**Clubs and Societies Risk Assessment Form**

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| **Club/Society holding the event:** |  |
| **Name of event:** |  |
| **Date/s of event:** |  |
| **Time/s of event:** |  |
| **Brief explanation of event:** |  |
| **How many people are expected to attend?** |  |
| **Where is the event being held?** |  |
| **Details of person completing this risk assessment:** | **Name:** |
| **Mobile no:**  | **Date form completed:** |
| **Instructions:**Note: Generic risks are provided in this template, however the list is not exhaustive and should be added to or modified to identify the specific risks relevant to your particular event, as necessary.For each risk, the likelihood and consequence should be determined as per the matrix below. The overall risk ranking is then determined to help prioritise risks and subsequent controls/actions.Details instructions are included at the top of the risk assessment table.**Email this completed form to:**Townsville: clubsandsocieties.tsv@lists.jcu.edu.auCairns: clubsandsocieties.cns@lists.jcu.eu.au |



**Legend**

H = High Risk – Council attention needed

M = Moderate risk – management responsibility must be specified

L = Low risk – manage by routine procedures

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**Risk Assessment and Management Plan**

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| BackgroundQueensland’s Chief Health Officer has approved the [Industry Framework for COVID Safe Events](https://www.covid19.qld.gov.au/__data/assets/pdf_file/0018/132570/industry-framework-covid-safe-events.pdf), which facilitates the resumption of events held by businesses in Queensland since Stage 3 of the [Roadmap to easing Queensland's restrictions](https://www.covid19.qld.gov.au/government-actions/roadmap-to-easing-queenslands-restrictions). Instructions1. The Existing Controls column is to list what the club/society currently does to reduce the corresponding risk. The Treatment Plan is to document exactly what the club will do. The shaded areas have been prefilled but **can be amended** by the club/society if they choose to. The risk assessment must be aligned to the criteria listed in the COVID Event Safe Event Checklist to ensure the requirements set down by the Queensland Chief Health Officer are met and these have been added into the document by JCUSA for you.
2. If you do not use or follow the treatment plan pre-filled – then you must remove it as this document must be true and accurate.
3. Text in red **must be answered** by the club/society as it is not generic in nature.
4. The green column titled “Club/Society to complete this column**” must** have the tick boxes completed.
5. Risk Categories 1 to 4 are mandatory and then the others are only completed if they apply, e.g. BBQ, alcohol, swimming.
6. Club Executives are responsible for meeting legislative requirements and should therefore be ensuring the currency of their completed risk assessment content via these links –[COVID Safe Events](https://www.covid19.qld.gov.au/government-actions/covid-safe-events) and the [Chief Health Officer public health directions](https://www.health.qld.gov.au/system-governance/legislation/cho-public-health-directions-under-expanded-public-health-act-powers)

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| Risk Category 1: Commercial / Legal |
| **Risk** | **Club/Society to complete this column** | **Likelihood** | **Consequence** | **Ranking** | **Existing Controls** | **Treatment Plans** | **Responsible Officer** |
| 1.1 Approval not obtained from JCUSA to hold event | JCUSA has been informed of this event occurring?[ ]  Yes | Likely | Moderate | High | Notifying Campus Officer of Event in writingObservation of on campus events and social media Information Night | JCUSA can close down the event due to WHS requirements not being met due to the duty of care JCUSA has. | Club/Society Executive Committee Members |
| [ ]  No | Likely | Moderate | High | ProceduresObservation of event occurringFacebook advice[Policy POL091 Disaffiliation Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol091_disaffiliation_policy.pdf)[DOC007 Code of Conduct](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle23/doc007_clubs_and_societies_code_of_conduct.pdf) | JCUSA can close down the event due to WHS requirements and procedures not being met | Club/Society Executive Committee Members |
| 1.2 Patrons not covered by public liability insurance | Is the club/society affiliated?☐ Yes | Rare | Insignificant | Low | Managed by JCUSA in conjunction with JCU Insurance Department | JCUSA can contact JCU for insurance details. Risk is with JCU. | JCUSA Finance Officer |
| [ ]  No | Not covered by our insurance or is not JCUSAs responsibility |

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| Risk Category 2: Financial / Budget |
| **Risk** | **Club/Society to complete this column**  | **Likelihood** | **Consequence** | **Ranking** | **Existing Controls** | **Treatment Plans** | **Responsible Officer** |
| 2.1 Inadequate funding to hold event.2.2 Budget incorrect or non-existent2.3 Budget not formally approved by management2.4 Inadequate attendance resulting in income not covering the expenses2.5 Contractors not paid within specified timeframes or at all2.6 Change in costing or additional costs not anticipated in budget | Does the club/society have a budget and minutes approving the funding for the event? [ ]  Yes | Unlikely | Minor | Low | Handbook (procedural requirement)Submitted to Clubs and Societies Committee for approval | Receipt of budget and minutes | Club/Society Executive Committee Members |
| [ ]  No | Unlikely | Minor | Low | Club/Society Executives | Event not approved.Club/Society not complying with regulations.Club/Society could be disaffiliated for failing to carry out its obligations under its constitution or the JCUSA Regulations relating to the operation of JCUSA affiliated clubs and societies. | Club/Society Executive Committee Members |

