

Students of Sustainability 2007
Risk Management Plan

April 29, 2007

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Function/Activity: Students of Sustainability Conference 2007

Risk: Event Proposal Unacceptable (Murdoch University Admin.)
Priority: Extreme

Reference: Approvals

Impact Summary

- Significant extra workload for SoS Organising Collective
- Possible change to venue
- Possible cancellation of the Conference
- Reduced ability to target mainstream community members with integral education on and involvement in sustainability issues
- Reduced ability to improve the image of Murdoch University in regards to sustainability

Proposed Actions

Prevention: The SoS Organising Collective will ensure that Murdoch University's requirements are satisfied through comprehensive planning procedures, documentation, transparency, and a high level of communication between the two parties.

Response: Changes to the Event Management Proposal required by Murdoch University will be reviewed by the SoS Organising Collective. If changes are within acceptable parameters, they will be implemented. If the SoS Organising Collective cannot accommodate Murdoch University's required changes new negotiations will be entered into with alternative venues.

Resource Requirements

SoS Organising Collective Venue Liaison Working Group
Murdoch University Administration
Event Management Plan
Risk Management Plan

Responsibility

SoS Inc.
SoS Organising Collective Venue Liaison Working Group
Murdoch University Administration

Timing

Prior to Conference

Reporting and Monitoring Required:

Monitoring prior to Conference

Compiled by: BK & DL **Date:** 15/04/07

Reviewed by:

Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Food Proposal Unacceptable (Guild) Priority: Extreme	Reference: Approvals
Impact Summary <ul style="list-style-type: none"> • Possible changes to method of food supply • Possible change to venue 	
Proposed Actions <i>Prevention:</i> The SoS Organising Collective Venue Liaison Working Group and Food Working Group will intensively communicate with and report to the Murdoch University Guild to ensure requirements are satisfied. <i>Response:</i> Changes to food supply plans required by Murdoch University Guild will be reviewed by the SoS Organising Collective. If changes are within acceptable parameters, they will be implemented. If the SoS Organising Collective cannot accommodate Murdoch University Guild's required changes, research into alternative food supply methods will be conducted.	
Resource Requirements SoS Organising Collective Venue Liaison Working Group SoS Organising Collective Food Working Group Murdoch University Guild Administration Murdoch University Guild Catering Event Management Plan Risk Management Plan	
Responsibility SoS Organising Collective Venue Liaison Working Group SoS Organising Collective Food Working Group Murdoch University Guild Council Murdoch University Guild Catering	
Timing Prior to Conference	
Reporting and Monitoring Required: Monitoring prior to Conference	
Compiled by: BK & DL Date: 15/04/07	Reviewed by: Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Camping Proposal Unacceptable (Murdoch University Admin.) **Reference:** Approvals
Priority: Extreme

Impact Summary

- Significant extra workload for SoS Organising Collective
- Possible change to venue
- Possible change to accommodation type
- Possible cancellation of the Conference

Proposed Actions

Prevention: The SoS Organising Collective will ensure that Murdoch University's requirements are satisfied through comprehensive planning procedures, documentation, transparency, and a high level of communication between the two parties.

Response: Changes to the camping section of the Event Management Proposal required by Murdoch University will be reviewed by the SoS Organising Collective. If changes are within acceptable parameters, they will be implemented. If the SoS Organising Collective cannot accommodate Murdoch University's required changes, new negotiations will be entered into with alternative venues.

Resource Requirements

SoS Organising Collective Venue Liaison Working Group
Murdoch University Administration
Event Management Plan
Risk Management Plan

Responsibility

SoS Inc.
SoS Organising Collective Venue Liaison Working Group
Murdoch University Administration

Timing

Prior to Conference

Reporting and Monitoring Required:

Monitoring prior to Conference

Compiled by: BK & DL	Date: 15/04/07	Reviewed by:	Date: ___/___/___
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Function/Activity: Students of Sustainability Conference 2007

