

Risk Identification and Risk Control Worksheet	Event: Refugee Camp in My Neighbourhood	REFUGEE CAMP IN MY NEIGHBOURHOOD
	Location: Western Sydney University, Parramatta South Campus, Victoria Road, Rydalmere, Parramatta NSW 2150	
	Event Date: 1 – 19 August 2022	
	Undertaken by: Adama Kamara	
	Title: Chair, Refugee Camp in My Neighbourhood Working Group	

Identified Hazards (List all known hazards)	Identified Risks	Risk Rating			Risk Control Measures (list all control measures)	Risk Rating		
		How Severe ?	How Likely?	Risk		How Severe?	How Likely?	Risk
Tour participants, staff and volunteers are exposed to the corona virus.	Measures required to limit exposure to corona virus.	K	L	1	<ul style="list-style-type: none"> • A COVID19 Safety Plan which incorporates public health orders and restrictions is created for the Refugee Camp in My Neighbourhood project. • Adhere to venue capacity and physical distancing ratios. • Tour participants, staff and volunteers advised to not attend if they are unwell, have been in close contact with a positive case, have been tested and awaiting the results and/or been instructed to self-isolate. • Pre-registration required for tours. • QR Code created (by Western Sydney University) and participants informed of conditions prior to entry. • Good hygiene practices encouraged through posters and signage with instructions on how to hand wash/hand rub and general hygiene. • Provision of visible hand sanitiser stations. • COVID19 Safety Marshalls to request delegates disperse if they are not adhering to physical distancing rules. • Delegates encouraged to wear a face mask (subject to public health orders). • Bathrooms to be well stocked with hand soap and paper towels. • Conference rooms to have sanitiser/wipes available for use by delegates/presenters if they wish. 	K	U	3

					<ul style="list-style-type: none"> ● Pre-packaged food to be provided. Caterers to provide their COVID Safe Plan. 			
Medical Services – trips, slips, muscle strain, bruises, sun damage, fatigue, grazes, insect bites/stings, food allergies, etc	Services needed for injuries sustained from passive participation activities.	S	L	2	<ul style="list-style-type: none"> ● First aid treatment with Event First Aid kit. ● Identified First Aid Officer on site (WSU Campus Security). ● Emergency Services will be notified of event. ● Food allergies to be highlighted if known (anaphylactic/diabetic) ● School groups carry first aid and epi-pens if required as per own excursion risk guidelines. ● Provision of water and regular meal breaks / food for tour guides/staff/volunteers ● Ice available onsite (WSU Campus Security). ● Any serious medical conditions to be identified by the tour group leader prior to the tour commencing and communicated. Any serious medical conditions are the individual participant’s responsibilities. ● Teachers to obtain a medical permission form signed by parents of the child, if the need be to give a child ‘Panadol’. ● Set up a sick-bed for children who may start feeling ill and can not participate in the activities / to wait until they are picked up by parents. 	S	U	3
Food provided (food and drink)	Potential choking hazard, may cause people to be unwell, risk if food is not stored correctly, burns from appliances whilst cooking or transporting food and drinks.	M	L	3	<ul style="list-style-type: none"> ● Food providers training in safe food handling practices. Caterers to provide their COVID Safe Plan. ● All equipment to be tagged and tested and machine instructions clearly identified. ● Use of trolleys/moveable equipment to transport food and drinks. ● School students will bring their own food and drinks. 	M	U	4
Trip Hazards, Infrastructure issues	Temporary structures including tents, metal framed posters and signage boards collapsing or blowing over due to inclement weather. Electrical leads, tents, marquee fixtures, latrines/structures, sound equipment, general trip	M	L	3	<ul style="list-style-type: none"> ● All structures will be constructed by equipment supplier. ● Metal frames and all structures will be either staked or sand bagged / taped to ensure safety. ● Regular inspections by Event Coordinator and staff/volunteers to be held to identify and eliminate hazards. Any danger to be reported to staff and/or immediately sealed off and danger tape installed. 	M	U	4

	hazards from structures placed on the grounds, as well as insufficiently marked obstructions				<ul style="list-style-type: none"> • Electrical cords from power source to outlet, either elevated or concealed in approved plastic casing. Other cords taped. • Sound equipment secured safely. All required contractors to hold Public Liability of at least \$10 million. Event coordinator will inspect area after set up and prior to commencement. • Participants are notified to remain vigilant and watch for trip hazards. • Any mobility requirements identified upfront when the tour is booked and any additional controls/assistance put in place. • Participants are reminded to ask for assistance if they have any mobility requirements. 			
Communication Noise Pollution	Lack of information and misinterpretation Noise pollution caused by amplified sound and performers	F	U	5	<ul style="list-style-type: none"> • Use of mobile phones for communication. Key mobile numbers attached to name tags for staff and volunteers for emergency purposes. • Central registration/information desk and clearly identifiable event staff. • Daily volunteer sign in/off register and volunteer coordinator. • Sound system to comply with EPA guidelines. Regular inspections by Event Coordinator. • Use of interpreters and bilingual staff to assist with communication. • Use of mobile phones for communication – tour guide mobile phone number to be provided to all relevant staff and tour group organiser prior to the event commencing. • Clearly identifiable staff and volunteers. • Tour guide assist the school groups to stay together and individuals discouraged from wandering away from the group. 	F	VU	6
Weather	Injury caused by wet weather, cyclonic winds, flooding, fire etc Dehydration and sunburn in hot weather conditions	S	L	2	<ul style="list-style-type: none"> • Extreme weather conditions may result in cancellation of tours/event activities. Event Coordinator to determine. • Wet weather protection to be supplied by and to visitors and tour guides. Students/participants advised to provide own wet weather/sun protection. • Sunscreen and drinking stations are provided at the 	S	U	3