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| Risk Category 3: Governance & Planning |
| **Risk** | **Club/Society to complete this column**  | **Likelihood** | **Consequence** | **Ranking** | **Existing Controls** | **Treatment Plans** | **Responsible Officer** |
| 3.1 Event project plan not communicated to key stakeholders3.2 Inadequate human resources to implement the event project plan3.3 Date/s and/or time/s not suitable for key stakeholders3.4 Venue unavailable | Has the club/society organised and communicated the details of the event (time/date/ venue to their stakeholders in order to book and effectively manage the event?[ ]  Yes | Rare | Low | Insignificant | Event would be occurring to raise profile or income.[Policy POL048 Clubs and Societies Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol048_clubs_and_societies_policy.pdf) | 1. Event planning information from C&S Handbook
2. Previous experience organising and governing events
3. Form 179 Event Application Form has to be completed and emailed to relevant Campus Officer as documented in POL048 Clubs and Societies Policy 2 weeks prior to the event – for event approval and to book a location on the campus
4. Minutes of meetings that demonstrate who will be undertaking what role at the event
 | Club/Society executives |
| [ ]  No | Possible | Minor | Medium | Event approval required as per conditions of being an affiliated club/society | * Compliance
* Internal audit
* Walk around campus to view events
 | Club/Society executives |

| Risk Category 4: Workplace Health & Safety |
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| **Risk** | **Club/Society to complete this column**  | **Likelihood** | **Consequence** | **Ranking** | **Existing Controls** | **Treatment Plans** | **Responsible Officer** |
| 4.1 Stakeholders unaware of emergency procedures / assembly areas4.2 Clubs/ Societies not aware of the location of the fire equipment and any alarms or other hazards that pertain to fire | Is your club/society aware of the emergency procedures and assembly area/s for where this event will be held? [ ]  Yes | Unlikely | Moderate | Medium | * Clubs and Societies Information Night
* Fire equipment on site
* Evacuation plans in rooms
* Emergency evacuation point signs
* [Policy POL048 Clubs and Societies Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol048_clubs_and_societies_policy.pdf)
* [POL098 Clubs and Societies Induction Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol098_clubs_and_societies_induction_policy.pdf)
* [POL003 WHS Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol003_whs_policy.pdf)
* [POL006 Safe Work Procedures Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol006_safe_work_procedures_policy_.pdf)
* [POL019 Emergency Preparedness Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol019_emergency_preparedness_policy.pdf)
* [DOC019 Legislation](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle23/doc019_legislation.pdf)
 | * JCUSA Clubs and Societies Induction night attended by 2 Executive members
* Content to be include on the Event Application Form 179
 | Club/Society Executive Committee Members |
| [ ]  No | Possible | Moderate | Medium | * Clubs and Societies Information Night
* Fire equipment on site
* Evacuation plans in rooms
* Emergency evacuation point signs
 | * JCUSA Clubs and Societies Induction night
* Content to be included on the Club Event Request Form
* JCU Premises have evacuation maps in them - [hyper link](https://www.jcu.edu.au/about-jcu/campuses/maps) to the maps
 | Club/Society Executive Committee Members |
| 4.3 Venue inadequate 4.4 Inadequate amenities / toilets.4.5 Uneven surfaces / tripping hazards. .4.6 Inadequate waste disposal facilities4.7 Access for disabled persons4.8 Access to first aid trained person 4.9 Patrons are safe in all areas of the event | Is or does the event location have:* Clean, tidy and safe areas for members and visitors?
* Clean and even floor surfaces?
* Sufficient access to amenities and toilets?
* Adequate waste disposal supplies/ systems
* Access for people with a disability
* A qualified first aid present or the club/ society will have an appropriately trained first aider present?
* Suitable lighting?
* Feedback is captured in an Event Evaluation Form

[ ]  Yes | Unlikely | Minor | Low | * JCU premises - clean, tidy and in good repair venue
* Visual inspection of surfaces
* Adequate amenities and toilets
* Disability access to venue, amenities and toilets
* Building plans
* Council approvals
* Request from the venue their WHS management system
* Form 046 Event Evaluation Form
* [Policy POL048 Clubs and Societies Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol048_clubs_and_societies_policy.pdf)
* [POL003 WHS Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol003_whs_policy.pdf)
* [POL006 Safe Work Procedures Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol006_safe_work_procedures_policy_.pdf)
* [DOC019 Legislation](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle23/doc019_legislation.pdf)
 | * Inspection by executive member as conditions can change based on cleaning schedules and weather
* Brochure
* Venues website
* Photos
* Venues WHS information
* First Aid Kit visible & first aiders details on display
* JCU Estates responsibility for a JCU venue
* JCU Security are qualified first aiders
* JCU Security phone number is known and on hand
 | Club/Society Executive Committee Members |
| [ ]  No | Possible | Minor | Medium | Nil | Intranet information for clubs/ societiesVenues website | Club/Society Executive Committee Members |
| 4.10 COVID-19 Management of hand and respiratory hygiene is not undertaken | Will the club/society:1. Encourage all members to practice good hygiene by frequently cleaning their hands.
2. Provide alcohol-based hand sanitiser containing at least 60 per cent ethanol or 70 per cent iso-propanol as alcohol-free hand sanitisers are not recommended because they have not been shown to be effective against the virus that causes COVID-19.
3. Hold the event be held at a location that provides access to bathrooms that have hand washing facilities including clean running water, soap, and paper towels or an air dryer. If hand washing facilities are not readily available, provide hand sanitiser?
4. Place hand sanitiser in locations such as interface areas and at entrances/exits to encourage hand hygiene?
5. Keep hand hygiene facilities properly stocked and in good working order?
6. Promote good personal hygiene when sneezing and coughing.?

