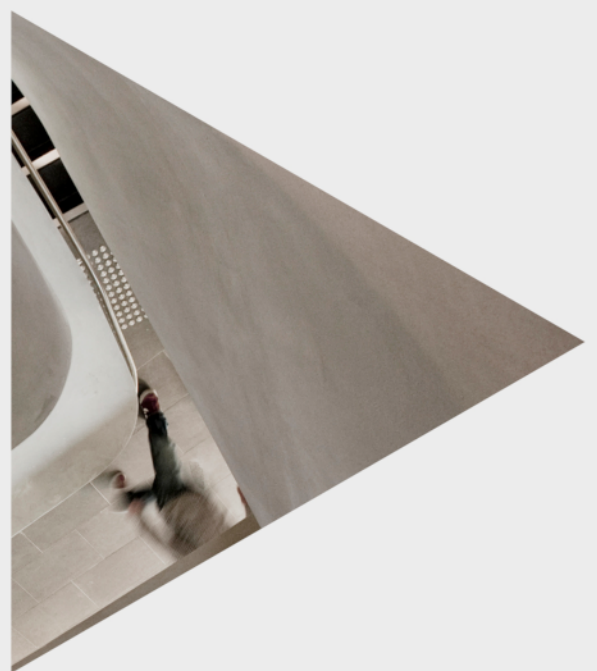
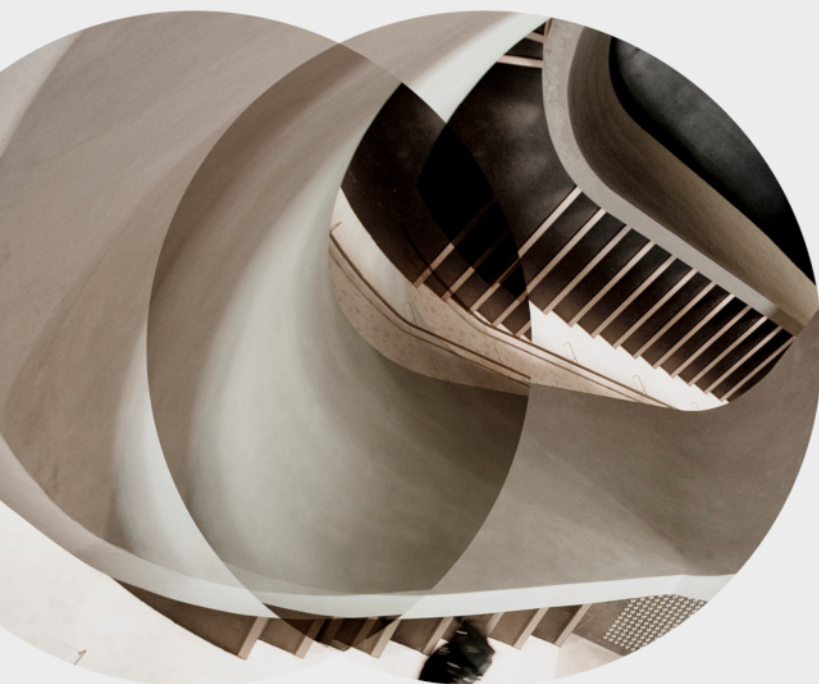


2023 ACS Foundation Big Day In Risk Assessment Report



VENUE AND SAFETY INFORMATION FOR SCHOOL EXCURSIONS

ACS Foundation – Big Day In 14 & 15 March 2023

Venue name Faculty of Engineering and Information Technology, University of Technology Sydney

Location Great Hall, Level 5 UTS Tower (Building 1), Broadway Campus ULTIMO NSW 2007

Phone number 02 9514 2666 Fax number 02 9514 7803

Web address <http://www.uts.edu.au/future-students/engineering> and <http://www.uts.edu.au/future-students/information-technology>

Insurance Does the venue have public liability insurance cover? Yes

See www.fsu.uts.edu.au/insurance/policies/ for a list of the University's \$5 million, \$10 million and \$20 million public liability insurance policies.

