

STUDENT LIFE - RISK ASSESSMENT TEMPLATE



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1. Instructions

This risk assessment document includes two sections.

-  **Compulsory** – Consider the most common risks for any type of event.
-  **Specialist** – Consider risks related to specific activities.

Please read all sections and sign the relevant parts for your event.

All parts in the compulsory type must be signed and acknowledged.

The risks in the Specialist part are only if applicable to your event.

Upload the signed document in the “Health & Safety Tab” of your ENF – Event Notification Form.

2. Compulsory Sections

2.1 Trips and Falls

Type	Compulsory					
Section	Trips and Falls					
Description	Risk	Risk Rating with no Controls	Consequence	Likelihood	Controls	Risk Rating after Controls
Risks	Cables and Wires	High	Minor	Almost Certain	Make sure all cables and wires are tied down Make sure that cables and wires are not in high traffic walkways Make sure cables are neatly away in corners or along walls	Low
	Cluttered or Crowded Areas	High	Significant	Likely	Find appropriate space for expected attendance. Stick to capacity of space being used. Provide appropriate space for people to move around. Have barriers and ropes for high traffic areas.	Low



	Stairs and Ramps	High	Significant	Likely	Make sure handrails are secure Check for non-slip treads Check if there is high visibility tape on stairs Provide signs if stairs are not clearly marked. Avoid people standing and crowding stairs or ramps. Make sure entry to stairs and ramps are clear at all times.	Low
	Uneven or Slippery Surfaces	Moderate	Significant	Moderate	Inspect floor before event Provide barriers or signs at potential hazard part of the floor (contact maintenance on campus, contact venue staff off campus) Monitor floor throughout the event for slippery surfaces Clean up and spills on floor (contact venue staff if off campus)	Low
	Poor Lighting	Low	Minor	Unlikely	Make sure area has adequate lighting Contact Maintenance (on-campus) or Venue Staff (off-campus) if globe needs replacing	Low
	Floor Coverings	Low	Minor	Unlikely	Make sure floor coverings are securely installed.	Low
	Temporary Structures	Low	Significant	Rare	Make sure temporary structure is secure Avoid people leaning on structure. Understand structure safety guidelines	Low
Name:		Position:		Signature:	Date:	

2.2 Psychosocial

Type	Compulsory					
Section	Psychosocial					
Description	Risk	Risk Rating with no Controls	Consequence	Likelihood	Control	Risk Rating after Controls
Risks	Stress from High Workload	High	Major	Moderate	Create event and project plan when starting event planning Delegate tasks amongst group to not overwhelm members	Low



	Conflicts and Interpersonal Issues	Moderate	Significant	Unlikely	Familiarise participants with Student Life's Code of Conduct Familiarise participants with Student Life's Club Discipline & Dispute Resolution Policy Create and familiarise participants with Club conflict policy Create and familiarise participants with Club Code of Conduct Create safe space for feedback mechanisms.	Low
	Role Uncertainty	Moderate	Significant	Unlikely	Designate roles to members at the start of planning Clearly define each members responsibilities Create and follow event planning and running of event checklists for members	Low
	Poor Communication	Moderate	Significant	Moderate	Have clear communication channels Make sure all participants are communicating in a respectful manner	Low
	High Emotional Demands	Moderate	Major	Unlikely	Ensure adequate breaks and rest periods for volunteers and organisers of events. Foster supportive environment for volunteers and organisers.	Low
	Harassment	Moderate	Severe	Rare	Make sure all organisers have completed Talking about Consent Module. Encourage members to complete Talking about Consent Module. Ensure participants are acting in an appropriate manner. Avoid having participants isolated at events. For on campus events make sure people are aware of Swinburne Security number 9214 3333 Make sure to be aware of security protocols at external venue.	Low