☐ Yes☐ NoIf No - the event cannot proceed as the club/society is not demonstrating how they meet the legislative requirements | Unlikely | Moderate | Medium | * Ensure symptomatic people (members/guests/ JCUSA staff and Councilors, contactors, customers, etc.) do not come into the event.
 | Establishment of hand washing / sanitising stations and practices for staff and attendees as they enter and exit the event site and discrete areas within the site.Hand washing / sanitising stations must include clean running water, liquid soap and paper towel. If hand washing facilities are not available, an appropriate alcohol-based hand rub should be made available. Hand washing facilities are required for food businesses hence are available on JCU campuses and other business locations.Provide sanitiser stations outside of toilet facilities (portable toilets only) and throughout the event. Ensure that stations are adequately stocked and cleaned. Alcohol-based hand sanitiser must contain at least 60% ethanol or 70% iso-propanol. This will be undertaken by a member of the club/society regularly.Monitoring that hand sanitiser and hand washing facilities are maintained throughout the event site for staff and attendees. This will be undertaken by a member of the club/society regularly.Tissues and a bin will be available at the event. | Club/Society Executive Committee Members |
| 4.11 COVID-19 Cleaning and disinfecting products and protocols are not in accordance with guidance from Safe Work Australia and the public health authority | Will the club:1. Establish cleaning protocols for discrete areas of high foot traffic (e.g., bathrooms, catering areas)
2. Ensure that there are enough supplies of cleaning products (e.g. detergent, sanitiser, bleach, etc) to last the duration of the entire event. Cleaning products, such as sanitiser and detergents must adhere to the standards set out by the Office of Industrial Relations.

☐ Yes☐ NoIf No - the event cannot proceed as the club/society is not demonstrating how they meet the legislative requirements | Unlikely | Moderate | Medium | * [Work health and safety during COVID-19,](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0013/19210/covid-19-overview-and-guide.pdf)
* [Guide to keeping your workplace safe, clean and healthy](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0013/19210/covid-19-overview-and-guide.pdf)
 | Have on hand the following PPE equipment of:* Face masks
* Alcohol based hand sanitiser
* Alcohol based wipes

Optional:* Eye protection
* Disposable apron
* Glen 20

Minutes of meeting that documents who will be cleaning what items and with what product.Safety Data Sheet for the hand sanitiser and cleaning chemicals | Club/Society Executive Committee Members |

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| **Are you holding a BBQ?**☐ Yes -Complete the below section of the risk assessment document and continue onto the Food Handling Section[ ]  No – go to next section |
| Risk Category 5: BBQs and Equipment |
| **Risk** | **Club/Society to complete this column**  | **Likelihood** | **Consequence** | **Ranking** | **Existing Controls** | **Treatment Plans** | **Responsible Officer** |
| 5 BBQs | * Has BBQ training been undertaken with JCUSA?
* Will the person/s trained in the use of BBQs be at the event whilst the BBQ is in use at the event?
* Have the persons using or transporting a BBQ completed Hazardous Manual Handling Training

[ ]  Yes | Unlikely | Minor | Low | * JCUSA Clubs and Societies Induction Night
* [Safe Work Procedure SWP001 Barbeques and Gas Safe Work Procedure](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle34/swp001_bbq_and_gas_safe_work_procedure.pdf)
* [POL048 Clubs and Societies Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol048_clubs_and_societies_policy.pdf)
* [POL098 Clubs and Societies Induction Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol098_clubs_and_societies_induction_policy.pdf)
* [Form 198 Induction Form](https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/)
* [Form 179 Event Application Form](https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/)
* JCUSA Clubs and Societies Training Database
* [Policy POL021 Hazardous Manual Handling Task Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol021_hazardous_manual_handling_tasks_policy.pdf)
 | * [Form 062 Training Record - BBQs and Gas Leaks](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle28/form_062_training_record_bbqs_and_gas_leaks.pdf)
 | Club/Society Executive Committee MembersCampus Officers  |
| **Hazardous Materials*** Health effects including respiratory conditions and burns
* Exposure to hazardous materials:
* LPG gas
 | Unlikely | Moderate | Medium | First aid in the workplace Code of Practice 2014Work health and safety consultation, co-operation and co-ordination Code of Practice 2011 | * JCUS Security – First Aid Trained
* Form 062 Training Record - BBQs and Gas Leaks
* JCU Firefighting equipment
 | Club/Society Executive Committee Members |
| **Plant and Equipment – BBQs*** Injury / Health impacts
* Lack of operator competency / training
* Unassessed plant and equipment
* Poorly managed or maintained plant
 | Possible | Moderate | Medium | Workplace Health and Safety Queensland, Guide to Machinery and Equipment SafetyJCUSA Risk Assessment | * [Form 062 Training Record - BBQs and Gas Leaks](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle28/form_062_training_record_bbqs_and_gas_leaks.pdf)
* JCUSA Clubs and Societies Training Database
 | Club/Society Executive Committee Members |
| **Gas Cylinders*** Storage of flammable item
 | Unlikely | Major | Medium | Cylinders are not stored by Clubs and Societies | * JCUSA responsibility
* Gas cylinders are not to be stored laying down
* No more than 3 gas bottles stored together at any one time
 | Club/Society Executive Committee Members |
| **Working Outdoors**Exposure to adverse weather conditions:* uncontrolled environment
* thermal (heat cold)
* ultraviolet light exposure
* rain
* wind
* lightning

