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| **Student Life Campus and event name:**  |
| Event | **BBQ events multiple dates in 2025** | Location | **Community courtyard lawn**  |
| Event Coordinator(s) | **Alastair Tomkins** | Date &Time of Event | **Multiple dates semester 1 and 2 2025** |
| Assessment Completed by | **Alastair Tomkins** | Date prepared | **28/01/2025** |
| **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.** **The Student Life Officer or staff member (present at the event) will notify the National Manager, Student Life.** **If a staff member is not at the event, the Event Coordinator must contact the National Manager, Student Life.** **In the case of any other incident that does not require emergency services, the local Student Life staff / event coordinator must report the matter to the National Manager, Student Life.** |
| **TITLE** | **NAME** | **CONTACT NUMBER** |
| Event Coordinator(s) | **Alastair Tomkins** | **0412789132** |
|  |  |
| RSA Certificates – N.B. current certificate must be attached to the event request form |  |  |
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| Student Life Officer |  |  |
| Campus Security | **8888 (1300 729 452)** |
| First Aid Officer | **8888 (1300 729 452)** **or visit** [**http://www.acu.edu.au/policy/169133**](http://www.acu.edu.au/policy/169133) **to access staff First Aid Officers**  |
| National Manager, Student Life- Student Support Services Directorate  | Alistair Cowie | **0426 833 479** |
| Emergency Services, Fire Ambulance or Police | Emergency | **000** |
| **If Student Life Officer or National Manager Student Life cannot be contacted report Incident immediately to:** **ACU National Security Centre (NSC) on 8888 or 1300 729 452** |



**How to use this tool to Assess and Manage Risks Associated with the Event/Activity**

Use this plan to assess the threats (something that could cause harm to people and/or property), listed within this Risk Assessment and Control Action Plan, for risk 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 that would apply the treatments that are developed as these people will be responsible for implementing these actions.

Step 1: Assess each threat, which is listed in this plan, and enter any existing treatments (controls) that you apply to manage risk into column 4 (Page 4 to 9). 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 2: Assess the risk rating, using the Risk Rating Table in Appendix A, which is associated with applying these existing treatments to manage the risk.

 The Risk Rating Table 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 3: If the Risk of harm to people for a threat is higher than Medium (3) consider developing additional treatments to reduce the Risk Rating.

Step 4: 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.

Step 5: In the last column, list the Action Owner that will be responsible for implementing the treatments.

Step 6: Submit the completed Risk Assessment and Control Action Plan to your Student Enrichment Advisor for endorsement and retain a copy for your records.

Step 7: Ensure that other people involved in overseeing aspects of the event are fully briefed about the risks identified and treatments and apply these strategies during the activity.