	Victimization	Moderate	Major	Unlikely	<p>Make sure all organisers have completed Talking about Consent Module.</p> <p>Encourage members to complete Talking about Consent Module.</p> <p>Ensure participants are acting in an appropriate manner.</p> <p>All organisers should observe carefully and notice any potential victimising behaviours.</p> <p>Have quiet space areas where attendees can seek for help if they feel uncomfortable.</p> <p>For on campus events make sure people are aware of Swinburne Security number 9214 3333</p> <p>Make sure to be aware of security protocols at external venue.</p>	Low
	Sexual Harassment and Assault	Moderate	Severe	Rare	<p>Make sure all organisers have completed Talking about Consent Module.</p> <p>Encourage members to complete Talking about Consent Module.</p> <p>Ensure participants are acting in an appropriate manner.</p> <p>Avoid having participants isolated at events.</p> <p>For on campus events make sure people are aware of Swinburne Security number 9214 3333</p> <p>Make sure to be aware of security protocols at external venue.</p>	Low
	Bullying	Moderate	Severe	Rare	<p>Make sure all organisers have completed Talking about Consent Module.</p> <p>Encourage members to complete Talking about Consent Module.</p> <p>Ensure participants are acting in an appropriate manner.</p> <p>All organisers should observe carefully and notice any potential bullying behaviours.</p> <p>Have quiet space areas where attendees can seek for help if they feel uncomfortable.</p> <p>For on campus events make sure people are aware of Swinburne Security number 9214 3333</p> <p>Make sure to be aware of security protocols at external venue.</p>	Low
Name:		Position:		Signature:		Date:



2.3 Fire

Type	Compulsory					
Section	Fire					
Description	Risk	Risk Rating with no Controls	Consequence	Likelihood	Control	Risk Rating after Controls
Risks	Electrical Issues: Overloaded Circuit Faulty Wiring Improper Use of Extension Cord	High	Major	Moderate	Make sure any electrical equipment being used has been tested and tagged Check date of test and tag are still valid Check circuit limits and make sure to not exceed them Check that no fraying has occurred in wires Check that no wires are exposed	Low
	Equipment Malfunction: Lighting Equipment Sound Equipment	Moderate	Major	Unlikely	Make sure all lighting equipment has been used has been tested and tagged. Check user guidelines for any equipment being used, only used in a way that is safe to do so.	Low
	Blocked or Obstructed Exits: Overcrowding Improperly Placed Equipment or Furniture	Moderate	Significant	Unlikely	Regularly check that exits are clear of obstructions. Check that signs marking emergency exits are clear. Create designated storage area to make sure exits and crowded areas are clear. Make sure room is not overcrowded.	Low
Name:		Position:		Signature:		Date:



2.4 Electrical

Type	Compulsory					
Section	Electrical					
Description	Risk	Risk Rating with no Controls	Consequence	Likelihood	Control	Risk Rating after Controls
Risks	Water and Electricity	High	Severe	Unlikely	Keep all liquids away from electrical cables. Avoid using cables in rain or damp areas.	Low
	Overloaded Circuit	Moderate	Major	Unlikely	Have awareness of electrical capacity Use circuit only as recommended	Low
	Improper Use of Extension Cords	Moderate	Significant	Unlikely	Check cords are used correctly, as identified by manufacturer. Avoid connecting multiple extension cords Keep cords away from liquids	Low
	Faulty or Damaged Wiring	Moderate	Major	Unlikely	Inspect wiring before using electrical cords Avoid using wiring if frayed or damaged. Report faulty or damaged wiring to Facilities (on campus) Report faulty or damaged wiring to venue staff (off campus)	Low
	Poor Set Up of Temporary Cables	Moderate	Major	Unlikely	Check cables capacity. Make sure all cables have a current electrical test and tag. Avoid overloading cables Inspect cables for damage	Low
	Equipment Malfunction	Moderate	Major	Unlikely	Inspect all equipment before use. Avoid using frayed or damaged electrical equipment. Make sure equipment has fault control.	Low
	Insufficient Power Supply	Moderate	Significant	Unlikely	Conduct power needs assessment during event planning. Make sure location has suitable electrical supply options.	Low



	Exposed Electrical Components	Moderate	Major	Unlikely	Inspect electrical supply before event. Make sure all electrical equipment and PowerPoints have proper enclosing and guarding.	Low
Name:		Position:			Signature:	Date:

3 Specialist

3.1 Weather

Type	Specialist					
Section	Weather					
Description	Risk	Risk Rating with no Controls	Consequence	Likelihood	Control	Risk Rating after Controls
Risks	Sun Exposure	High	Major	Moderate	Check weather forecast at regular intervals before and during event. Make sure that participants have appropriate clothing. Make sure participants follow sun safety guidelines. Avoid exposure to conditions for long intervals. Communicate potential weather hazard with participants.	Low
	Dust and Air Quality	High	Major	Moderate	Check weather forecast at regular intervals before and during event. Avoid travelling if the vision is limited. Prepare masks for all participants if possible. Communicate potential weather hazard with participants.	Low
	UV Radiation	High	Major	Moderate	Check weather forecast at regular intervals before and during event. Check if there is shading areas nearby. Ensure all participants cover their skin with clothes, sunglasses, hat, and mask. Communicate potential weather hazard with participants.	Low



	Rain and Flooding	Moderate	Major	Unlikely	<p>Check weather forecast at regular intervals before and during event.</p> <p>Check if area has history of flooding.</p> <p>Create a rain and flooding contingency plan.</p> <p>Communicate potential weather hazard with participants.</p>	Low
	High Winds	Moderate	Major	Unlikely	<p>Check weather forecast at regular intervals before and during event.</p> <p>Make sure any structures are securely anchored.</p> <p>Avoid standing under unstable structures.</p> <p>Communicate potential weather hazard with participants</p>	Low
	Extreme Heat	Moderate	Major	Unlikely	<p>Check weather forecast at regular intervals before and during event.</p> <p>Scout location in advance, if possible, look for shade's areas.</p> <p>Make sure all participants have water and/or hydro electrolytes available.</p> <p>Avoid exposure to conditions for long intervals.</p> <p>Communicate potential weather hazard with participants.</p>	Low
	Thunderstorms and Lightning	Moderate	Major	Unlikely	<p>Check weather before departing, avoid moving during heavy weather.</p> <p>Stay in accommodations or shelters until the weather is better.</p> <p>Avoid standing under trees.</p> <p>Communicate potential weather hazard with participants.</p>	Low
	Cold Weather and Frost	Moderate	Major	Unlikely	<p>Check weather forecast at regular intervals before and during event.</p> <p>Make sure all participants have appropriate clothing.</p> <p>Avoid exposure to conditions for long intervals.</p> <p>Communicate potential weather hazard with participants.</p>	Low
	Hail	Moderate	Major	Rare	<p>Check weather forecast at regular intervals before and during event.</p> <p>Make sure there is shelter for participants in case of rain.</p> <p>Communicate potential weather hazard with participants.</p>	Low



	Fog and Reduced Visibility	Moderate	Major	Unlikely	<p>Check weather forecast at regular intervals before and during event.</p> <p>Avoid travelling if the vision is limited.</p> <p>Prepare masks and/or goggles for all participants if possible.</p> <p>Communicate potential weather hazard with participants.</p>	Low
Name:		Position:		Signature:		Date:

3.2 Water

Type	Specialist					
Section	Water					
Description	Risk	Risk Rating with no Controls	Consequence	Likelihood	Control	Risk Rating after Controls
Risks	Weather-Related Risks: Lightning Storm Surges Wind	Extreme	Major	Unlikely	<p>Check weather forecast at regular intervals before and during events.</p> <p>Observe surrounding areas for safe shelter before event.</p> <p>Communicate and update all participants about the weather regularly.</p>	Low
	Cold Water Risks: Hypothermia Cold Water Shock	Extreme	Major	Rare	<p>Brief all participants about the risk of cold-water shock.</p> <p>Check the water interval on a regular interval and inform participants.</p> <p>Ensure participants enter cold water gradually to allow their bodies to acclimate to the temperature.</p> <p>Warm up before entering water and ensure there are warm blankets, hot beverages and heated spaces if possible.</p> <p>Have a dedicated first-aid person who are familiar with the signs of cold-water emergencies and the necessary response procedure.</p>	Low