Activity/program - List hazards/risks related to each activity/program and the venue

Control Strategies

COVID Restrictions - Applies to all ages

You must not come to campus if you have:

- a cough, sore throat, fever, runny nose, loss of smell or loss of taste
- been diagnosed with COVID-19 or come into contact with someone who has been diagnosed in the last week
- Everyone must stay 1.5m apart where possible and are recommended to wear masks in situations in which maintaining 1.5m apart is not possible.
- If a positive COVID-19 case is confirmed, Teachers to advise ACS Foundation and UTS event organisers immediately
- A list of all students including contact details must be provided to ACS Foundation to forward to UTS. These lists will be provided to UTS Health & Safety.

Registration will be used to assist with case-tracing only if required.

Arrival and departure / Late arrival

Teachers and students should arrive to UTS at the stated time. Teachers and students should enter via the UTS Tower Building on Broadway.

A map can be found at: <http://maps.uts.edu.au/map.cfm>

Transport

UTS is a short walking distance from Central station & Railway Square. We encourage schools who can access train transport to use it.

Closest train station is Central Station

- Take the eastern exits to Railway Square/George Street. The Devonshire Street Pedestrian Tunnel/Ultimo-Pedestrian Network is the pathway.

- You can then either exit up onto Broadway and walk along until you reach Building 1 – UTS Tower. Or continue until you reach the escalators along The Goods Line to Building 6. Walk through building 6, go across the bridge over Harris St and head through doors into Tower building level 4.

Closest bus stop is Railway Square

- Walk along Broadway, until you reach UTS Tower (building 1)

Bus parking – located behind UTS Library (Building 5), Darling Drive, Ultimo (10 minute walk to Building 1 – UTS Tower)

UTS Wayfinding: <http://wayfinding.uts.edu.au/>

Please supervise students while crossing roads and when embarking/disembarking buses and trains.

Trips/slips and falls

When walking around the UTS campus students should keep their pace to a WALK at all times. From stairs in the foyer (level 4) of the Tower building facing onto Broadway and from the rear foyer facing Thomas Street (level 3) - steps may be slippery if wet.

No students should be moving down stairs from level 4 to 2 if they have arrived in the foyer of the Tower Building from Broadway or are on lunch or other breaks.

Schools arriving from Thomas Street will need to walk up the stairs from level 3 to the Great Hall level 5. Schools arriving from Broadway will need to walk up the stairs from level 4 to the Great Hall level 5.

Thomas Street (next to UTS Faculty of Engineering and IT), construction work is taking place, and should use caution for truck movements in and out of the construction site via Jones Street exit. When making your way around the campus, be vigilant, do not rush, be alert for entering and exiting trucks through Broadway and Jones Street. Slow down and follow instructions from traffic controllers.

Lost students

Please make sure every student is accounted for before proceeding.

Access

Stroller, wheelchair, lift and ramp access is via the front entrance from Broadway.

Cloaking, Bag storage & Lost property

There are no cloaking facilities so make sure that your group brings only lunch and small bags. Ensure that hats and other loose items are stored in bags.

Report any lost property to staff, who will inform the security office.

Student behaviour

Injuries caused by leaning over balconies, touching electrical equipment, sharp or heavy objects

Students should be reminded:

- not to run
- to keep near handrails and take care while using stairs, escalators or ramps
- to remain behind barriers
- not to enter areas marked 'no access'
- not to touch objects or electrical equipment
- that photography or filming of exhibits is prohibited

Disruptive students will be asked to behave in an appropriate manner. If behaviour remains unacceptable. UTS will notify the teacher/school.

Outline a code of conduct expected of student whilst on excursion. Ensure students are aware that exams may be in progress and not to make noise on the tour and disturb any staff or students.

Equipment

List any equipment, including personal protective equipment, to be provided for use during the activities/programs.

No personal protective equipment is required.

Is all equipment at the venue maintained in accordance with the WHS Regulation and appropriate standards? Yes

Other requirements

Where relevant, list other requirements such as clothing, footwear and sun screen, which participants are required to bring. Indicate if any items are provided by the venue

Please ensure all students are wearing covered (closed-toed) shoes.

Please ensure all students bring a hat to wear when walking to and from transport and when taking breaks.

Please ensure students bring water with them.

Supervision/services

List services provided by venue staff including briefings, guided tours, supervision of activities etc ACS Foundation staff and volunteers manage the event with support from UTS FEIT Staff.

Teachers should maintain direct supervision of their students at all times during their visit to UTS. Each adult accompanying students is required to be in a supervisory role and MUST have adequate authority and experience (as determined by the school) to handle groups alone for risk assessment purposes.