Food preparationBites/stingsUneven surfacesInadequate lighting | Almost certain | Minor | Medium | [Policy POL025 Outdoor Work Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol025_outdoor_work_policy.pdf) | * Use of PPE such as hats. Long sleeved shirts
* Access to water stations on campus
* BBQs held in a location that is protected from the elements
* Provision of hand sanitiser
* Food covers
 | Club/Society Executive Committee Members |
| **Manual Handling**Manual handling tasks/activities that include the following characteristics:* repetitive or sustained application of force
* repetitive or sustained awkward posture
* repetitive or sustained movement
* application of high force
* exposure to sustained vibration

Handling of unstable or unbalanced loads or loads which are difficult to grasp or holdMoving and arranging furniture and equipment | Almost certain | Minor | Medium | * [Policy POL021 Hazardous Manual Handling Task Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol021_hazardous_manual_handling_tasks_policy.pdf)
* [POL048 Clubs and Societies Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol048_clubs_and_societies_policy.pdf)
* [POL098 Clubs and Societies Induction Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol098_clubs_and_societies_induction_policy.pdf)
* [Form 198 Induction Form](https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/)
* JCUSA Clubs and Societies Training Database
 | * [Form 104 Training Record – Hazardous Manual tasks](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle28/form_104__training_record_hazarous_manual_tasks.pdf)
* [Form 179 Event Application form](https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/)
 | Club/Society Executive Committee Members |
| BBQ will occur without approval from JCUSA | Unlikely | Moderate | Medium | * [Policy POL091 Disaffiliation Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol091_disaffiliation_policy.pdf)
* [DOC007 Code of Conduct](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle23/doc007_clubs_and_societies_code_of_conduct.pdf)
 | * Monitoring /auditing by JCUSA
* Observation on campus
* Facebook advertising of event
* BBQ is not to be used and JCUSA can remove the BBQ and place it back in locked storage
 | Any JCUSA Councilor as a WHS Officer or the General Manager  |

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| **Food handling - Are you preparing, making, handling, storing, defrosting, cooking or serving any food/s?** (This includes all food {e.g. sausage sizzles, pizza, bake sale items} with the exception of commercially packaged food such as individually wrapped items like chips, muesli bars etc.)☐ Yes Complete the below section of the risk assessment document [ ]  No – go to next section |
| Risk Category 6: Safe Food Handling |
| **Risk** | **Club/Society to complete this column**  | **Likelihood** | **Consequence** | **Ranking** | **Existing Controls** | **Treatment Plans** | **Responsible Officer** |
| 6.1 Food handling6.2 Safe food handling training completed6.3 Use of food gloves when preparing and handling food6.4 Students are provided bread etc from a member that is wearing gloves.6.5 Students are not putting their hands into plastic bags of bread where they could cross contaminate | Has safe food handling training been completed?Are food gloves being used when preparing and serving food?Are safe food handling practices being adhered to?[ ]  Yes | Unlikely | Minor | Low | * [Form 060 Safe Food Handling Training Instructions](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle28/form_060_safe_food_handling_training_instructions.pdf)
* Policy
* Training Records
* JCUSA Clubs and Societies Training Database
* Handbook on JCUSA Website, Clubs and Societies page
* [Food safety in non-profit organisations – Guideline](file:///C%3A%5CUsers%5CWHS%5CRisk%20Assessments%5CSafe%20Food%20handling%5C19%2003%202019%20Non-profit-guideline.doc)
* [Food safety for fund raising events](file:///S%3A%5CCommon%5CWHS%5CRisk%20Assessments%5CSafe%20Food%20handling%5CQLD%20Gov_Food%20safety%20for%20fundraising-events.pdf)

The non-profit obligation to ensure that all persons undertaking food handling operations have appropriate skills and knowledge required to produce safe and suitable food. This means that the food handler has the ability to perform those tasks that are necessary to ensure the safety of the food being handled. The non-profit organisation is exempt from this requirement if the food sold is not potentially hazardous (e.g. biscuits, cakes without cream, jams) or the food is consumed immediately after thorough cooking (e.g. sausage on bread).Australia New Zealand Food Standards CodeFood Safety Standards 3.2.2 - Food Safety Practices & General Requirements* [Food safety in non-profit organisations - Guideline](file:///%5C%5Cjcu-sa2.ad.jcu.edu.au%5CData%5CCommon%5CWHS%5CRisk%20Assessments%5CSafe%20Food%20handling%5C19%2003%202019%20Non-profit-guideline.doc)
* [How to Store Food Safely](https://www.foodsafety.com.au/resources/guides/how-to-store-food-safely) fact sheet
* [Food Safety – How to protect against foodborne illnesses with everyday food safety](https://www.foodsafety.com.au/resources/guides/how-to-protect-against-foodborne-illnesses-with-everyday-food-safety)
* [A Food Handlers Guide to Personal Hygiene](https://www.foodsafety.com.au/resources/guides/a-food-handlers-guide-to-personal-hygiene)
 | * Inspection of training records
* Observation
* [Policy POL030 Safe Food Handling Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol030_safe_food_handling_policy.pdf)
* [Completion of Form 060 Safe Food Handling Training Instructions](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle28/form_060_safe_food_handling_training_instructions.pdf)
* Use of food handling gloves and other PPE such as hand sanitiser, Blue band aids
* First aid kit at the event
* Qualified first aider at the event
* JCU Security are trained first aiders
 | Club/Society Executive Committee MembersCampus Officers  |
| ☐ No | Likely | Minor | Medium | * Clubs and Societies Information Night
* Clubs and Societies Handbook
 | * Close down the event
* Event will not be approved by JCUSA
 | Any JCUSA Councilor as a WHS Officer or the General Manager |