	Drowning	High	Severe	Unlikely	Brief participants through steps to do when drowning. Ensure there are tools or equipment available for rescue. Observe the water carefully before going in. Ensure non-swimmers not going in water or only going in shallow area.	Low
	Slips, Trips and Falls	High	Significant	Almost certain	Observe the area carefully before going in. Ensure all participants wear swimming shoes whenever possible. Remind all participants to be careful when walking around wet areas.	Low
	Current and Tides: Riptides and Rip Currents Tidal Changes	High	Major	Rare	Observe the water carefully before and during the event. Communicate with participants to only swim in certain areas within the safety net. Provide safety training at the beginning of the event.	Low
	Waterborne Illnesses and Containments: Bacterial Contamination Harmful Algal Blooms Parasitic Infections Chemical Contamination	High	Major	Unlikely	Choose a reputable and safe water source for activities. Conduct a water test for contaminants periodically if possible. Prepare first-aid kit for emergency. Keep participants informed about the water quality regularly.	Low
	Marine Life: Stings Bites Sharp Shells or Corals	High	Significant	Moderate	Research about the area's marine life, take note of reserved and/or dangerous species. Communicate with all participants to be aware of the dangerous species. Have first-aid kit available to handle incidents.	Low
	Limited Visibility	High	Major	Unlikely	Observe the water carefully before going in. Communicate risks with all participants. Move in groups if possible. Goggles should be used if available.	Low
	Unsafe Equipment	High	Major	Unlikely	Check equipment before and after using for any damage Store equipment properly to avoid damage.	Low

Name:	Position:	Signature:	Date:
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3.3 Transport

Type	Specialist					
Section	Transport					
Description	Risk	Risk Rating with no Controls	Consequence	Likelihood	Control	Risk Rating after Controls
Risks	Pedestrian Safety	Moderate	Major	Unlikely	Always check the traffic light before crossing. Only cross at pedestrian areas. Move in groups and communicate with participants when crossing is safe.	Low
	Public Transport	Moderate	Significant	Unlikely	Check the public transport schedule in advance and communicate with all participants departing time if moving in groups. Only get on and off vehicles when they are fully stopped. Sit if possible or hold on to handles while vehicles are moving.	Low
	Trouble finding venue	Moderate	Minor	Moderate	Communicate the event venue and/or meet out point	Low
	Arriving at and Leaving Venue	Moderate	Significant	Unlikely	Pair up with someone else to go to the train station, tram stop or bus stop. Provide indications of the closest public transport available.	Low
Date		Name		Position		Signature



3.4 Sport

Type	Specialist					
Section	Sport					
Description	Risk	Risk Rating with no Controls	Consequence	Likelihood	Control	Risk Rating after Controls
Risks	Physical Injury: Strains and Sprains Fractures Dislocations Cuts and Abrasions Bruises and Contusions Concussion Overuse Injury	High	Major	Likely	Have qualified first-aid personnel (or access to if at a venue) Have access to first-aid supplies during activity. Inspect playing area for damage before starting activity Make sure participants warm-up correctly and cool-down appropriately. Make sure to rest and rotate participants involvement appropriately.	Low
	Dehydration	High	Significant	Moderate	Make sure all participants have water. Have frequent drinks breaks.	Low
	Heat-Related Illness	High	Significant	Moderate	Make sure all participants have water. Take frequent breaks to reduce fatigue. Reduce activity appropriately based on weather conditions and temperature. Make sure there is shaded areas for participants to rest if outside. Have first-aid supplies (or access to first-aid supplies if at a venue).	Low
	Cold-Related Illness	High	Significant	Moderate	Check the weather forecast on a regular basis. Ensure all participants wear layered clothing if needed. Have warm-up sessions to raise participant's body temperature before engaging in physical events. Have a warm shelter available for participants to rest.	Low



	Collisions	High	Significant	Moderate	<p>Design the event layout carefully to avoid potential collusion points such as sharp corners. Mark boundaries of playing areas to avoid collisions with other obstacles.</p> <p>Have a referee where applicable to enforce rules.</p> <p>Educate all participants about fair-play and situational awareness.</p> <p>Have first-kit available for emergency.</p>	Low
	Overexertion	High	Significant	Moderate	<p>Ensure all participants have suitable physicality, clearly identify any underlying medical conditions.</p> <p>Brief participants about symptoms of overexertion and encourage taking breaks during events. Break down the events into multiple intervals to allow time for rest and recover.</p> <p>Observe all participant's performance and provide assistance when noticing symptoms of overexertion.</p>	Low
	Equipment Malfunction	Moderate	Significant	Unlikely	<p>Inspect and test all equipment and facilities in advance.</p> <p>Have an equipment checklist to follow before, during and after even.</p> <p>Have spare equipment available in case malfunction happens.</p> <p>Isolating faulty equipment.</p> <p>Have a maintenance schedule for equipment.</p>	Low
Date	Name		Position		Signature	