Please ensure that teacher supervision is evenly spread throughout your group whilst at UTS.

Access

Are access to and egress from the premises safe and without risk to health? Yes

Is the venue wheelchair accessible? Yes

Are disabled toilets available? Yes

A disability access map for all University campuses is available at www.fmu.uts.edu.au/disability/.

Emergencies

Are emergency procedures in place in the venue? Yes

Are staff trained to deal with emergency situations? Yes

The University's Security Services Branch has established procedures for the evacuation of buildings in an emergency, including the appointment of emergency wardens. See www.fmu.uts.edu.au/security/emergencies/evacuation.html for an explanation of alarm tones used on campus.

Construction/ Maintenance Repair

Are licensed personnel used for all construction, maintenance and repair work? Yes

The University's construction/maintenance/repair work is either undertaken by qualified and licensed in-house staff or by external contractors employed by the University. The University has systems in place for licensing of both staff and construction/maintenance contractors.

First Aid

Are first aid kits available for each activity? Yes

Is there a trained first aid officer at the venue? Yes

Is a first aid room available? Yes

Child-related employment

Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Working With Children) Act 2012? No

If yes, which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening? For UTS FEIT Outreach activities UTS HRU handles screening directly with the NSW Police service

If your organisation is registered with an Approved Screening Agency in NSW, have all paid child-related employees undergone employment screening? No





Have all paid and unpaid child-related employees, completed a Prohibited Employment Declaration? No







If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit of the NSW Department of Education and Training on (02) 9836 9200.









Risk Register











Title Description	Category	Inherent Risk (m* = Modified)	Controls		Residual Risk (m* = Modified)	Id
			Title Description	Responsible		
Access ensure access points are maintained for all guests/staff	Business	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #007bff; margin-right: 5px;"></div> Low (2) </div> <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	Good planning of the site combined with a walk-around of the event site to ensure all access and egress points are clear and that all attendees will be able to travel through the site easily and safely.		<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #007bff; margin-right: 5px;"></div> Low (1) </div> <i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i>	34
Other Medical emergencies - heart attack, stroke, etc.	Business	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #007bff; margin-right: 5px;"></div> Low (2) </div> <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	Access Emergency vehicle access at all times to various areas of the property First Aid First aid supplies checked First Aid Roster First aid officer on duty		<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #007bff; margin-right: 5px;"></div> Low (1) </div> <i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i>	35







Title Description	Category	Inherent Risk (m* = Modified)	Title Description	Controls Responsible	Residual Risk (m* = Modified)	Id
Theft Staff are robbed while handling cash	Financial	<div style="display: flex; align-items: center;"> Low (2) </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i></p>	<p>Awareness All staff handling cash to undergo robbery safety training</p> <hr/> <p>Security Develop procedures for cash handling process pre, during and post event</p> <hr/> <p>Security Notify security by code when monies to are being moved and ensure they are in attendance</p> <hr/> <p>Security Security services to conduct cash handling risk assessment</p> <hr/> <p>Monitor Inform security that there will be cash facilities on site</p>		<div style="display: flex; align-items: center;"> Low (1) </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i></p>	37







Title Description	Category	Inherent Risk (m* = Modified)	Controls Title Description	Controls Responsible	Residual Risk (m* = Modified)	Id
Signage Necessary signage is not ready on time or is inadequate	Business	 Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	Communications Effective pre-event communication and liaison with signage contractor for the delivery of specific event signage requirements, plan and timelines Other Ensure contingency is factored into timelines Contract Ensure contract with contractor to contains concrete deadlines Communication Ensure that specific event signage requirements are effectively communicated to signage contractor Audit Pre-event signage audit to identify last minute requirements		 Low (1) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i>	36
Other Food allergies/poisoning	Health and Safety	 Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	Awareness Ask suppliers to label foods which contain nuts etc. First Aid Position a first aid officer or security staff member where food is being sold/handed out Staff Roving staff Diet Request dietary requirements from attendees when they register		 Low (1) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i>	33