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|  | **Threats**  |  | **Risk Assessment**  | **Action** |
| Type | No. | **What harm can happen to people or equipment?**  | **List treatments that have already implemented** | **Describe what treatments, steps, strategies will be in place to reduce harm?** | **Risk Rating** **(if the rating is higher than Moderate 3, apply more treatments to reduce the rating)**  | **Action Required by Whom** |
| Drunk & Disorderly | **1** | **Drinking to excess that has caused intoxication** | N/A No alcohol is being served |  | Moderate3 | N/A |
| **2** | **Drink Spiking** | N/A |  | Moderate3 | **N/A** |  |
|  | **Threats**  |  | **Risk Assessment**  | **Action** |
| Type | **No.** | **What harm can happen to people or equipment?**  | **List treatments that have already implemented** | **Describe what treatments, steps, strategies will be in place to reduce harm?** | **Risk Rating** **(if the rating is higher than Moderate 3, apply more treatments to reduce the rating)**  | **Action Required by Whom** |
| Property Damage | **3** | **Damage to ACU furniture or equipment** | **Event Coordinators** will discuss venue setup requirements with the Campus Facilities Team prior to event to ensure the risk of damage to furniture is at a minimum. Appropriate rubbish and recycling bins are to be provided as confirmed with the Facilities Team.The event is supervised by the **Event Coordinators, Security** and **ACU Staff**. Student welcome speech will refer to student behaviour expectations for the event. Students will agree to the **Student Conduct and Discipline Policy** when purchasing tickets.  |  | Low0.3 | If participant is found to have damaged furniture/property **Security, Event Coordinators** and **ACU Staff** are to control the situation and act to prevent reoccurrence and minimise danger if possible. If necessary Student will be removed from event and ACU Staff to complete an incident report form. |
| **4** | **Participation in criminal offence such as arson** | The event is supervised by the **Event Coordinators, Security** and **ACU Staff**. Students attending the event are required to stay within the venue boundary during the event and will be in vision of the **Event Coordinators, Security** and **ACU Staff**. The Students welcome speech will refer to emergency exits and procedures in the event of a fire as well as student behaviour expectations for the event. Students will agree to the **Student Conduct and Discipline Policy** when purchasing tickets.  |  | Low0.3 | **Security** and **ACU Staff** will control the situation and ensure evacuation procedures are in place. If required they will contact emergency services.**Security** and **ACU Staff** to use discretion as to whether a student needs to be removed from the event or detained in regard to a more serious offence requiring attendance by Police.ACU Staff to contact National Manager, Student Experience. if emergency services are contacted. |
| Theft | **5** | **Monies or valuables stolen from another person** | The event is supervised by the **Event Coordinators, Security** and **ACU Staff**. Student welcome speech will refer to student behaviour expectations for the event and Students will be encouraged not to leave personal items unattended. Students will agree to the **Student Conduct and Discipline Policy** when purchasing tickets. |  | Low0.09 | **Security** and **ACU Staff** to coordinate any allegations of theft and to use their discretion about what procedure needs to be followed based on the incident reported. |
| Motor Accident | **6** | **Car Accident**  |  | N/A | N/A | N/A |
| Assault | **7** | **Sexual Assault/Rape** | The event is supervised by the **Event Coordinators, Security** and **ACU Staff**. Security are on site to maximise student safety for the duration of the event.Students will be encouraged to stay onsite at the venue. Lighting will be adequate for students to negotiate their way to/from and around the venue. |  | Moderate3 | **ACU Staff/Security** to contact relevant **Emergency Services** in the event of an assault occurring and contact the National Manager, Student Experience. |
| Drugs | **8** | **Identify possession of drugs** | Event is supervised by **Security** and **ACU Staff**. Students will agree to the **Student Conduct and Discipline Policy** when purchasing tickets.Individuals who are aware of persons at the venue who are engaged in unlawful drug-related activities or identify possession of drugs should advise Security. |  | Moderate3 |  **Security** and **ACU Staff** will use their discretion if possession of drugs has been identified and may ask student to leave the event or will contact the relevant emergency service.The National Manager, Student Experience. will be contacted by the ACU Staff member. |
| **9** | **Use of Drugs** | Event is supervised by **Security** and **ACU Staff**. Students will agree to the **Student Conduct and Discipline Policy** when purchasing tickets.Individuals who are aware of persons on premises who are engaged in unlawful drug-related activities should advise Security. |  | Moderate3 | **Security** and **ACU Staff** will use their discretion if drug usage has been identified and may ask student to leave the event or will contact the relevant emergency service.The National Manager, Student Experience. will be contacted by the ACU Staff member. |
|  | **Threats**  |  **Risk Assessment**  |  **Action** |
| Type | **No.** | **What harm can happen to people or equipment?**  | **List treatments that have already implemented** | **Describe what treatments, steps, strategies will be in place to reduce harm?** | **Risk Rating** **(if the rating is higher than Moderate 3, apply more treatments to reduce the rating)**  | **Action Required by Whom** |
| Suicide | **10** | **Suicide attempts** | Event is supervised by **Security, ACU Staff** and **Event Coordinators** who will be mindful of students isolating themselves during the event and will be monitoring student behaviour.Students will agree to the **Student Conduct and Discipline Policy** | when purchasing tickets. This should alleviate any potential bullying at this event. | Moderate3 | **Security** and **ACU Staff** to take control of the situation and to contact emergency services dependant on the incident at hand to ensure the safety of the student and to ensure confidentiality as much as is possible.National Manager, Student Experience to be notified by ACU Staff member. |
| Allergic Reaction | **11** | **Reaction to food items** | Food items ingredients are available to students so they can identify any allergens, vegetarian items cooked separately from meat items  |  | Moderate0.9 | **Security** and **ACU Staff** to take control of the situation and to contact emergency services dependant on the incident at hand to ensure the safety of the student and to ensure confidentiality as much as is possible.National Manager, Student Experience to be notified by ACU Staff member. |
| Food preparation and cooking | **12** | **Food poisoning from uncooked meat** | BBQ items are to be thoroughly cooked by volunteers with food safety training, cooked BBQ items are to be separated from uncooked or partially cooked BBQ items. Small quantities of BBQ items are to be cooked in batches depending on demand. |  | Moderate1 | **Security** and **ACU Staff** to take control of the situation and to contact emergency services dependant on the incident at hand to ensure the safety of the student and to ensure confidentiality as much as is possible.National Manager, Student Experience to be notified by ACU Staff member. |
| Natural Disaster | **13** | **Weather** | **Event Coordinators** and **ACU Staff** to monitor weather prior to and on the day of the event. The outside courtyard is being used for this event so a backup plan will be organised with the Facilities Team to ensure the event will go ahead in the case of extreme weather or rain. Safety of the students will be considered to ensure a last-minute change of venue is not required. |  | Low0.3 | If an extreme weather event occurs **Security** and **ACU Staff** are to manage the students’ safety and evacuate the area. If required ACU Staff are to call the appropriate emergency services for assistance or information.  |
| **14** | Extreme weather event e.g flood, bushfires | **Event Coordinators** and **ACU Staff** to monitor weather prior to and on the day of the event and advise on postponing event. |  |  |  |
| Financial | **15** | **Financial loss/fraud**  | This is non-ticketed event and is not generating revenue.No cash will be required or handled at the event. |  | Low0.09 | In the event of alleged theft **Security** and **ACU Staff** to take control of the situation and determine if emergency services are to be contacted.National Manager, Student Experience to be notified and Student Transaction Coordinator should be informed in due course. |

