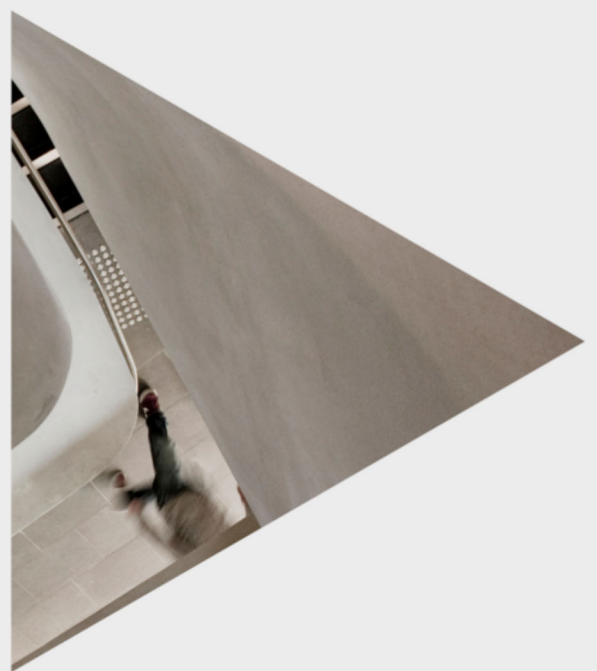
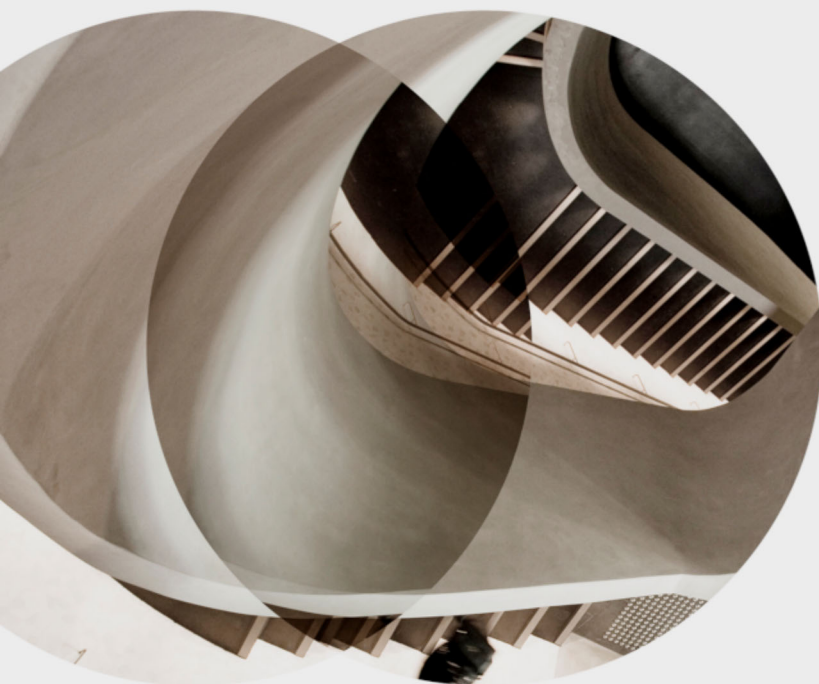


2024 ACS Foundations Big Day In Risk Assessment Report









Risk Assessment Report

















Risk Register

Title Description	Category	Inherent Risk (m* = Modified)	Controls Title Description	Responsible	Residual Risk (m* = Modified)	Id
Bump In / Bump Out Issues associated with bump in out processes including damage to venue infrastructure, safety issues and delays to bump in out schedules	Not set	■ Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	Communication Effective pre event planning , communication and liaison between venue and hirer. Liaise with security team to provide access to loading dock and parking requirements. Communication and Planning Security will be informed of all vehicles entering and unloading/loading on public roadway.		■ Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	18
Medical Medical incident occurs during conference and medical emergencies - heart attack, stroke, etc.	Business	■ Low (2) <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 and Medical Services Ensure the delegate is attended to by First Aid trained staff or escalate to medical services if necessary and ensure that there is a well-stocked First aid Kit onsite Communication Any emergency situation - UTS Security are to be contacted on 9514 1192 Breaks Provide regular breaks, water and food throughout conference		■ Low (1) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i>	16
Access Ensure access points are maintained for all guests/staff	Business	■ Low (2) <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.		■ Low (1) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i>	15