Title Description	Category	Inherent Risk (m* = Modified)	Controls		Residual Risk (m* = Modified)	Id
			Title Description	Responsible		
Power Electrocution	Business	 Medium (4) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i>	Cables Cables covered and concealed Contractor Employ external contractor in charge of power for event to attend the event during the course of the day Other Generators hired from reputable company and checked upon delivery Access No public access to power sources Consultation Onsite consultation with contractor prior to event Power Power levels recorded and checked Power Power sources taped off Staff Roving staff		 Medium (4) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i>	32
Weather Slip Hazards	Business	 Medium (9) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i>	Other Cleaning staff on board to mop internal areas properly Signage Ensure adequate signage for areas that are prone to being slippery		 Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	21
Other Damage/Breakage	Business	 Medium (9) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i>	Awareness Be aware of possible activities that may damage the building Other Have staff on the look out for potential accidents occurring		 Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	22





Title Description	Category	Inherent Risk (m* = Modified)	Controls		Residual Risk (m* = Modified)	Id
			Title Description	Responsible		
Other Theft (UTS or, third party equipment)	Business	 Medium (9) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i>	Other Ensure that all equipment is properly secured as best can be Suppliers Liaise with suppliers to understand the ramifications of such occurrences		 Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	23
Private Property Staff property theft	Business	 Medium (9) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i>	Valuables Staff encouraged to leave valuables at home Caution Staff informed to be cautious Other Staff informed to carry wallets on their person during the event		 Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	24
Weather Rain	Business	 Medium (9) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i>	Caution Extra caution signs needed for slippery surface areas. Event Coordinator to arrange with cleaning services. Security Extra security available for indoor overcrowding (shelter) areas		 Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	20
Late finish During a multi-session daily event, one session extends longer than expected, preventing attendees access to the following session and disrupting the program of events	Reputational	 Medium (9) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i>	Briefing Brief all session presenters that they must keep to the allocated time slot prior to event. Awareness Ensure Event Staff notify session holders during sessions of the remaining time so that they are aware of when they need to conclude the session Communication In the event of a session running overtime, Event Staff to communicate as early as possible that the first session has been extended and a wait for seating is expected		 Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	25

Title Description	Category	Inherent Risk (m* = Modified)	Controls		Residual Risk (m* = Modified)	Id
			Title Description	Responsible		
Planning Registration through event planning software is inadequate	Business	 Medium (9) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i>	Testing Set up user testing before registration page going live. Have a number of staff testing the page.		 Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	27
Other Reputation of UTS is damaged	Reputational	 Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	Communication Ensure all activities/lectures/tours/talks that are advertised, are delivered. Communication Liaison with local community members who may be adversely affected by the event		 Medium (4) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i>	28
Fire Fire	Business	 Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	Flames Ensure all exhibitors understand there are no naked flames allowed Marking Extinguishers checked, locations marked and communicated Suppliers Third party suppliers briefed about fire safety on campus during pre-event discussions		 Medium (4) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i>	29
IT Systems Critical audio visual feed equipment fails	Reputational	 Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	Maintenance Ensure regular inspection and maintenance occurs Installation Ensure there is correct installation and test all network feeds prior to event		 Medium (4) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i>	30
Awareness There is significantly lower than expected attendance	Business	 Medium (9) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i>	Marketing Ensure event has adequate marketing operations Communication Ensure relevant groups (e.g. marketing, senior management) are alerted		 Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	26

Title Description	Category	Inherent Risk (m* = Modified)	Controls		Residual Risk (m* = Modified)	Id
			Title Description	Responsible		
Sponsorship Sponsor withdraws at a crucial time, causing a significant financial shortfall	Financial	 Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	Multiple sponsors Aim to attract multiple sponsors to spread the risk Contract Ensure contracts are well-prepared and aim to prevent this type of incident from occurring Contingency Factor contingency into budget		 Medium (4) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i>	31
Roads Road closures in venue vicinity impact on delegate access to the venue	Business	 Medium (9) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i>	Access Contact local roads and traffic authority pre-event to ensure roadworks and closures are known Public Transport Plan Advise delegates to use public transport to access the venue if roadworks are planned during event time		 Low (1) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i>	14
Financial Substantial budget deficit at the end of the event / financial period	Financial	 High (30) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: C Possible (3.00)</i>	Financial Analysis Complete a thorough financial analysis to determine whether figures (costs, attendance etc.) were incorrectly forecast Monitoring Ensure spending is adequately monitored Sponsorship Applications Ensure sponsorship applications are submitted well in advance of the event. Ensure that the budget is set conservatively prior to confirmation of sponsorship arrangements Budgeting Ensure there is a strict and clearly identifiable budget process and recording before approvals Contingency Factor contingency into project costs Review Review budget		 Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	19