|  |  |  |  |  |  |  |  |
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| Food handling specifics | * Sharps/Cuts
* Burns
 | Possible | Minor | Medium | * Induction
* Policies and procedures
* Training records
* Safe Food Handling Training
 | * [POL003 WHS Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol003_whs_policy.pdf)
* [Policy POL030 Safe Food Handling Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol030_safe_food_handling_policy.pdf)
* [Completion of Form 060 Safe Food Handling Training Instructions](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle28/form_060_safe_food_handling_training_instructions.pdf)
* [Policy POL098 Clubs and Societies Induction Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol098_clubs_and_societies_induction_policy.pdf)
* First aid kit
* Blue Band aids
* Sharp and clean knives used
* Knife sharpening instrument
* Use of oven mitts or similar
 | Club/Society Executive Committee Members |
| Food handling specifics | * Contamination & food borne illnesses
* Food poisoning
 | Unlikely | Moderate | Medium | * Policy
* Safe Food Handling Training
* Induction
* Australia New Zealand Food Standards Code
* Food Safety Standards 3.2.2 - Food Safety Practices & General Requirements
* Food Safety Standards 3.2.3 - Food Premises & Equipment
* Food Act 2006 (QLD)
* Food Regulation 2006
* Work Health Safety Act 2011
* WHS Regulation 2011
* Training records
* Induction
* Australia New Zealand Food Standards Code
* Food Safety Standards 3.2.2 - Food Safety Practices & General Requirements
* Food Safety Standards 3.2.2 - Food Safety Practices & General Requirements - states that food handlers must take all practicable measures to ensure his or her body, anything from his or her body, and anything he or she is wearing, does not contaminate food or surfaces likely to come into contact with food.
* Food Safety Standards 3.2.3 - Food Premises & Equipment
 | * [Policy POL030 Safe Food Handling Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol030_safe_food_handling_policy.pdf)
* [Completion of Form 060 Safe Food Handling Training Instructions](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle28/form_060_safe_food_handling_training_instructions.pdf)
* [Policy POL098 Clubs and Societies Induction Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol098_clubs_and_societies_induction_policy.pdf)
* Clean and sanitize all surfaces, equipment and utensils when switching between different types of food.
* Hygiene and hand washing practices
* Policies and procedures
* Safe Food Handling Training
 | Club/Society Executive Committee Members |
| Food handling specifics | * Storage of food
* Safe handling and serving of food Personal hygiene
* Allergies
* Food handling training
 | Possible | Moderate | Medium | * Policy
* Safe Food Handling Training
* Induction
* Australia New Zealand Food Standards Code
* Food Safety Standards 3.2.2 - Food Safety Practices & General Requirements
* Food Act 2006 (QLD)
* Food Regulation 2006
* Work Health Safety Act 2011
* WHS Regulation 2011
* [Food safety in non-profit organisations – Guideline](file:///%5C%5Cjcu-sa2.ad.jcu.edu.au%5CData%5CCommon%5CSorted%5CWHS%5CRisk%20Assessments%5CSafe%20Food%20handling%5C19%2003%202019%20Non-profit-guideline.doc)
* [Food safety for fund raising events](file:///S%3A%5CCommon%5CWHS%5CRisk%20Assessments%5CSafe%20Food%20handling%5CQLD%20Gov_Food%20safety%20for%20fundraising-events.pdf)
* The non-profit obligation to ensure that all persons undertaking food handling operations have appropriate skills and knowledge required to produce safe and suitable food. This means that the food handler has the ability to perform those tasks that are necessary to ensure the safety of the food being handled. The non-profit organisation is exempt from this requirement if the food sold is not potentially hazardous (e.g. biscuits, cakes without cream, jams) or the food is consumed immediately after thorough cooking (e.g. sausage on bread).
* Food Safety Standards 3.2.3 - Food Premises & Equipment
 | * [Policy POL030 Safe Food Handling Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol030_safe_food_handling_policy.pdf)
* [Completion of Form 060 Safe Food Handling Training Instructions](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle28/form_060_safe_food_handling_training_instructions.pdf)
* [Policy POL098 Clubs and Societies Induction Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol098_clubs_and_societies_induction_policy.pdf)
* Bain Marie to be used for keeping food warm
* When chilling food, the temperature will not be allowed to reach above 5°C.
* When freezing food, the temperature will not be allowed to reach above – 15°C.
* When heating food, the temperature will not reach above 75°C as quickly as possible, and remain there for at least 2-3 minutes.
* If food is being kept hot, the temperature should not be allowed to drop below 60°C.
* Meat and other food products/condiments are kept on ice in eskies at BBQ events.
* [How to Store Food Safely](https://www.foodsafety.com.au/resources/guides/how-to-store-food-safely) fact sheet
* Hand washing
* Hygiene
* Supply and use of disposable gloves
* Identify all allergens in recipes and food products
* Separation of utensils, cooking ware and foods that has been in contact with known allergens such as flour, nuts and dairy.
* Clean and sanitize all surfaces, equipment and utensils when switching between different types of food.
* Properly label and store foods that are allergens or that may contain allergens.
* The Australian New Zealand Food Standards Code states food businesses must advise customers of eight allergens in food, either on the package of a food or on request by the customer. These are:
* Cereals and products containing gluten, namely wheat, rye, barley, oats, spelt, and Kamut, and their hybrid strains
* Crustaceans such as crabs, lobster, shellfish, and their products
* Egg and egg products
* Fish and fish products
* Milk and milk products
* Nuts, such as tree nuts, almonds, hazelnuts, walnuts, cashews, peanuts, pecan nuts, Brazil nuts, pistachio nuts, macadamia nuts, sesame nuts, and their products
* Soybeans and their products
* Added sulphites levels of 10mg/kg or more
* Supply and use of disposable gloves
 | Club/Society Executive Committee Members |
| Food handling specifics | Defrosting of food | Unlikely | Minor | Low | * Policy
* Safe Food Handling Training
* Induction
* Australia New Zealand Food Standards Code
* Food Safety Standards 3.2.2 - Food Safety Practices & General Requirements
* Food Act 2006 (QLD)
* Food Regulation 2006
* Work Health Safety Act 2011
* WHS Regulation 2011
 | * [Policy POL030 Safe Food Handling Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol030_safe_food_handling_policy.pdf)
* [Completion of Form 060 Safe Food Handling Training Instructions](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle28/form_060_safe_food_handling_training_instructions.pdf)
* [Policy POL098 Clubs and Societies Induction Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol098_clubs_and_societies_induction_policy.pdf)
* Meat defrosted on the bottom shelf of a fridge
 | Club/Society Executive Committee Members |