Title Description	Category	Inherent Risk (m* = Modified)	Controls		Residual Risk (m* = Modified)	Id
			Title Description	Responsible		
Catering Food allergies/poisoning	Health and Safety	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #007bff; margin-right: 5px;"></div> Low (2) </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i></p>	<p>Awareness Ask suppliers to label foods which contain nuts etc.</p> <p>Diet Request dietary requirements from (teachers) attendees.</p>		<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #007bff; margin-right: 5px;"></div> Low (1) </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i></p>	14
Power Electrocution	Business	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #28a745; margin-right: 5px;"></div> Medium (4) </div> <p><i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i></p>	<p>Cables Cables covered and concealed</p> <p>Contractor Book an electrician to organise all power drops for the event</p> <p>Access No public access to power sources</p> <p>Power Power sources taped off</p>		<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #28a745; margin-right: 5px;"></div> Medium (4) </div> <p><i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i></p>	13
Fire Fire	Business	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #28a745; margin-right: 5px;"></div> Medium (9) </div> <p><i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i></p>	<p>Flames Ensure all exhibitors understand there are no naked flames allowed</p> <p>Marking Extinguishers locations checked and any onsite issues - Security are to be alerted and contacted</p>		<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #28a745; margin-right: 5px;"></div> Medium (4) </div> <p><i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i></p>	11
Audio Critical audio visual feed equipment fails	Reputational	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #28a745; margin-right: 5px;"></div> Medium (9) </div> <p><i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i></p>	<p>Installation AV Staff to organise all installation and test all AV feeds prior to event</p>		<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #28a745; margin-right: 5px;"></div> Medium (4) </div> <p><i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i></p>	12

Title Description	Category	Inherent Risk (m* = Modified)	Title Description	Controls Responsible	Residual Risk (m* = Modified)	Id
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>	10
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>	9
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 Restrictions Only UTS Staff are to move any furniture, client to inform FH Staff if they require any changes to the floorplan		 Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	8
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>	7

Title Description	Category	Inherent Risk (m* = Modified)	Controls		Residual Risk (m* = Modified)	Id
			Title Description	Responsible		
IT System IT systems failure during presentation	Business	 High (30) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: C Possible (3.00)</i>	Action Conduct pre-conference checks and system testing and contact UTS IT if there are any issues on the day		 Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	2
Security Threat Significant security incident occurs at the venue during conference	Business	 High (30) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	Security Plans Inform Security of the event prior to event date and send across the risk assessment. Will alert and inform security of any issues that may occur on the day of the event. Briefing Conduct a briefing pre-event to inform and train staff on emergency response procedures and their roles		 Medium (9) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i>	6
Air Conditioning Air conditioning failure	Business	 High (30) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	Action Log a job with Building Manager pre-event and contact him on day of event if there are any issues.		 Low (1) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i>	4
Power Power failure	Business	 High (30) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	Operational Plan Building Manager and UTS electrician to be contacted in the event of power failure Action Test powered equipment pre-event to ensure it is functioning		 Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	1

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>	Communication Communicate the importance of respecting other delegates' opinions at each session start and 'one speaker at a time' during Question and Answer sessions 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>	5
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 Touch base with organiser to see if any delegates will require mobility access or are mobility impaired. 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>	3
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>	Assess - Event organisers to refer to current NSW Health Orders regarding public gatherings and/or any event specific control requirements. Cleaning Event organisers to organise additional cleaning pre and post event. Provide hand sanitisers, gloves and disinfectant sprays/wipes		 Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	17