Title Description	Category	Inherent Risk (m* = Modified)	Title Description	Controls	Responsible	Residual Risk (m* = Modified)	Id
Other Key note speakers cancels at the last minute	Business	 High (30) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: C Possible (3.00)</i>	Program Implement communication strategy to inform all attendees of changes to program			 Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	18
Roles and responsibilities Venue role is unclear	Business	 High (30) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	Responsibilities Consult with venue to determine roles and responsibilities well in advance of event and document this in an Event Plan Monitoring Regularly monitor venue progress with designated areas of responsibility Action Conduct a pre-conference meeting with venue to clarify any outstanding issues relating to areas of responsibility			 Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	15
Medical Medical incident occurs during conference	Business	 High (30) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: C Possible (3.00)</i>	Medical Response Consult with venue pre-event to determine Incident Response Procedures First Aid Kits Ensure there is a well-stocked First Aid kit on-site First Aid and Medical Services Ensure the delegate is attended to by First Aid trained staff or escalate to medical services if necessary Registration Require delegates to indicate whether they are affected by medical conditions that may affect them during the conference on the registration form Breaks Provide regular breaks, water and food throughout conference			 Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	13







Title Description	Category	Inherent Risk (m* = Modified)	Controls		Residual Risk (m* = Modified)	Id
			Title Description	Responsible		
Registration Delegate's booking is not received or lost	Reputational	 High (30) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	Registration Ensure an adequate booking system is in place Ticketing Send receipts to delegates immediately upon receipt and keep a soft and hard-copy on file		 Low (1) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i>	12
Air Conditioning Air conditioning failure	Business	 High (30) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	Testing Confirm with venue that air conditioning system has been recently serviced and tested Action Ensure contact details of local air-conditioning contractor is known in case an immediate response is required		 Low (1) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i>	10
Accreditation Accreditation is lost by delegate	Business	 High (30) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	Accreditation Maintain soft and hard copies of delegate information and re-issue accreditation details Accreditation Give out accreditation lanyards upon arrival at conference and require lanyards to be handed back upon exit each day		 Low (1) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i>	9
Staff Significant number of volunteers do not show up	Business	 High (30) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: C Possible (3.00)</i>	Volunteers Conduct pre-event training sessions to encourage participation in conference and emphasise importance of volunteer workforce Communication Communicate to volunteers that a reward or reference will be provided upon completion of shift Planning Maintain a list of prospective volunteers to be contacted in the event of no-show		 Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	8



Title Description	Category	Inherent Risk (m* = Modified)	Title Description	Controls Responsible	Residual Risk (m* = Modified)	Id
Stakeholder management Delegate dissatisfaction with event	Reputational	 High (30) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	Engagement Provide networking opportunities throughout event for exchange of ideas and contact exchange <hr/> Planning Determine key outcomes of conference well in advance of event and ensure that these can be delivered <hr/> Speakers Procure a number of reputable industry leaders to speak that represent different areas relevant to delegate audience <hr/> Program Structure conference program to allow for sufficient breaks, question and answer time, and an interesting program <hr/> Operational Plan Ensure venue is appropriate for the conference including size, layout, amenities, IT system and dining room		 Low (1) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i>	6
IT System IT systems failure during presentation	Business	 High (30) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: C Possible (3.00)</i>	Planning Consult with local council and venue manager to discover any works which could impact the IT system during the event <hr/> Action Develop a data recovery plan <hr/> Action Confirm with venue that all IT systems have been serviced recently <hr/> Action Conduct pre-conference checks and system testing		 Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	5

Title Description	Category	Inherent Risk (m* = Modified)	Controls		Residual Risk (m* = Modified)	Id
			Title Description	Responsible		
Power Power failure	Business	<p>High (30)</p> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: A Almost certain (10.00)</i></p>	<p>Planning Consult with local council and venue manager to discover any works which could impact the power supply during the event</p> <hr/> <p>Operational Plan Maintain contact details of a local electrician to be contacted in the event of power failure</p> <hr/> <p>Action Test powered equipment pre-event to ensure it is functioning</p> <hr/> <p>Action Ensure the venue has a back up system for PA, emergency exit lighting and fire panels</p>		<p>Low (2)</p> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i></p>	4
Security Threat Significant security incident occurs at the venue during conference	Business	<p>High (30)</p> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: A Almost certain (10.00)</i></p>	<p>Security Plans Consult with venue pre-event to determine in-house security arrangements</p> <hr/> <p>Action Engage an accredited security company if venue does not have in-house security</p> <hr/> <p>Briefing Conduct a briefing pre-event to inform and train staff on emergency response procedures and their roles</p>		<p>Medium (9)</p> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i></p>	16

