

Risk Management Unit Simple Event Risk Assessment Form

Location of Event: **Webster Building**

Date(s) of Event: **25- 28 March 2010**

Event Organizer (Organisation & Faculty): **National Conference Mechanical Engineering**

Form completed by (Name and date): **A Bee (16 June 2007)**

Risk Category	Identified Risks	Risk Treatments
Health & Safety Issues (emergency services, evacuation, site safety and suitability, medical services, trip & fall hazards, etc)	1. The risk a conference participant will trip and fall at the conference venue sustaining an injury.	1. Pre-event site hazard inspection 2. UNSW Security Services will provide first aid. 3. UNSW insurance program
Access Issues (disabled access, parking, footpaths, wet weather access, etc)	1. The risk that disabled participants to conference can not access venue due to physical restrictions.	1. All conference rooms serviced by lifts and ramps. 2. Conference events all held on same level of building. 3. Requests for information from participants on special needs made prior to conference date.
Travel Issues (Participant travel, field trips, airport transport, etc.)	None	None - not a conference responsibility
Alcohol Issues (open bars, responsible service, under-age drinking, drink driving, etc)	1. The risk that conference participants sustain injury as a result of excessive alcohol consumption at conference.	1. Service of alcohol is outsourced to caterers only. 2. Contract requires all bar staff to be training in RSA. 3. No underage participants permitted to conference.
Security Issues (crime, theft, assault, protestors, crowd control, private security, UNSW Security, money handling, etc)	1. The risk that participants attending the conference will be assaulted after-hours while walking on campus.	1. Conference events finish at 7:00PM 2. Campus Security informed of schedule of conference a will provide support for departing delegates. 3. Pre-arrangement of taxis by conference organizers.
Property Issues (loss or damage to UNSW or private property, leased or rented property, etc)	1. The risk that a conference delegate will have personal items stolen at the conference.	1. UNSW Security Services 2. Warnings not to leave property unattended 3. Ability to secure venue during lunches. 4. Use of UNSW A/V equipment only.

Notes:

- Under each Risk Category, specify Identified Risks associated with your travel/project/program.
- In the Risk Treatment column, identify at least **two**, effective, Risk Treatments for each Identified Risk.
- Each form should be reviewed by a UNSW Supervisor or Academic Advisor who should keep the Assessment on file.

Please contact the Risk Management Unit at: (02) 9385 1414 if your require assistance.