					venue.			
Waste and Recycling	Bins, litter patrols and waste. Potential environmental impact and clean up.	M	L	3	<ul style="list-style-type: none"> • Additional garbage bins visible on the premises. Volunteers doing regular litter patrols and clean up after the event activities. • Tour guide/Teachers to remind participants to dispose of rubbish in bins, or carry rubbish with them until a bin is located. • Minimal paper handouts/other items distributed to participants. • Staff/volunteers doing regular litter patrols and clean up after the event activities. 	M	L	3
Vandalism/Theft	From insufficiently secured objects, lack of security on duty	F	L	4	<ul style="list-style-type: none"> • Staff, volunteers and participants advised not to bring valuables, and reminded to be conscious of security issues. 	F	U	5
Crowd Control / Group Separation	Insufficiently marked pedestrian traffic ways in venue, confined event space. Emergency evacuation procedures Anti-social behaviour/violence Panic Individuals becoming lost from the group Panic Disorientation and distress	M	U	4	<ul style="list-style-type: none"> • Large venue selected with natural pathways and a number of pedestrian entry/exit points, event area set up to allow free flow of pedestrian traffic. Directional signage, tour guides and volunteers to assist with directions, traffic flows and information and monitor numbers. • Bollards to be used for crowd control at registration. • Tour groups restricted in size (15 – 20 for adults and 30 for school groups) or in line with COVID19 Public health orders. • School groups to be accompanied by teachers/volunteers. • Event activity estimated numbers are within the capacity of the venue that is available. Pre-booked tours and event activities to assist crowd control. • Emergency evacuation plan are prominent on each room wall. Evacuation briefing incorporated into the pre-tour briefing. • Event Coordinator will take appropriate action. • Daily onsite briefings will be held with volunteers and staff. 	M	VU	5
Lost Children	Lost children	M	L	4	<ul style="list-style-type: none"> • There will be a designated Information Desk for lost and found children. • All tours guides/staff and volunteers have completed 'working with children' checks. • Generic guidelines in promotion have stated tour 	M	U	5

					activities not recommended under 12 years and all children / young people will be required to be supervised by teachers/parents.			
Bomb Threat	Burns Shrapnel Death Panic Hearing Cancelation of event activities Fires Unwanted media attention	K	U	2	<ul style="list-style-type: none"> ● Staff familiar with emergency evacuation procedures ● University security to be notified. ● Emergency services to be notified ● Crowd control and staff to take appropriate action ● Document caller information ● Cancelation of tours/event activities 	K	VU	3
Fire	Electrical fire Fire from cooking Bin fires Sparks/embers Inclement weather Burns Bodily Harm Panic Crowd Crush	K	U	2	<ul style="list-style-type: none"> ● Fire safety equipment installed and maintained at the centre ● Emergency evaluation procedures clearly displayed ● Use of tagged and tested equipment Regular checks by Event staff ● Emergency Services notified of event ● Crowd Control ● Campus security are nominated Fire Wardens. ● Tour guide and staff to take appropriate action 	K	U	2
Bump in / Bump out issues	Chaos due to lack of planning Tours running over time Tour groups arriving/starting late Fatigue Stress Miscommunication Lack of staff/volunteers/guides	M	L	3	<ul style="list-style-type: none"> ● Detailed daily schedule and pre-bookings ● Crowd control and daily briefings ● Roster and registration desk ● Open communication ● Clearly identifiable event staff and volunteer coordinators allocated and providing support and direction ● Advance confirmation with schools/groups/individual participants and background information provided on venue, schedule, emergency contact details prior to the tour. ● All guides/staff/volunteers rostered to allow sufficient briefing and setup. 	M	L	3
Stakeholders	Loss of project support Loss of internal and external partner and funding body support Loss of community support Loss of contractor support	F	L	4	<ul style="list-style-type: none"> ● Identified media spokespersons to manage negative media ● Daily briefings ● Roster and registration desk including back up staff, volunteers and tour guides ● Open and clear communications 	F	U	4