Title Description	Category	Inherent Risk (m* = Modified)	Title Description	Controls Responsible	Residual Risk (m* = Modified)	Id
Catering Dissatisfactory catering	Health and Safety	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: red; margin-right: 5px;"></div> <p>Extreme (100)</p> <p><i>Consequence: C Moderate (10.00)</i> <i>Likelihood: A Almost certain (10.00)</i></p> </div>	<p>Dietary Ensure delegates submit dietary requirements in advance of event through registration confirmation form</p> <hr/> <p>Communication and Planning Communicate specific requirements to caterer well in advance and confirm these pre-event</p> <hr/> <p>Caterers Source well-known, high-quality caterer in accordance with budget</p> <hr/> <p>Catering Ensure contact details of local catering supplier are known for back-up in event of non-delivery</p> <hr/> <p>Health and safety In accordance with COVID safe practices, no sharing platters are allowed and everything must be in individual boxes in accordance with current UTS policy.</p> <p>Ensure that if the catered approached is not on the already pre-approved UTS caterers list that the following is provided to UTS Facilities Hire:</p> <ul style="list-style-type: none"> -Certificate of Currency for Public Liability -Caterers Licence -Food Safety and Handling Certificate 	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: green; margin-right: 5px;"></div> <p>Medium (4)</p> <p><i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i></p> </div>	1	

Title Description	Category	Inherent Risk (m* = Modified)	Controls		Residual Risk (m* = Modified)	Id
			Title Description	Responsible		
Stakeholder management Key speaker withdraws from event	Business	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: red; margin-right: 5px;"></div> <p>Extreme (100)</p> </div> <p><i>Consequence: C Moderate (10.00)</i> <i>Likelihood: A Almost certain (10.00)</i></p>	<p>Speakers Procure a number of reputable industry leaders to speak to avoid reliance on one speaker</p> <hr/> <p>Speakers Maintain a list of prospective speakers to be used in the event of withdrawal</p> <hr/> <p>Speakers Confirm speakers' attendance one week in advance of conference to allow time to confirm back-up speakers</p>		<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: green; margin-right: 5px;"></div> <p>Medium (4)</p> </div> <p><i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i></p>	2
Financial Financial loss incurred from conference	Financial	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: red; margin-right: 5px;"></div> <p>Extreme (100)</p> </div> <p><i>Consequence: C Moderate (10.00)</i> <i>Likelihood: A Almost certain (10.00)</i></p>	<p>Costs Ensure multiple sources of revenue from the event cover costs including ticket sales, trade booths, sponsorship, advertising sales in publications etc</p> <hr/> <p>Budgeting Establish budget in accordance with key outcomes and expected quality of event and ensure this is adhered to</p> <hr/> <p>Financial Plan Ensure a contingency is contained in budget to allow for unexpected expenses including contractors, emergency services etc</p>		<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: green; margin-right: 5px;"></div> <p>Medium (9)</p> </div> <p><i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i></p>	17

Title Description	Category	Inherent Risk (m* = Modified)	Controls		Residual Risk (m* = Modified)	Id
			Title Description	Responsible		
Human Behaviour Argument breaks out between delegates leading to assault	Reputational	 Extreme (100) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	Policies Develop Conditions of Entry to specify behavioural requirement especially surrounding COVID Safe practices of UTS <hr/> Communication Communicate the importance of respecting other delegates' opinions at each session start and 'one speaker at a time' during Question and Answer sessions <hr/> Security Plans Venue or hired security to remove person from venue and ban from remainder of conference and associated activities		 Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	11
Access Access for mobility-impaired delegates is inadequate	Business	 Extreme (100) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	Accessibility Require delegates to indicate whether they require mobility access or are mobility impaired on registration form <hr/> Accessibility Consult with venue to determine access-impaired facilities including parking, ramps, doors and lifts and communicate this to access-impaired delegates pre-event <hr/> Access Control Check access-impaired facilities pre-event and rectify if not available		 Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	7
Registration Lower than expected registrations two weeks prior to conference start date	Financial	 Extreme (100) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	Registration Compile an extensive list of prospective delegates from a variety of industry sources <hr/> Marketing Utilise multiple marketing channels to target prospective delegates <hr/> Sponsorship Applications Secure sponsorship of the conference so as to not rely on delegate fees to cover costs		 Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	3