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| **Are you going to being having alcohol at the event?**☐ Yes Complete the below section of the risk assessment document [ ]  No – go to next section |
| Risk Category 7: Alcohol |
| **Risk** | **Club/Society to complete this column**  | **Likelihood** | **Consequence** | **Ranking** | **Existing Controls** | **Treatment Plans** | **Responsible Officer** |
| 8.1 Alcohol8.2 Licensing8.3 Responsible Service of Alcohol8.4 Transport options8.5 Mobility of event8.6 Number of people8.7 Personal safety of attendees | Is the alcohol on campus?[ ]  Yes☐ No | Unlikely | Moderate | Medium | * Application for Function Form (JCU) to be approved by JCU Security
* University Bar on site with own licensing & security
* Risk Assessment
* Event Application Form
 | * JCU Security
* [Application for Function Form (JCU)](https://www.jcu.edu.au/__data/assets/pdf_file/0019/115741/jcuprd_055271.pdf)
* [DOC007 Clubs and Societies Code of Conduct](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle23/doc007_clubs_and_societies_code_of_conduct.pdf)
 | Club/Society Executive Committee MembersJCUSA Clubs and Society Committee |
| Pub Crawls8.8 Alcohol poisoning8.9 Excessive or dangerous consumption of alcohol during the event8.10 Inappropriate behaviour after alcohol consumption, e.g. violence/aggression, sexual harassment8.11 Overcrowding outside venues8.12 Minors being served alcohol inside venues8.13 Drink spiking8.14 Lack of transport options for students during the event8.15 Students under the influence of illegal drugs8.16 Students attend event already under the influence of alcohol8.17 First aid provision8.18 Licensing8.19 Responsible Service of Alcohol8.20 Personal Safety8.21 Crowd Management8.22 Injury and/or property damage8.23 Unfamiliar with WHS policies and procedures 8.24 Activities that adversely impact the Association and/or staff or JCU8.25 Slips, trips & falls injury management from spilt drinks8.26 Walking between venues – traffic accident/ hit by a vehicle8.27 Risks associated with an events theme8.28 Fire in a venue8.29 Event management8.30 Damage to reputation8.31 Financial Risk and costs | Is the alcohol off-campus?[ ]  Yes☐ No | Likely | Moderate | High | * Licensed premises
* Public venues approved by council
* Not serving under aged people
* Responsible Service of Alcohol
* ABAC responsible alcohol marketing code
* Advertiser code of ethics adopted by the Australian Association of National Advertisers
* OLGRs Liquor Compliance Strategy
* [JCU Student Code of Conduct Policy](https://www.jcu.edu.au/policy/student-services/student-code-of-conduct)
* [JCU Student General Misconduct Procedure](https://www.jcu.edu.au/policy/procedures/student-services-procedures/student-general-misconduct-procedures)
* [JCU Bullying, Discrimination, Harassment and Sexual Misconduct policy](https://www.jcu.edu.au/policy/student-services/bullying-discrimination-harassment-and-sexual-misconduct-policy-and-procedure)
* [JCU Sexual Harassment and Sexual Assault](https://www.jcu.edu.au/safety-and-wellbeing/sexual-harassment-and-sexual-assault)
* [Policy POL091 Disaffiliation Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol091_disaffiliation_policy.pdf)
* [DOC007 Code of Conduct](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle23/doc007_clubs_and_societies_code_of_conduct.pdf)
* Criminal Code Act 1899, SECT 316A Unlawful drink spiking
* Drugs Misuse Act 1986
* Building Fire Safety Regulation 2008
* Transport Operations (Road Use Management—Road Rules) Regulation 2009
* Defamation Act 2005
* Anti-Discrimination Act 1991
* Criminal Code Act 1899
* Liquor Act 1992
* Supervision
* Length of the event
* Accessibility
* Crowd mix
* Number of people attending
 | * [JCU Respect Training](https://www.jcu.edu.au/safety-and-wellbeing/jcu-respect-now-always-training-workshops-and-events)
* JCU Policies and procedures
* Licensed venues
* Use of buses to transport students to venues
* Public bus available to the campus
* Responsible person/s remaining sober
* First aid kit on hand
* Checking IDs for proof of age before attending the event
* Not dressing in a manner that is offensive or derogatory
* Access to food
* Length of the event is: \_\_\_\_\_\_\_\_
* Number of persons expected to attend:\_\_\_\_\_\_\_\_\_
* Number of locations to be visited:\_\_\_\_\_
* First aid kit at venue
 | Club/Society Executive Committee Members |