	Unwanted media attention Loss of morale and reputation				<ul style="list-style-type: none"> • Qualified counsellors onsite and private room available • Regular breaks and provision of meals and debrief meetings • Clearly identifiable event staff and volunteers coordinator allocated • Event evaluation/feedback mechanisms implemented • Planning and debrief meetings 			
Impact on Whitlam Institute and other users	Risk of double booking, confusion of regular hirers of the facility, extra strain on centre staff to manage booking	F	U	5	<ul style="list-style-type: none"> • Planning and booking of the facility is done far in advance • Early and open communications with centre staff • Walking through with centre staff to discuss project and centre needs 	F	VU	6
Discrimination including age/gender/cultural/religious and moral beliefs/food	Anti-social behaviour Racism Not meeting interpreting needs of attendees Not meeting needs for people with disability (disabled toilets, ramp access, etc) Accessibility Age/gender/cultural/Religious and moral beliefs Swearing or inappropriate language Smoking	M	L	3	<ul style="list-style-type: none"> • Venue is fully accessible for people with disability and has a parents rooms • Qualified counsellors onsite and private room available for both visitors and tour guides/volunteers • Regular breaks and provision of meals and debrief meetings • Clearly identifiable event staff and volunteer coordinator allocated • House rules provided to all tour attendees and clearly displayed • No smoking regulations are adhered to as per university/ building guidelines • Bilingual volunteers/guides • Provision of private place to pray • Interpreters and bilingual support provided • Tour guides/staff trained to manage a group and respond appropriately to any antisocial or discriminatory behaviour 	M	U	4
Traffic / pedestrian injury / chaos	Injury to pedestrians, staff, volunteers, visitors on site and in surrounding roads Traffic congestion Antisocial behaviour Car accidents	K	U	2	<ul style="list-style-type: none"> • Pedestrian crossing well lit • Emergency services notified of the event • Campus security monitoring the areas • Use of identifiable bus drop of/pick up zone • Group remains together and teachers to monitor traffic situation. 	K	U	2
Behavioural – anger /	emotional / mental health	F	L	4	<ul style="list-style-type: none"> • Accidental counselling training for tour guides 	F	U	5

emotional breakdown	ramifications on tour guides and visitors				<ul style="list-style-type: none"> Debrief with all tour guides and volunteers at the start of the day and at the end of the day Counsellors are present on the site at all times during the day for anyone who may need support 			
Impact of the simulation on participants	Emotional distress	F	L	4	<ul style="list-style-type: none"> Briefing at the beginning of the tour explains the projects and experiences ahead, so participants are fully informed Participants can choose at any time to stop the experience Debriefs are offered at the end of each tour 	F	U	5
Safety of participating children	There is the risk of a child safety incident occurring due to unknown personal issues of staff or volunteers				<ul style="list-style-type: none"> All staff and volunteers have a WWCC, which is validated prior. School children attend the project with their teachers, who will supervise students at all times All minors are required to be supervised by a guardian/parent at all times. 			

RISK GUIDE						
OHS RISK CALCULATOR	How Likely - Likelihood – How Likely is it to happen and how often?				Code	Risk Priority
How Severe - Consequences or Seriousness – How bad is it likely to be?	Very Likely It could happen at any time (VL)	Likely It could happen sometimes (L)	Unlikely It could happen, but very rarely (U)	Very Unlikely It could happen, but probably never will (VU)	1	Work activities must be suspended immediately until hazard can be eliminated or controlled or reduced to a lower level
					2	Work activities must be suspended immediately until hazard can be eliminated or controlled or reduced to a lower level
Extreme – Kill or cause permanent disability or ill health (K)			2	3	3	Job hazards are unacceptable and must be eliminated or controlled in accordance with the Hierarchy of Hazard Control
Major – Cause serious injury / illness or long term illness (S)		2	3	4	4	Job hazards are unacceptable and must be eliminated or controlled in accordance with the Hierarchy of Hazard Control.
Moderate – Medical attention and several days off work (M)	2	3	4	5	5	No real or significant hazard exists. Controls required to increase the comfort level of employees.
Minor – First Aid needed (F)	3	4	5	6	6	No real or significant hazard exists. Controls are not required but may increase the comfort level of employees

Hierarchy of Hazard Control Measures
Elimination of the hazard must always be the first priority.

Where elimination is not reasonably practicable, different ways to control or deal with the hazard in the following order of priority must be implemented

1) Substitute the Hazard – If the hazard can't be eliminated, try to replace it with a less hazardous material, equipment or work method

2) Isolate the Hazard – Separate the Hazard from the person. For Example, install guards, fencing or environmental protection devices

3) Engineering Controls – Utilise engineering means to control the Hazard

4) Administrative Controls – Change work methods – alter tools,

Equipment, adopt safe systems of work / procedures, training in manual handling or cleaner work practise

5) Personal Protective Equipment – and training is use. Only use as last resort