Title Description	Category	Inherent Risk (m* = Modified)	Title Description	Controls	Responsible	Residual Risk (m* = Modified)	Id
Disease Event attendees catching COVID-19, potentially resulting in serious illness (or death) and an increase in transmission rate	Not set	 Extreme (100) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	<p>Assess</p> <ul style="list-style-type: none"> - Event organisers to refer to current NSW Health Orders regarding public gatherings and/or any event specific control requirements. - Event organisers to consult with UTS Security, Space Management and Health & Safety regarding our event plans, run sheet and communications to plan adequately <hr/> <p>Advise</p> <ul style="list-style-type: none"> -Advise event project team of all health and safety advice based on consultations with UTS FMO, H+S, Space Management, Security, Cleaning and MCU Events team. -Prepare risk assessment. <hr/> <p>Booking Forms</p> <ul style="list-style-type: none"> -Submit cleaning requests, online event approval form, request for reactivation forms, and furniture booking forms with consideration of requirements for COVID-safe protocols outlined by NSW/Federal Government and UTS. <hr/> <p>Bump in</p> <ul style="list-style-type: none"> - Event organisers to ensure that all staff and contractors are aware of the COVID safe requirements and mitigations we are putting in place from bump-in to bump-out of event - Bump-in/bump-out staff members and contractors to use face masks and gloves whilst moving items and setting up - Provide hand sanitisers, gloves and disinfectant sprays/wipes for work areas/stations for staff and contractors 			 Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	38

Title Description	Category	Inherent Risk (m* = Modified)	Controls	Residual Risk (m* = Modified)	Id
			<p>Title Description</p> <p>to regularly clean up and wipe down their areas and equipment between tasks</p> <ul style="list-style-type: none"> - If advised by UTS Health and Safety and/or UTS COVID Taskforce, event organisers to take temperature checks at the door <hr/> <p>Cleaning</p> <p>Event organisers to organise additional cleaning pre and post event. Provide hand sanitisers, gloves and disinfectant sprays/wipes</p> <hr/> <p>Registration</p> <p>Event organisers to collect contact information for all attendees including via ACS Foundation - Kerrie Bisaro. Registration details will be retained for 28 days minimum</p> <hr/> <p>Venue Design</p> <ul style="list-style-type: none"> - Event organisers to consult with UTS Security, Space Management and Health & Safety regarding our event plans, run sheet and communications to plan adequately - Marshalling prompts to be organised e.g. floor markings, signage, and designated Entry and Exit points. - Doorways to be propped open at start and finish times - Adequately prepare and allocate areas where attendees will be checking in, moving and sitting to prevent aggregation of attendees - Attendees to sit side-by-side with 1.5m space between each other - Presence of at least 4 designated Physical Distancing Champion(s)/COVID Marshalls will be required to manage the entryway to Great Hall, the line for check-in, the check-in desk(s) - Floor marking and signage are required 		

Title Description	Category	Inherent Risk (m* = Modified)	Controls	Residual Risk (m* = Modified)	Id
			<p>Title Description</p> <p>to promote physical distancing - Bollards to be utilised to clearly distinguish</p> <hr/> <p>Illness - If a positive COVID-19 case is confirmed, event organisers to fill out HIRO report within 24 hours- If a positive COVID-19 case is confirmed, Outreach Coordinator, Kathrine Walker (kathrine.walker@uts.edu.au, 0492176522) will provide attendee registration and check in list to UTS Health & Safety. Registration will be used to assist with case-tracing.</p> <hr/> <p>Planning and Communication - Event organisers to ensure COVID-safe information is provided to attendees on event web pages and in pre-event communications via email - Event organisers to develop a plan in the event of confirmed contact with an active COVID-19 case during or post-event- If a confirmed case is identified, any planned comms developed and at the directive of UTS COVID Taskforce to communicate and provide any relevant information and resources to attendees.</p> <hr/> <p>Safety Management All Staff/Sprouts are recommended to wear masks and attendees are advised to do the same</p>		