

MONSU.CAULFIELD

**CLUBS SARAH
CHEAT SHEET**



2021.S2

MONSU SARAH CHEAT SHEET

The following is a guide to assist with the completion of Event Risk Management Plans through the Monash SARAH Portal. Event Risk Management Plans are designed to help you minimise the risks associated with your events and create a safe environment for all of your members.

A SARAH submission is required for every event that you plan to hold. SARAH's should be submitted at least **two weeks** prior to your event in order to be reviewed and amended if necessary. SARAH's **must** be approved for an event to run.

ACCESSING SARAH

You can access SARAH by clicking [HERE](#).

You must sign in with your student email.

If you do not have access, contact the Clubs Coordinator for assistance. Once in SARAH, click on the rightmost backpack icon titled "Request an Event Risk Management Plan".

This will open the Event Risk Management Plan Register. On this page you can see all of your submitted plans, their reference number, and their status. To create an Event Risk Management Plan, click the New icon at the top of the page.



EVENT RISK MANAGEMENT PLAN REQUEST

EVENT RISK MANAGEMENT PLAN NAME

The name of your event. *Ensure that you include your club acronym in the event description.*

EVENT RISK MANAGEMENT PLAN DESCRIPTION

A detailed description of what will be occurring at your event. Please include:

- Number of attendees
- Food or drink being served
- On or off-campus event
 - * If on-campus, list the room number or name
- External party involvement

EVENT RISK MANAGEMENT PLAN TYPE

This section assists in identifying the scale of your event and therefore the risk that is associated with it. The categories are self-explanatory and no club should ever submit a SARAH with "Research Project" selected.

EVENT RISK MANAGEMENT PLAN DATES

The dates of your event. If the event will only run on a single day, select the same date for both sections.

EVENT RISK MANAGEMENT PLAN APPROVER

Who will be approving your SARAH submission. Currently this is:

Lynette Nye
General Manager
t: 0421 730 732

COMMUNICATIONS PERSON

Who will be assisting you with your SARAH submission. Currently this is:

Amie Armstrong
Student Engagement Manager
t: 9903 1267

PLEASE RESPOND

You must tick the box in this section to proceed. By ticking the box, you are agreeing to communicate with both the communications person and your key onsite event leader should anything occur and you need assistance.

ACTIVITY IDENTIFICATION

In this section, you will identify the activities taking place at your events and be provided with the minimum requirements for the provision of these activities. In other words, you will indicate what you wish to occur at your event and Monash will provide you with a broad set of controls to minimise the risks associated with this activity.

As you select activities that are relevant to your event, you will see them added to the Risk Assessment section. Three activities you **must** add are:

- Emergency Preparedness
- First aid at urban locations
- COVID-19 management

These are three activities that you should be aware of no matter what type of event you are organising. To access the Risk Assessment, click the magnifying glass next to the relevant assessment. Please note: you will need to have pop-ups enabled for this section.

Another window will open with a general admin page. If you click Next, you will proceed to the Risk Assessment. In the first column on the left-hand side are the risks associated with the activity. In the second column are the suggested controls to minimise risk.

As club leaders, you are required to read and understand all the risks and controls provided in the assessment. Not every control will be possible for you to enact at your event, however, it is vital you have the knowledge provided by the risk assessments to help you make decisions during your events.

Once you have read the Risk Assessments, exit out of the window and return to the Identification page. Tick the box next to each Risk Assessment as you read them. Once you have read and ticked them all, scroll to the bottom of the page to the "Please Respond" section.

In order to continue, you must agree to the following: "The Event Risk Management Plan Leader has read and understood each Risk Assessment and will ensure control measures are in place and all participants are aware of the risk." By ticking this box, you are accepting the responsibility to minimise risk at your event using the information provided by Monash.

EVENT RISK MANAGEMENT PLAN MEMBERS

EVENT RISK MANAGEMENT PLAN LEADER

These are your details. Some are auto-populated from your Monash login, however you need to input your Phone Number and Emergency Contact details.

FIRST AIDER

Please list anyone who will be assisting you in running the event who has a valid First Aid qualification. This is not compulsory, however is beneficial for larger high-risk events.

PARTICIPANTS

Here you must include the details of all the people who will assist you in running the event. This can be other executive committee members or external contacts such as caterers or venue contacts. It is important that you list anyone assisting in the running of the event because you will be able to designate activities that you identified in the previous section to specific participants. This shows that you have thought about the activities occurring at your event and designated someone to be in charge of managing activity.

Note that sections such as “Extended Role” and “Employee ID” do not need to be filled in.



ITINERARY/ COMMS PLAN

VEHICLES & ATTACHMENTS

ITINERARY/COMMS PLAN

EVENT RISK MANAGEMENT PLAN DETAILS

The date and time of your event. If your event is on campus, list the building that your event is being held in.

REPORTING DETAILS

This is if you wish to report to the communications person during your event. You may wish to do this during a camp or excursion, however it is not necessary and most events will not require a Reporting Method.

ITINERARY

Once you have filled in the details you must click Add to add the stop. If you have an event with multiple destinations, it is important to include all locations in the SARA as multiple stops throughout the night. This will generate an itinerary for your event that you can follow or pass on to relevant parties.

Furthermore, if you have a recurring event you can include the date and time of each recurrence. This way, you only need to submit a single SARA for multiple events of a similar nature (eg. BBQs, art jams, dance classes, etc).

VEHICLES

Add the details of any vehicles you may need to utilise during your events (eg. a bus to a campsite).

ATTACHMENTS

Upload any documentation you feel is necessary and relevant to your event. For example:

- Food handling certificate
- Responsible service of alcohol
- First aid certificate
- External venue agreement

NOTES

In every SARA, you must include a note that specifies controls that you will be following for each of the activities that you have identified earlier in the SARA. You should write specifics and include the names of members that will be assisting you in minimising these risks during the event. You should have at least one control for each activity that you have identified.

This is the section that provides the most information to the Approver as to how you will be minimising the risk associated with your event. If you do not include enough detail, your event will not be approved.



BEFORE YOU SUBMIT:

BEFORE YOU SUBMIT, MAKE SURE YOU HAVE:

- Included your club acronym in the Event Risk Management Plan Name
- Listed all activities for your event
- Added all stops in your itinerary
- Uploaded all relevant documentation
- Added a note with relevant controls



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