**Risk Management**

**What is a ‘risk assessment’ and why should I do one?**

If you are organising an activity, function or event you are, as the event organiser, responsible for your members’ and guests’ health and wellbeing. In other words, you need to think about any potential hazards or situations that may cause injury or harm and systematically eliminate or minimise these risks.

A risk assessment table is a tool to assist you with this process. A proper risk assessment is required by the University and CSE for any functions that serve alcohol, attract a likely attendance of more than 50 people, take place off campus or after hours. It is also a pre-requisite to ensure your club and members are covered by personal accident insurance.

By assessing the risks and minimising potential harm you fulfil your duty of care and thus reduce your exposure to liability. All completed risk assessments need to be forwarded to CSE for discussion and approval at least 2 weeks prior to the event.

**The process:**

1. Identify potential risks or hazards
2. Assess the likelihood of the problem occurring, the loss or impact if the risk occurred (severity) and the urgency required to address the issue
3. Develop an action plan (risk treatment) and follow it
4. Communicate your assessment and action plan to your team
5. Make sure it is followed

**Risk Assessment – Step by Step**

**1. Risk Identification**

You are not expected to eliminate every potential risk, however, you are expected to adopt reasonable precautions against risks that might result in injuries or damages that are reasonable foreseeable.

Factors to consider:

* Age of participants
* Type of activity (alcoholic or non-alcoholic event, outdoor activity, skill level of participants, ticketed or open event….)
* Venue (indoor/outdoor, licensed/unlicensed…)
* History of previous incidents
* Use of external contractors

It is helpful to split your assessment up in risk categories such as:

* Pre-departure / Planning / Set up
* Event / activity operation
* Food safety
* RSA
* Financial aspects
* Staff / helpers / volunteers

**Enter each potential risk or hazard into the table**

**2. Risk Assessment**

We use a risk rating scale to assess the likelihood, severity and urgency of the identified risk.

Likelihood

|  |  |  |
| --- | --- | --- |
| **Rating** | **Likelihood** |  |
| A | Very Unlikely | Very unlikely but not impossible. May occur only in exceptional circumstances |
| B | Unlikely | Unlikely, but could occur at some time |
| C | Possible | Might occur at some time |
| D | Likely | Likely to occur several times |
| E | Very Likely | Likely to occur repeatedly |

This is up to your judgement. Remember that you are responsible to manage the risk.

**Rate the likelihood of the identified risks on your table**

Severity

|  |  |  |
| --- | --- | --- |
| **Rating** | **Potential Impact (Severity)** |  |
| A | Insignificant | No injuries |
| B | Minor | First aid treatment, on-site. Can be dealt with on-site |
| C | Moderate | Medical treatment required. Event needs to be altered. |
| D | Serious | May result in extensive injuries, major financial loss or cancellation of event |
| E | Major | May result in death |

**Rate the potential impact on your table**

**Risk priority matrix**

Use the matrix to identify the priorities of addressing the risks

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E |
| A | 1 (Minimal) | 1 (Minimal) | 2 (Minor) | 2 (Minor) | 3 (Medium) |
| B | 1 (Minimal) | 2 (Minor) | 2 (Minor) | 3 (Medium) | 4 (Major) |
| C | 2 (Minor) | 2 (Minor) | 3 (Medium) | 4 (Major) | 4 (Major) |
| D | 3 (Medium) | 3 (Medium) | 3 (Medium) | 4 (Major) | 5 (Extreme) |
| E | 3 (Medium) | 3 (Medium) | 4 (Major) | 5 (Extreme) | 5 (Extreme) |

5 = Requires urgent attention

4 = Should be addressed as soon as possible

3 = Action dates and responsibilities must be specified

2 = Can be managed by routine procedures

1 = Requires minimal attention

**Rate your risk priority on your table**

**3. Risk Treatment / Risk Control**

Once the hazards have been identified, assessed and prioritized you need to

carefully consider the best way to control / prevent the risks.

* What is needed to control / prevent the risk
* Who is responsible for the treatment
* What is the timeframe for the risk treatment

**Enter treatment/control measures for you risk assessment and indicate who will be responsible for managing the risk and when**

**4. Communication**

* All club reps and people involved in the planning and running of the event/activity must be aware of the risk management plan and their obligations under it.
* **Discuss the plan during your pre-event briefing and ensure everybody understands their obligations**

**5. Review**

Managing risks is a learning process and it is essential that the plan is reviewed at the end of each event / activity and updated regularly. Any incidents that occurred during your event need to be included in your future risk considerations. The CSE Clubs Coordinator will record all your risk assessments and you or future club execs can access them to evaluate future events.

The CSE Clubs Coordinator will be able to assist you in assessing risks and review your assessments with you. You can contact Danielle ([dbraca@uow.edu.au](mailto:dbraca@uow.edu.au)) or Gillian ([gillianh@uow.edu.au](mailto:gillianh@uow.edu.au)) if you have any questions.