3.5 Performance Events

Type	Specialist					
Section	Performance Events					
Description	Risk	Risk Rating with no Controls	Consequence	Likelihood	Control	Risk Rating after Controls
Risks	Staging Failure	High	Significant	Unlikely	Inspect the stage carefully before the event. Tape all cables to the ground and allocate warning signs where appropriate. Communicate emergency procedure to all participants. Ensure all costumes are easy to move in or provide extra warning for participants wearing heavy or lengthy costumes.	Low
	Equipment Failure	High	Major	Rare	Conduct equipment check and technical rehearsal before and after the performance. Prepare backup equipment if possible. Educate all participants on how to respond to unexpected equipment malfunction.	Low
	Sound Level Exposure	Moderate	Significant	Unlikely	Set sound level limit and use sound level meters to monitor the decibel levels if possible. Conduct sound check before the performance to ensure sound is at acceptable volume. Communicate with all participants and audience about the use of over sensory sound level where applicable. Comply with the local regulations regarding allowable sound levels.	Low
Date	Name			Position		Signature



3.6 Outdoor BBQ

Type	Specialist					
Section	Outdoor BBQ					
Description	Risk	Risk Rating with no Controls	Consequence	Likelihood	Control	Risk Rating after Controls
Risks	Flare Ups	High	Major	Moderate	Check the BBQ grill before use. Keep the grill clean by regularly removing excess grease and residue. Ensure all BBQ operates know proper grilling techniques	Low
	Burns: Accidental Touch Spilling Hot Liquid Handling Hot Tools	High	Significant	Likely	Conduct safety briefing and grilling techniques for all BBQ operators. Warn all participants about hot surfaces such as the metal surfaces. Have burnt first aid kits available for emergency. Ensure all hot items are stored and transported safely.	Low
	Gas Leaks	Moderate	Major	Unlikely	Check the BBQ grill before used. Ensure all gas connection are securely tightened and free from leak. Stop using the grill immediately if any gas smell is detected. Conduct safety briefing for all BBQ operators.	Low
	Insects and Animals: Stings and Bites Contamination	Moderate	Significant	Unlikely	Conduct a safety inspection of the BBQ area and surrounding, identify any potential insect breeding sites. Use outdoor fans to create airflow and deter flying insects. Ensure all rubbish bins are covered and emptied regularly. Cover all the food with food cover or keep them in the original packaging.	Low
Name		Position		Signature		Date



3.7 Food

Type	Specialist					
Section	Food					
Description	Risk	Risk Rating with no Controls	Consequence	Likelihood	Control	Risk Rating after Controls
Risks	Foodborne Illnesses: Bacterial Contamination Viral Contamination Parasitic Contamination Fungal Contamination Chemical Contamination	High	Major	Moderate	Ensure all food handlers receive proper food safety training. Wash hands and wear disposable gloves when handling food. Maintain proper food temperature to prevent the growth of bacteria. Use clean and sanitized food preparation surfaces and equipment	Low
	Spills and Burns: Hot Beverages or Foods Slips	High	Significant	Likely	Handle hot food and utensils with caution. Use baking gloves or towels to hold and serve hot food items. Warn all participants about the food temperature and slippiness. Ensure all liquid items are kept in containers with lid.	Low



	Inadequate Cooking: Undercooking meat	High	Significant	Unlikely	<p>Use food thermometers, if possible, to check the meat's internal temperature.</p> <p>Use cooking equipment that can achieve and maintain the required temperatures for cooking meat safely.</p> <p>Ensure that grills, ovens, and other cooking equipment are preheated to the correct cooking temperature before placing meat on them.</p> <p>Thaw meat properly before cooking, and if frozen, allow adequate time for thawing in the refrigerator or using a safe thawing method.</p> <p>Visually inspect meat for doneness.</p>	Low
	Improper Food Storage: Temperature Danger Zone Cross-Contamination	Moderate	Significant	Moderate	<p>Ensure all food handlers receive proper food safety training.</p> <p>Wash hands and wear disposable gloves when handling food.</p> <p>Maintain proper food temperature to prevent the growth of bacteria.</p> <p>Use clean and sanitized food preparation surfaces and equipment.</p> <p>Use separate cutting boards and utensils for raw and cooked food.</p>	Low
	Allergic Reaction: Common Allergies Cross-Contact	Moderate	Significant	Moderate	<p>Ensure that all food items are labelled with ingredient lists and potential allergens.</p> <p>Ensure food handlers check consumer's allergy in advance,</p> <p>Offer alternative food options for participants with allergy if possible.</p> <p>Include allergen statements on menus and food labels to inform participants about potential allergen exposure.</p>	Low
	Choking	Moderate	Significant	Moderate	<p>Serve food in small, manageable portions.</p> <p>Ensure that food is prepared and cooked to appropriate consistency.</p> <p>Ensure that there is a trained basic first-aid person.</p> <p>Have water available near food service areas.</p>	Low
	Foreign Object	Moderate	Significant	Unlikely	<p>Inspect all food items carefully.</p> <p>Ensure that all food packaging is intact and undamaged.</p> <p>Remove any foreign objects such as plastic packaging pieces before serving.</p>	Low