**Appendix A –Risk Rating Table How to calculate your risk score, using the scales in the table below:**

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.

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|  **Likelihood Ratings** |  |  **Consequence Ratings**  |  |
| **Almost Certain:**  Is expected to occur in most circumstances per month)**Likely:** Will probably occur at least once (between once per month and once per year)**Moderate:** Might occur at some time (between once per year and once in 5 years)**Unlikely:** Could occur at some time (between once in 5 years and once in 20 years)**Rare:** May occur in exceptional circumstances (once in more than 20 years) | **Catastrophic:** Could result in death, permanent total disabilities or severe injuries affecting multiple persons**Major:** Could result in permanent partial disabilities or injuries or illness resulting in hospitalisation of multiple persons**Moderate:** Could result in injury or illness resulting **Minor:** Minor injury or illness **Insignificant:** Unlikely to result in an injury  |

|  |  |
| --- | --- |
| **Likelihood****Rating****(values on vertical axis, below)**  | **Consequence Rating Insignificant/Minor/Moderate/Major/Catastrophic)** |
| **(** |
| **Insignificant (1)** | **Minor (3)** | **Moderate (10)** | **Major (30)** | **Catastrophic (100)** |
| **Almost Certain****(3)** | **Moderate 3** | **Moderate 9** | **High 30** | **High 90** | **High 300** |
| **Likely****(1)** | **Moderate 1****1** | **Moderate 3** | **Moderate 10** | **High 30** | **High 100** |
| **Moderate****(0.3)** | **Low 0.3** | **Moderate 0.9** | **Moderate 3** | **Moderate 9** | **High 30** |
| **Unlikely****(0.1)** | **Low 0.1** | **Low 0.3** | **Moderate 1** | **Moderate 3** | **Moderate 10** |
| **Rare****(0.03)** | **Low 0.03** | **Low 0.09** | **Low 0.3** | **Moderate 0.9** | **Moderate 3** |