Risk: Tripping Over Cables, Tent Lines And Pegs Priority: High	Reference: Camping Area
Impact Summary <ul style="list-style-type: none"> • Health hazard - minor injury risk • Potential damage to personal property 	
Proposed Actions <p><i>Prevention:</i> All tent plots will be clearly marked and campers will be informed on arrival that cables, tent lines and pegs are not to extend from own plot. All aisles and walkways will be clearly marked and any lines crossing these areas will be identified by the SoS Organising Collective or Security Personnel and rectified or marked with flouro tape.</p> <p><i>Response:</i> In the event of injury, First Aid personnel will be available to treat the patient.</p>	
Resource Requirements <p>Site Plan First Aid Personnel First Aid Kit SoS Security Personnel</p>	
Responsibility <p>SoS Organising Collective First Aid Personnel</p>	
Timing <p>Prior to and during Conference</p>	
Reporting and Monitoring Required: <p>Monitoring conducted throughout life of Conference Incident to be entered in Event Log</p>	
Compiled by: MG	Date: 12/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Litigation Against SoS Inc. Priority: High	Reference: Commercial & Legal
Impact Summary <ul style="list-style-type: none"> • Financial loss to SoS Inc. • Damage to reputation of Murdoch University and SoS Inc. 	
Proposed Actions <i>Prevention:</i> The prospect of possible litigation against SoS Inc. will be minimised by comprehensively addressing all risks as outlined in the Risk Management Plan. SoS Inc. will take out a comprehensive Public Liability Insurance cover policy, if deemed necessary by Murdoch University Administration. Legal disclaimers regarding obligations of SoS Inc. will be placed in the Registration Form and Participants Agreement. <i>Response:</i> Legal costs and claims will be covered by Public Liability Insurance.	
Resource Requirements Risk Management Plan Public Liability Insurance Legal Advice	
Responsibility SoS Inc. Insurance Company	
Timing Prior to, during and following Conference	
Reporting and Monitoring Required: Monitoring conducted during respective time of event at Conference SoS Incident Report lodged and filed Murdoch University Incident Report lodged, if necessary	
Compiled by: BK, DL, DS Date: 15/04/07	Reviewed by: Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

<p>Risk: Litigation Against Murdoch University Priority: High</p>	<p>Reference: Commercial & Legal</p>
<p>Impact Summary</p> <ul style="list-style-type: none"> • Financial loss to Murdoch University • Damage to reputation of Murdoch University and SoS Inc. 	
<p>Proposed Actions</p> <p><i>Prevention:</i> The prospect of possible litigation against Murdoch University will be minimised by comprehensively addressing all risks as outlined in the Risk Management Plan. SoS Inc. will take out a comprehensive Public Liability Insurance cover policy, that is consistent with Murdoch University requirements, if deemed necessary by Murdoch University Administration. Legal disclaimers regarding obligations of Murdoch University will be placed in the Registration Form and Participants Agreement.</p> <p><i>Response:</i> Legal costs and claims will be covered by Public Liability Insurance.</p>	
<p>Resource Requirements</p> <p>Risk Management Plan Public Liability Insurance Legal Advice</p>	
<p>Responsibility</p> <p>SoS Inc. Insurance Company Murdoch University</p>	
<p>Timing</p> <p>Prior to, during and following Conference</p>	
<p>Reporting and Monitoring Required:</p> <p>Monitoring conducted during respective time of event at Conference SoS Incident Report lodged and filed Murdoch University Incident Report lodged, if necessary</p>	
<p>Compiled by: BK, DL, DS Date: 15/04/07</p>	<p>Reviewed by: Date: ___/___/___</p>

Function/Activity: Students of Sustainability Conference 2007

Risk: Litigation Against City of Melville Priority: High	Reference: Commercial & Legal
Impact Summary <ul style="list-style-type: none"> • Financial loss to City of Melville • Damage to reputation of SoS Inc., City Of Melville and Murdoch University reputation 	
Proposed Actions <p><i>Prevention:</i> The prospect of possible litigation against City of Melville will be minimised by comprehensively addressing all risks as outlined in the Risk Management Plan. SoS Inc. will take out a comprehensive Public Liability Insurance cover policy, if deemed necessary by Murdoch University Administration. Legal disclaimers regarding obligations of the City of Melville will be placed in the Registration Form and Participants Agreement.</p> <p><i>Response:</i> Legal costs and claims will be covered by Public Liability Insurance.</p>	
Resource Requirements <p>Risk Management Plan Public Liability Insurance Legal Advice</p>	
Responsibility <p>SoS Inc. SoS Organising Collective City of Melville</p>	
Timing <p>Prior to, during and following Conference</p>	
Reporting and Monitoring Required: <p>Monitoring conducted during respective time of event at Conference SoS Incident Report lodged and filed Murdoch University Incident Report lodged, if necessary</p>	
Compiled by: BK, DL, DS Date: 15/04/07	Reviewed by: Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Temporary Structure Fire
Priority: Medium

Reference: Fire

Impact Summary

- Health hazard - major injury risk
- Health hazard - fatality
- Loss of amenity to public, attendees, Murdoch University community, Murdoch University Administration and SoS Organising Collective
- Potential damage to Murdoch University grounds and/or personal property
- Damage to reputation of SoS Inc., City Of Melville and Murdoch University reputation
- Potential police and/or ambulance involvement
- Potential Fire Brigade involvement
- Disturbance of Conference proceedings

Proposed Actions

Prevention: Information will be posted on the SoS webpage prior to the Conference as well as being provided in the Pre-Conference Information Pack and the Conference Handbook. The information provided in these resources will outline the risk of fire at the Conference, advise attendees to bring fire-retardant camping equipment and what to do in the event of a fire. Fire retardant materials will be used in all temporary structures provided by the SoS Organising Collective where fire is a risk. A Flag Identification System will make the location of fire extinguishers, blankets and hoses easily identifiable in the event of a fire.