	Unhygienic Food Practices: Improper Food Storage	Moderate	Significant	Unlikely	Use refrigeration and heating equipment to maintain food at safe temperatures. Store perishable items in refrigerators or freezers promptly. Use food-grade, airtight containers for storing perishable items. Store raw and ready-to-eat foods separately to prevent cross-contamination. Use separate storage areas or containers.	Low
Name		Position		Signature		Date

3.8 Decorations

Type	Specialist					
Section	Decorations					
Description	Risk	Risk Rating with no Controls	Consequence	Likelihood	Control	Risk Rating after Controls
Risks	Flammable Decorations: Drapes, Curtains, or Tablecloths Stage Props Paper and Cardboard Decor	Moderate	Major	Unlikely	Choose event venues that comply with fire safety regulations and have appropriate fire suppression systems and emergency exits. Select decorations made from non-flammable or flame-resistant materials. Ensure that decorations are placed at a safe distance from heat sources, such as heaters, candles, or electrical equipment.	Low
Name		Position		Description		Date



3.9 Camping

Type	Specialist					
Section	Camping					
Description	Risk	Risk Rating with no Controls	Consequence	Likelihood	Control	Risk Rating after Controls
Risks	Weather Related Risks: Extreme Weather Exposure	Extreme	Severe	Moderate	Monitor weather forecasts leading up to and during the event. Identify and designate shelter areas or safe zones where participants can seek refuge during adverse weather conditions. Create a clear and well-defined evacuation plan that specifies evacuation routes, assembly points, and roles and responsibilities for event staff during evacuations. Encourage participants to stay hydrated and use sun protection	Low
	Wildlife Encounters: Animals Insect Bites	Extreme	Severe	Moderate	Provide participants with information about the local wildlife, including potential encounters and safety guidelines. Establish clear guidelines for participants on how to behave in the presence of wildlife. Implement strict food storage practices to prevent wildlife from being attracted to camp areas. Provide insect repellent to all participants. Make sure tents are properly secured to prevent wildlife from accessing food.	Low
	Fire Hazards: Campfires Cooking Accidents	Extreme	Severe	Unlikely	Provide participants with fire safety education. Designate specific areas for campfires or open flames. Use established fire pits or fire rings where available. Have fire extinguishers, buckets of water, and shovels readily available near campfire areas for quick response to emergencies.	Low