### **Overall risks for events that have alcohol and other considerations**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Low Risk Event** | **Medium Risk Event** | **High Risk Event** |
| Venue | On campus licensed | Off campus licensed  | Other |
| Alcohol | Non-alcoholic beverages served, light beer only, no spirits  | Non-alcoholic beverages served, full strength beer as well as light beer and wine | Full strength and light beer, wine, spirits and water |
| Food | Two/three course Meal served near start of event  | Food (dips, cheese, crackers etc) available ½ hour before alcohol available | No food or only salty food (chips/nuts) |
| Supervision  | Dedicated supervision | Part time supervision | No supervision |
| Length of event  | < 2 hours | 2-4 hours | > 4 hours |
| Bar Staff  | Trained paid staff | Combination of paid staff and volunteers (trained and untrained) | Self serve or volunteers (untrained), BYO |
| Bar Service  | Cash (licensed) | Combination | Open / BYO |
| Type of Activity  | Low key | Special occasion | Party (end of year, Pub Crawl) |
| Accessibility  | Majority can walk, get taxis or use public transport | Majority must drive, taxis and public transport available | Everyone must drive, no public transport |
| Mobility of event  | Event starts and finishes in one location | Events starts in one place then people are encouraged to move to another | Pub crawl type event, three or more locations |
| Crowd mix  | > Number of femalesBroad age mix | Females equal to malesPeople in 20’s-30’s > | Number of malesPeople in 18 – 25s |
| Number of people  | < 50 | 50 -100 | > 100 |
| Underage present  | None | Limited number | 20+% of attendees |

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| **Are you going to hold an event near an open body of water?**☐ Yes Complete the below section of the risk assessment document [ ]  No – go to next section |
| Risk Category 8: Water Based Activities |
| **Risk** | **Club/Society to complete this column**  | **Likelihood** | **Consequence** | **Ranking** | **Existing Controls** | **Treatment Plans** | **Responsible Officer** |
| 7.1 Water* Swimming
* Drowning
* Flash flooding,
* Rock jumping
* Submerged rocks

7.2 Safety briefing upon arrival at site7.3 Waiver forms available7.4 Adequate sun protection supplied7.5 Ambulance access7.6 Animals. insectscrocodiles/ stingers7.7 Lifeguards7.8 Hydration | Will a safety briefing of the risk and hazards with swimming be provided to the participants?Will waiver forms be completed?Wil sunblock and shade be provided to prevent sunburn?Will an ambulance be able to easily access where the swimming will be occurring?Is there a chance that there will be stingers or salt water crocodiles at the swimming location?Will there be sufficient and qualified lifesavers at the location to save a swimmer in distress?Will there be water available to prevent hydration?[ ]  Yes | Possible | Moderate | Medium | * Participants will be provided with a safety briefing about the risks and hazards with the swimming environment
* Waiver form and/or Snorkeling /Swimming Health Declaration
* Water coolers from JCUSA
* Take water bottles
* Take vinegar for a jellyfish sting
* Swim within stinger nets and patrolled beaches – between the flags and outside of stinger season.
* Forms
* JCUSA only - POL090 Water Based Activities
 | * [Form 121 Water Declaration Form](https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/)
* [Form 121 Water Activities Checklist](https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/)
* [POL025 Outdoor Work Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol025_outdoor_work_policy.pdf)
* Sunblock to be supplied
* Marquees are available from JCUSA
* Document an ambulance route and flat spot for a helicopter to land
* Briefing or information on the trip to suggest stinger suits and source a location that is free of salt water crocodiles
* Lifesavers to be present and in accordance with Australian guide lines and sufficient for if the group splits into 2 locations
* Water coolers available from JCUSA
 | Club/Society Executive Committee Members |
|  | [ ]  No | Likely | Moderate | High | Event would not be supported by JCUSA |  | JCUSA Clubs and Society Committee |

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| **Are you going to hold an off campus event that is a ball or gala?**☐ Yes Complete the below section of the risk assessment document [ ]  No – go to next section |
| Risk Category 9: Off Campus Ball/Gala |
| **Risk** | **Club/Society to complete this column**  | **Likelihood** | **Consequence** | **Ranking** | **Existing Controls** | **Treatment Plans** | **Responsible Officer** |
| Electrical* + Use of faulty equipment/appliances
	+ Use of uncertified electrical equipment/appliance

Venues Environment and Facilities* + Slips on floors and other surfaces

Poor environmental characteristics:* + air quality
	+ thermal discomfort
	+ nuisance noise
	+ inadequate lighting
	+ glare

Poorly maintained equipmentInadequate access to facilities including:* + toilets
	+ washing facilities
	+ drinking water
	+ dining facilities

Emergency access and egressPoor housekeeping:* + accumulation of rubbish
	+ tripping of inappropriately place items (eg electrical power cords)
	+ damaged power cords
	+ blocked emergency exits
	+ overloaded shelving

bumping/walking into opened cupboards and drawersManual Handling and Ergonomics - Manual handling tasks/activities that include the following characteristics:* + repetitive or sustained application of force
	+ repetitive or sustained awkward posture
	+ repetitive or sustained movement
	+ application of high force
	+ exposure to sustained vibration

