

# 15931

## RISK DESCRIPTION

ACS Foundation Big Day In - Gold Coast campus

TREND



INHERENT

Not Assessed

CURRENT

Low

RESIDUAL

Low

### RISK OWNER

Vicki Ward

### RISK IDENTIFIED ON

23/03/2023

### LAST REVIEWED ON

23/03/2023

### NEXT SCHEDULED REVIEW

23/03/2025

RISK ACTIVITIES	RISK FACTOR(S)	INHERENT	EXISTING CONTROL(S)	CURRENT	PROPOSED CONTROL(S)	TREATMENT OWNER	DUE DATE	RESIDUAL
<b>Conference and Workshop Proceedings</b> The attendees will take part in a series of workshops and activities.	The session activities will be taking place in an enclosed lecture theatre.		Control: The Workshop Facilitator is to point out the fire exits and evacuation points in the area.	Very Low	No Control:			Very Low
	Attendees will be moving around the lecture theatre space interacting with each other.		Control: The Workshop Facilitator is to monitor the attendees and ensure safe movement inside the room.	Very Low	No Control:			Very Low
	Injuries caused by rush/panic in event of an evacuation		Control: Any evacuations to be led by Griffith Building Wardens/Staff. All patrons to follow instructions. Group Leaders and students to inform Griffith University, prior to visit, of any issues that may hinder their group's safe and timely evacuation (eg. mobility issues)	Very Low	No Control:			Very Low
<b>General Event Activities</b> The attendees will take part in a series of workshops and activities.	Attendees, slipping, tripping or falling during the event on uneven ground, steps etc.		Control: Group Leaders to monitor conduct of students and prevent inappropriate behaviour likely to result in injuries. Staff to minimise any	Very Low	No Control:			Very Low

			<p>trip hazards. When walking around Griffith University and surrounds, students and their Group Leaders should always walk. Steps/walkways may be slippery if wet. Groups to use pedestrian crossings and drop off and pick up areas where appropriate. All visitors are required to wear covered (closed-toed) shoes.</p>			
	<p>General first aid occurrences may happen at some point during the day.</p>		<p>Control: Griffith Security (trained first aid officers) and Emergency Services (000) are able to be called if an emergency or first aid incident occurs. Group Leaders to advise of any students that may have medical history that may induce a medical reaction.</p> <p>Control: The Schools ASO is to notify Griffith Security of the on-campus event prior to the event day,</p>	Very Low	No Control:	Very Low
	<p>Injuries caused by leaning over balconies, touching electrical equipment, sharp or heavy objects.</p>		<p>Control: Students to be reminded: - not to run - to keep near handrails and take care while using stairs, escalators or ramps - to remain behind</p>	Very Low	No Control:	Very Low

			barriers - not to enter areas marked 'no access' - not to touch objects or electrical equipment - that photography or filming of exhibits is prohibited	Very Low					Very Low
	Attendees lost on campus during the event.		Control: Group Leaders are required to account for all students before proceeding. Group Leaders to nominate a meeting spot for their students in the event someone gets lost. Griffith staff and security to assist Group Leaders in the event a child is missing or lost.	Very Low	No Control:				Very Low
	Set up and pack down. Lifting, manual handling, setting up and pack down of event.		Control: Trolleys and two people lift for and setting up and pack down. Advise and remind those who will be lifting and completing manual handling tasks to use trolleys and complete a two person lift if necessary.	Very Low	No Control:				Very Low
	Staff to student ratio.		Control: Adequate student/teacher supervision ratios must be met. For any student/participant with behavioural needs or disability requirements Group Leaders would have an aide for the	Very Low	No Control:				Very Low

				student/participant.	Very Low	No Control:	Very Low
	Student Behaviour			Control: Disruptive students will be asked to behave in an appropriate manner. If behaviour remains unacceptable Griffith University/ACS will notify the Group Leaders/School.	Very Low	No Control:	Very Low
<b>Catering</b> Possible allergies from catering.	Possible allergies from catering.			Control: Request attendee food allergy requirements before the event. It is the students responsibility to eat what they know. Participants are encouraged to bring their own food for the day if they have concerns.	Low	No Control:	Low
<b>Arrivals</b> Issues and delays due to late arrival	Issues and delays due to late arrival			Control: Group Leaders and students should arrive minimum 30 minutes early and to consider traffic delays and parking requirements. Supervise students while crossing roads and when embarking/ disembarking transport.	Very Low	No Control:	Very Low
<b>Weather</b> Weather related risks such as sunburn, dehydration, cold and wet	Weather related risks such as sunburn, dehydration, cold and wet			Control: Check weather forecast and ensure children are appropriately equipped: - Hot weather: sunhat, water and sunscreen. - Cold/wet weather: warm waterproof clothing (umbrellas should be avoided). - Students to bring	Very Low	No Control:	Very Low

<p><b>COVID 19</b> Possible interaction with infected person</p>	<p>Possible social interaction</p>			<p>adequate water.</p>	<p>Control: You must not come to Griffith University 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.</p>	<p>Low</p>	<p>No Control:</p>	<p>Low</p>
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