issues arise	Low
Getting lost or arriving late	Quorum not reached	- Maps and detailed info sent before the event – TMLSM committee members briefed and understand importance of AGM attendance - Clear signage on the day - busy time on campus, lots of law students around and available if major attendance issue arises	Low
Disruption or conflict during debate	Emotional distress, meeting delays, hostile environment	- Chair briefed on meeting procedure and conflict management - Attendees know each other and encouraged to make friendly environment - Standing orders/meeting rules clarified at outset	Low

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		- Respectful debate encouraged; disruptive behaviour addressed promptly - Exec Committee point of contact available for concerns	
Breach of privacy / unauthorised photography	Emotional harm, reputational concern	- No photos taken unless students consent - Verbal reminder on day - Social media posts reviewed by committee before publishing	Low
Accessibility limitations	Exclusion or discomfort for students with disabilities	- Venue checked for accessible entry, bathrooms and seating - Accessibility needs can be disclosed in registration form - Committee point of contact for any additional arrangements	Low
Confusion about voting procedures or constitutional matters	Invalid votes, procedural challenges, disputes	- Constitutional procedures and agenda circulated in advance - Voting procedures clearly explained before each motion - Returning officer or chairperson clarifies questions - Committee familiar with constitutional requirements	Low

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Appendix A - Risk Assessment Matrix

How to use the Risk Assessment Matrix.

Step 1: Assess the likelihood of the threat occurring (ratings between Rare to Almost Certain)

Step 2: Assess the likely consequence of the threat occurring (from Insignificant to Catastrophic)

Step 3: Identify the intersection point (on the table below) of the likelihood and consequence rating to obtain a Risk Rating.

Step 4: If the Risk Rating is higher than Medium (3) - especially if the threat could cause harm -continue to develop other treatments to reduce the risk

			Potential Consequences				
			Not Significant: Unlikely to result in an injury	Minor: Minor injury or illness	Moderate: Could result in injury or illness resulting in hospitalisation	Major: Could result in permanent partial disabilities or injuries or illness resulting in hospitalisation of multiple persons	Severe: Could result in death, permanent total disabilities or severe injuries affecting multiple persons
			Not Significant	Minor	Moderate	Major	Severe
Likelihood	Expected to occur regularly under normal circumstances	Almost Certain	Medium 4	Medium 5	Very High 9	Very High 10	Very High 11
	Expected to occur at some time	Likely	Medium 4	Medium 5	Medium 6	Very High 10	Very High 11
	May occur at some time	Possible	Low 1	Medium 5	Medium 6	Medium 7	Very High 11
	Not likely to occur in normal circumstances	Unlikely	Low 1	Low 2	Medium 6	Medium 7	Medium 8
	Could happen, but probably never will	Rare	Low 1	Low 2	Low 3	Medium 7	Medium 8