Response: Murdoch University Security will be contacted. Fire equipment will be located by Fire Wardens and/or attendees using the Flag Identification System and the fire will be extinguished as quickly as possible. First Aid Personnel will treat minor injuries and attend major injuries. The SoS Organising Collective in conjunction with SoS Security Personnel will enact the Emergency Evacuation Plan. Any damage to temporary structures will be covered under SoS Inc.'s Public Liability Insurance.

Resource Requirements

SoS Organising Collective
Pre-Conference Information Pack
SoS Web-Site
Conference Handbook
Mobile phones
First Aid Personnel
First Aid Kit
Fire extinguishers
Fire blankets
Fire hoses
Emergency Evacuation Plan
Site Plan
Laminated Contact Lists

Responsibility

SoS Organising Collective
First Aid Personnel
SoS Security Personnel
Murdoch University Security Personnel
Insurance Company

Timing

Prior to, during and following Conference

Reporting and Monitoring Required:

Monitoring conducted throughout life of Conference

Incident to be entered in Event Log

SoS Incident Report lodged and filed

Murdoch University Incident Report lodged

Emergency Services Report lodged (Fire Brigade or Ambulance), if necessary

Compiled by: BK & DL **Date:** 13/04/07

Reviewed by: **Date:** ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Permanent Building Fire
Priority: Medium

Reference: Fire

Impact Summary

- Health hazard - major injury risk
- Health hazard - fatality
- Loss of amenity to public, attendees, Murdoch University community, Murdoch University Administration and SoS Organising Collective
- Potential damage to Murdoch University grounds and/or personal property
- Damage to reputation of SoS Inc., City Of Melville and Murdoch University reputation
- Potential police and/or ambulance involvement
- Potential Fire Brigade involvement
- Disturbance of Conference proceedings

Proposed Actions

Prevention: Relevant fire codes will be adhered to at all times.

Response: The fire button will be pushed. Murdoch University Security will be contacted. Fire fighting equipment will be located by Fire Wardens and/or attendees and the fire will be extinguished as quickly as possible. First Aid Personnel will treat minor injuries and attend major injuries. The SoS Organising Collective in conjunction with SoS Security Personnel will enact the Emergency Evacuation Plan. Any damage to permanent buildings will be covered under Murdoch University's Public Liability Insurance.

Resource Requirements

SoS Organising Collective
Pre-Conference Information Pack
SoS Web-Site
Conference Handbook
Mobile phones
First Aid Personnel
First Aid Kit
Fire extinguishers
Fire blankets
Fire hoses
Emergency Evacuation Plan
Site Plan
Laminated Contact Lists

Responsibility

SoS Organising Collective
First Aid Personnel
SoS Security Personnel
Murdoch University Security Personnel
Insurance Company

Timing

Prior to, during and following Conference

Reporting and Monitoring Required:

Monitoring conducted throughout life of Conference

Incident to be entered in Event Log

SoS Incident Report lodged and filed

Murdoch University Incident Report lodged

Emergency Services Report lodged (Fire Brigade or Ambulance), if necessary

Compiled by: BK & DL **Date:** 13/04/07

Reviewed by: **Date:** ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Bush Fire Next to Camping Area
Priority: High

Reference: Fire

Impact Summary

- Health hazard - major injury risk
- Loss of amenity to public, attendees, Murdoch University community, Murdoch University Administration and SoS Organising Collective
- Potential damage to Murdoch University grounds and/or personal property
- Damage to reputation of SoS Inc., City Of Melville and Murdoch University reputation
- Potential police and/or ambulance involvement
- Potential Fire Brigade involvement
- Disturbance of Conference proceedings

Proposed Actions

Prevention: Information will be posted on the SoS webpage prior to the Conference as well as being provided in the Pre-Conference Information Pack and the Conference Handbook. The information provided in these resources will outline the risk of fire at the Conference and what to do in the event of a fire. A Flag Identification System will make the location of fire extinguishers, blankets and hoses easily identifiable in the event of a fire. The SoS Organising Collective will liaise closely with Murdoch University Security Personnel prior to and during the Conference to ensure all Murdoch University Emergency Evacuation Plan procedures are abided by.