	Physical Injury: Strains and Sprains Fractures Dislocations Cuts and Abrasions Bruises and Contusions Concussion Overuse Injury	<p style="text-align: center; color: red;">Extreme</p>	<p style="text-align: center;">Major</p>	<p style="text-align: center;">Moderate</p>	<p>Train event staff and volunteers in basic first aid and CPR. Require participants to complete medical history forms, including information about allergies, medications, and emergency contacts. Ensure that participants have access to and wear appropriate safety gear. Educate participants about the local environment and potential hazards. Provide sufficient lighting around the campsite and activity areas to reduce the risk of trips and falls in low-light conditions.</p>	<p style="text-align: center; color: green;">Low</p>
	Equipment Failure: Tent or Shelter Issues Navigation Issues	<p style="text-align: center; color: orange;">High</p>	<p style="text-align: center;">Major</p>	<p style="text-align: center;">Unlikely</p>	<p>Conduct thorough inspections of all camping equipment before the event. Regularly maintain and service camping equipment. Carry spare parts and repair kits for essential equipment. Provide participants with instructions on how to properly use and care for camping equipment. Maintain a detailed inventory of all camping equipment, including the condition and location of each item</p>	<p style="text-align: center; color: green;">Low</p>
	Sanitation and Hygiene: Lack of facilities Waste Management	<p style="text-align: center; color: orange;">High</p>	<p style="text-align: center;">Major</p>	<p style="text-align: center;">Unlikely</p>	<p>Develop a comprehensive sanitation plan that outlines procedures for waste disposal, personal hygiene, and campsite cleanliness. Educate participants about Leave No Trace principles. Promote safe food handling practices. Provide and maintain clean and sanitary toilet facilities</p>	<p style="text-align: center; color: green;">Low</p>
	<p style="text-align: center;">Physical Exhaustion</p>	<p style="text-align: center; color: orange;">High</p>	<p style="text-align: center;">Major</p>	<p style="text-align: center;">Unlikely</p>	<p>Encourage participants to assess their physical fitness levels before the event and select activities and routes that match their abilities. Plan a balanced and manageable itinerary that includes adequate rest periods and limits strenuous activities. Provide access to clean drinking water and nutritious food at regular intervals. Schedule rest stops during hikes or long activities. Foster a supportive group atmosphere where participants look out for each other and communicate their needs.</p>	<p style="text-align: center; color: green;">Low</p>



	Dehydration	High	Major	Moderate	<p>Provide access to clean drinking water at regular intervals throughout the campsite and during outdoor activities.</p> <p>Establish a schedule for water breaks during physical activities.</p> <p>Encourage participants to carry their own reusable water bottles.</p> <p>Set up shaded areas and rest spots with water stations to encourage participants to take breaks and hydrate.</p>	Low
Name		Position		Signature		Date

3.10 Alcohol

Type	Specialist					
Section	Alcohol					
Description	Risk	Risk Rating with no Controls	Consequence	Likelihood	Control	Risk Rating after Controls
Risks	Impaired Judgement	High	Moderate	Likely	<p>Establish a clear and comprehensive alcohol policy for the event that outlines rules, restrictions, and consequences for violations.</p> <p>Ensure that all participants consuming alcohol are of legal drinking age.</p> <p>Designate specific areas within the event as alcohol-free zones.</p> <p>Provide a variety of non-alcoholic beverages as alternatives to alcohol.</p>	Low
	Alcohol Poisoning	High	Major	Moderate	<p>Ensure that all participants consuming alcohol are of legal drinking age.</p> <p>Offer a variety of non-alcoholic beverages as alternatives to alcohol.</p> <p>Develop and communicate a clear emergency response plan for alcohol-related incidents, including alcohol poisoning.</p> <p>Have qualified medical personnel or first responders on-site.</p>	Low



	Aggressive or Disruptive Behaviour	High	Major	Likely	Provide participants with education on responsible drinking. Establish a clear and comprehensive code of conduct for the event. Display signs with information on responsible drinking, the code of conduct, and the consequences of disruptive behaviour. Implement security measures such as bag checks at entrances to prevent the introduction of prohibited items or excessive alcohol.	Low
	Increased Risk of Accidents	High	Major	Likely	Establish a clear and comprehensive code of conduct for the event. Hire trained security personnel to maintain order, address disruptive behaviour promptly, and ensure the safety of all participants. Establish a protocol for reporting and addressing incidents. Have trained staff or volunteers available to mediate conflicts and address interpersonal issues before they escalate.	Low
	Driving under the influence	High	Severe	Moderate	Ensure participants that are consuming alcohol are not driving home. Provide alternative transport for participants.	Low
Name		Position		Signature		Date



3.11 Manual Handling

Type	Specialist					
Section	Manual Handling					
Description	Risk	Risk Rating with no Controls	Consequence	Likelihood	Control	Risk Rating after Controls
Risks	Physical injury	High	Major	Moderate	Provide participants with training on proper manual handling techniques. Incorporate manual handling tasks into the event planning process, allocate sufficient time and resources for safe execution. Develop an emergency response plan for handling injuries or accidents related to manual handling.	Low
	Heavy equipment	High	Significant	Moderate	Provide appropriate handling aids and equipment. Encourage teamwork and communication among participants involved	Low
	Overexertion	Moderate	Significant	Moderate	Schedule regular rest breaks for participants.	Low
Name		Position		Signature		Date