Handling of unstable or unbalanced loads or loads which are difficult to grasp or holdMoving and arranging furniture and equipmentEmergency IncidentFireUncontrolled emergency incident leading to adverse outcomes:* + Loss of life
	+ Injury or illness
	+ Property damage
	+ Environmental impacts

Loss of communicationsLoss of servicesBreakdown in emergency proceduresPsychological* Bullying and harassment
* Discrimination
* Violence
* Sexual harassment

Alcohol and Other Drugs* Injury / heath impacts
* Inappropriate behavior
* Effect on functioning and decision-making ability
 | As far as you are aware does the venue you are utilising meet the building code of Queensland?Will a first aid kit and adequately trained first aider be present at the event?Will there be a sober person who will be responsible for the event?Will you have access to bathroom facilities and drinking water?Does the venue have suitable ventilation and lighting (including emergency lighting)?Have members who are carrying anything completed Form 104 Hazardous Manual Handling Tasks training?Are the JCU students aware of the JCU policies that pertain to their code of conduct and sexual harassment?[ ]  Yes | **Possible** | **Minor**  | **Medium** | * Building Fire Safety Regulation 2008
* Work Health Safety Act 2011
* WHS Regulation 2011
* First aid in the workplace Code of Practice 2014
* [Hazardous manual tasks Code of Practice 2011](https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0008/58166/Hazardous-manual-tasks-COP-2011.pdf)
* How to manage work health and safety risks Code of Practice 2011
* Managing noise and preventing hearing loss at work Code of Practice 2011
* Managing risks of hazardous chemicals in the workplace Code of Practice 2013
* Managing the risk of falls at workplaces Code of Practice 2018
* Managing the work environment and facilities Code of Practice 2011
* Safe Work Australia, Hazardous Manual Tasks, Code of Practice, February 2016
* Workplace Health and Safety Queensland, Hazardous manual tasks, Code of Practice 2011
* Work health and safety consultation, co-operation and co-ordination Code of Practice 2011
* First aid in the workplace Code of Practice 2014
* Hazardous manual tasks Code of Practice 2011
* [POL003 WHS Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol003_whs_policy.pdf)
* [POL006 Safe Work Procedures Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol006_safe_work_procedures_policy_.pdf)
* [POL019 Emergency Preparedness Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol019_emergency_preparedness_policy.pdf)
* [Policy POL021 Hazardous Manual Handling Task Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol021_hazardous_manual_handling_tasks_policy.pdf)
* [POL048 Clubs and Societies Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol048_clubs_and_societies_policy.pdf)
* [POL098 Clubs and Societies Induction Policy](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle21/pol098_clubs_and_societies_induction_policy.pdf)
* [JCU Student Code of Conduct](https://www.jcu.edu.au/policy/student-services/student-code-of-conduct)
* [JCU Bullying, Discrimination, Harassment and Sexual Misconduct Policy](https://www.jcu.edu.au/policy/student-services/bullying-discrimination-harassment-and-sexual-misconduct-policy-and-procedure)
* [DOC007 Code of Conduct](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle23/doc007_clubs_and_societies_code_of_conduct.pdf)
* [DOC019 Legislation](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle23/doc019_legislation.pdf)
* [Form 198 Induction Form](https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/)
* WHS Queensland, Framework for alcohol and drug management in the workplace
* JCUSA Clubs and Societies Training Database
* Fire equipment on site
* Evacuation plans in rooms
* Emergency evacuation point signs
* Clubs and Societies Information Night
* Workplace Health and Safety Queensland, Guide to Machinery and Equipment Safety
* Venues Risk Assessments
* Licensed premises
* Public venues approved by council
* Not serving under aged people
* Responsible Service of Alcohol
* ABAC responsible alcohol marketing code
* Advertiser code of ethics adopted by the Australian Association of National Advertisers
* OLGRs Liquor Compliance Strategy
* Criminal Code Act 1899, SECT 316A Unlawful drink spiking
* Drugs Misuse Act 1986
* Building Fire Safety Regulation 2008
* Transport Operations (Road Use Management—Road Rules) Regulation 2009
* Defamation Act 2005
* Anti-Discrimination Act 1991
* Criminal Code Act 1899
* Liquor Act 1992
* Supervision
* Length of the event
* Accessibility
* Crowd mix
* Number of people attending
 | * [Form 179 Event Application form](https://www.jcusa.edu.au/clubs/clubs-and-societies-forms/)
* [Form 104 Training Record – Hazardous Manual tasks](https://os-data-2.s3-ap-southeast-2.amazonaws.com/jcusa/bundle28/form_104__training_record_hazarous_manual_tasks.pdf)
* Inspection by executive member as conditions can change based on cleaning schedules and weather
* Brochure
* Venues website
* Photos
* Venues WHS information
* First Aid Kit visible & first aiders details on display
* JCUSA Clubs and Societies Induction night attended by 2 Executive members
* Inspection of the venue by executive member
* [JCU Respect Training](https://www.jcu.edu.au/safety-and-wellbeing/jcu-respect-now-always-training-workshops-and-events)
* JCU Policies and procedures
* JCUSA policies and procedures
* Training records
 | Club/Society Executive Committee Members |
|  | [ ]  No | Likely | Moderate | High | Event would not be supported by JCUSA |  | JCUSA Clubs and Society Committee |