

This form is to be completed by the Event Organiser and handed to the MONSU Caulfield Service Desk no fewer than 5 days before the event (larger events no fewer than 10 days). The University reserves the right to withhold event approval if this form is not received in the specified time frame. This may result in a cancelled or delayed event. Costs incurred as a result of a cancelled or delayed event will be the responsibility of the Event Organiser.

This form must be completed for all events/activities (meetings are exempt) that take place at Monash University Caulfield Campus.

This form is intended to help those responsible for an event identify and consider risk factors associated with the proposed event and in doing so determine what arrangements are necessary to eliminate or mitigate such risks to an acceptable level. No such event on university property can proceed without first obtaining the permission of the University. Please note that any recommendations, directions or approval given by the University in respect of an event held on university property does not in any way diminish or remove the sole legal or other responsibility for the event held by the Event Organiser. Please refer to the University procedure on risk management for Monash University Events at <http://www.monash.edu.au/ohs/topics/procedures/risk-management.pdf>

The table on the following pages is to be completed by the Event Organiser as follows:

- Step 1: Assess the risk level of each listed hazard; tick low, medium or high
- Step 2: Implement applicable safe actions (tick as many boxes as relevant)
- Step 3: Reassess the risk level of each listed hazard; tick low, medium or high
- Step 4: Outline the risk outcome (add further details where necessary)

Types of Hazard	Risk Assessment BEFORE safe actions are in place	Safe Actions	Risk Assessment AFTER safe actions are in place
Tripping Hazards	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Tape down electrical leads (IT, AV, Lighting) with gaffer tape (indoors) <input type="checkbox"/> – Eliminate tripping risk by using cable protectors for outdoor functions <input type="checkbox"/> – Contact MONSU Caulfield officer to request cable protectors <input type="checkbox"/> – Eliminate sharp or protruding objects that cause injury when setting up displays/ booths	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
Manual Handling	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Team lifting - Two or more people to manoeuvre heavy/awkwardly shaped objects into position <input type="checkbox"/> – Individual lifts - keep load close to the body, maintain neutral spine, and use the big leg muscles and not the back, eyes forward, long neutral back then lift <input type="checkbox"/> – Use lifting aids (supermarket trolleys, upright trolleys) when transporting heavy items over longer distances and between buildings <input type="checkbox"/> – Seek advice from MONSU Caulfield officer if unsure of correct lifting procedures <input type="checkbox"/> – Wear closed toed shoes & work gloves to minimise injury to your feet and hands	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
Electrical Hazard	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Homemade electrical products are not permitted <input type="checkbox"/> – Double adaptors are not permitted due to high risk of electric shock and potential source of electrical fire <input type="checkbox"/> – Power boards with an overload cut off switch must be used <input type="checkbox"/> – Check hired IT/AV equipment are compliance tested and tag dates are current <input type="checkbox"/> – Personal portable electrical equipment must be tested in accordance to AS3760 at own cost <input type="checkbox"/> – All new power boards and extension cords must be compliance tested	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
Emergency Preparedness	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Know the location of building exits <input type="checkbox"/> – Do not use the lifts during an emergency <input type="checkbox"/> – Assembly point is the CENTRAL LAWNS <input type="checkbox"/> – Event organiser liaises with security during an emergency (security – 9903 2211) <input type="checkbox"/> – Event organiser should ensure their mobile phones are charged and functioning during the event <input type="checkbox"/> – All office bearers of clubs and societies must attend the compulsory MONSU OHS induction	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
Noise	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Staff and students are not exposed to noise that is greater than the exposure standard which is an average of 85dBA over 8 hours <input type="checkbox"/> – Control the source through a process of elimination. <input type="checkbox"/> – Minimise the duration of noise exposure <input type="checkbox"/> – Staff and students must not be exposed to any instantaneous noise levels above 140dBA	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
Inclement weather	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Check weather forecast 2 days in advance <input type="checkbox"/> – Hot conditions (above 45 Degree C): – Consider relocating or rescheduling event – Provide drinking water – Apply sunscreen, wear a hat and sunglasses – Rotate volunteers every 2.5 hours <input type="checkbox"/> – Wet Conditions (Hail, Extreme wind) – Consider relocating indoors or rescheduling event – Consult with MONSU Caulfield staff if cooking on a BBQ is part of the event	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH

Types of Hazard	Risk Assessment BEFORE safe actions are in place	Safe Actions	Risk Assessment AFTER safe actions are in place
Structural / collapse hazards	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – MONSU Caulfield reps are responsible for setting up the portable marquee <input type="checkbox"/> – Marquee hire company are responsible for set up of multiple marquees in Orientation week; One World Festival; Cultural Carnival	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
Intoxication	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Event Organiser has completed the Risk Assessment Form - Alcohol and discussed security issues with Campus Security Manager <input type="checkbox"/> – Students/staff serving alcohol have completed the Responsible Serving of Alcohol (RSA) training and have copies of their RSA with them at the event <input type="checkbox"/> – Plan in advance a conservative quantity of alcoholic beverages. For example higher ratio of light beers to heavy beers <input type="checkbox"/> – Control volume of alcohol served by including non-alcoholic beverages, such as orange juice, soft drinks, etc <input type="checkbox"/> – Water is freely available at the bar <input type="checkbox"/> – Appropriate food which does not encourage further drinking is provided. <input type="checkbox"/> – Alcohol is only consumed in the area designated for the event. <input type="checkbox"/> – Alcohol is not served to an intoxicated person <input type="checkbox"/> – Event Organiser must ensure they have a charged mobile phone along with Emergency and Security contact numbers , 9903221 <input type="checkbox"/> – Event Organiser immediately call security if guests <ul style="list-style-type: none"> – become violent – harass other people – pass out or become ill <input type="checkbox"/> – The Event Organiser must be in attendance for the duration of the event and will not consume or be affected by alcohol during the event	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
Food Hygiene	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH <input type="checkbox"/> N/A	<input type="checkbox"/> – Food handlers have attended safe food handling training delivered by the local council (Glen Eira) <input type="checkbox"/> – Hands must be washed: <ul style="list-style-type: none"> – Before handling any food or putting on gloves – After handling raw meat or garbage and after a break – After using tissues, or visiting a toilet <input type="checkbox"/> – Long hair tied back, clean apron and disposable gloves are worn when handling food <input type="checkbox"/> – All meat must be transported in an esky with ice to make sure meat can be kept cold <input type="checkbox"/> – Limit BBQ food to only cooked sausages, commercially made hamburgers or vegie burgers, bread, onions and tomato sauce <input type="checkbox"/> – All of the above ingredients must be purchased from a commercial food business and cooked on site. <input type="checkbox"/> – Check that food is: <ul style="list-style-type: none"> – Not kept on floors or the ground – Not kept in direct sunlight and away from the rain – completely covered with plastic wrap or bags – stored at the right temperature either refrigerated or hot not in between <input type="checkbox"/> – Have enough volunteers to allow different food handling roles <ul style="list-style-type: none"> – handle the raw food – handle the cooked food – handle the money <input type="checkbox"/> – Read MONSU Caulfield’s food handling fact sheet	<input type="checkbox"/> LOW <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH

Other hazards

 Are there any other hazards that have not been identified in this risk assessment form? Yes No

If yes; list them below and provide the safe actions you will take to reduce the risk.

Types of Hazard	Risk Assessment BEFORE safe actions are in place (Low, Medium, High, N/A)	Safe Actions	Risk Assessment AFTER safe actions are in place (Low, Medium, High, N/A)