Response: Murdoch University Security will be contacted. Fire equipment will be located using the Flag Identification System and the fire will be extinguished as quickly as possible. First Aid Personnel will treat any minor injuries and attend major injuries. The SoS Organising Collective, along with SoS Security Personnel will enact the SoS's Emergency Evacuation Plan. Any damage to temporary structures will be covered under SoS Inc.'s Public Liability Insurance.

Resource Requirements

SoS Organising Collective
Pre-Conference Information Pack
SoS Web-Site
Conference Handbook
Mobile phones
First Aid Personnel
First Aid Kit
Fire extinguishers
Fire blankets
Fire hoses
Emergency Evacuation Plan
Site Plan
Laminated Contact Lists

Responsibility

SoS Organising Collective
First Aid Personnel
SoS Security Personnel
Murdoch University Security Personnel
Insurance Company

Timing

Prior to, during and following Conference

Reporting and Monitoring Required:

Monitoring conducted throughout life of Conference

Incident to be entered in Event Log

SoS Incident Report lodged and filed

Murdoch University Incident Report lodged

Emergency Services Report lodged (Fire Brigade or Ambulance), if necessary

Compiled by: BK

Date: 13/04/07

Reviewed by:

Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Illicit Drug Use (Class A - Heroin, C. Meth, Mushrooms) **Reference:** Human Behaviour
Priority: High

Impact Summary

- Health hazard - minor injury risk
- Damage to reputation of Murdoch University and SoS Inc.
- Potential police involvement
- Loss of amenity to public, attendees, Murdoch University community, Murdoch University Administration and SoS Organising Collective

Proposed Actions

Prevention: Information will be posted on the SoS webpage prior to the Conference as well as being provided in the Pre-Conference Information Pack and the Conference Handbook. This information will notify attendees as to the substances that are not permitted at the Conference. Attendees will be encouraged to support and encourage the restriction of particular substances for the entire conference. SoS Organising Collective Grievance Body, SoS Organising Collective and Security Personnel will monitor and take steps to prevent Conference attendees taking prohibited substances.

Response: The SoS Organising Collective will inform Murdoch University Security about the incident. Any individual found in possession or using illicit drugs will be expelled from the Conference by the SoS Organising Collective Grievance Body in conjunction with Security Personnel.

Resource Requirements

SoS Security Personnel
 Grievance Body (complaints and inquiries, conflict resolution, comfort, etc)
 Laminated Contact Lists
 Mobile phones
 First Aid Personnel

Responsibility

SoS Security Personnel
 SoS Grievance Body Representative
 SoS Organising Collective
 First Aid Personnel

Timing

Prior to, during and following Conference

Reporting and Monitoring Required:

Monitoring conducted throughout life of Conference
 SoS Incident Report lodged and filed
 Police Report lodged
 Murdoch University Incident Report lodged

Compiled by: DL & MG	Date: 14/04/07	Reviewed by:	Date: ___/___/___
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Function/Activity: Students of Sustainability Conference 2007

Risk: Food Poisoning Priority: Medium	Reference: Kitchen
Impact Summary <ul style="list-style-type: none"> • Health hazard - minor injury risk • Loss of amenity to attendees • Damage to reputation of SoS Inc. • Damage to reputation of Murdoch University Guild reputation 	
Proposed Actions <p><i>Prevention:</i> Due to the vegan nature of the food being provided, the chance of food poisoning is greatly decreased. However, the SoS Organising Collective will ensure all health and safety measures are followed with utmost precaution. All food handlers will be inducted through the appropriate avenues.</p> <p><i>Response:</i> Attendees will be advised to seek First Aid Personnel if any discomfort is experienced. There will be First Aid Personnel on site at all times in the Safe Tent. First Aid Personnel will report any cases of food poisoning to the Kitchen.</p>	
Resource Requirements <p>First Aid Personnel First Aid Kit Food Handling Procedures</p>	
Responsibility <p>SoS Food Working Group First Aid Personnel SoS Inc.</p>	
Timing <p>Prior to and during Conference</p>	
Reporting and Monitoring Required: <p>Intensive monitoring conducted once incident has occurred until it is not necessary SoS Incident Report lodged and filed</p>	
Compiled by: MG	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Undersupply of Food Priority: Medium	Reference: Kitchen
Impact Summary <ul style="list-style-type: none"> • Loss of amenity to attendees • Damage to reputation of SoS Inc. • Significant extra workload for SoS Organising Collective • Disturbance of Conference proceedings 	
Proposed Actions <i>Prevention:</i> At registration each attendee will be asked if they would like food provided. Based on this adequate amount of food will be purchased. <i>Response:</i> The food coordinator will have access to a fund to purchase extra food, if there is an undersupply.	
Resource Requirements Food Emergency Food Fund	
Responsibility SoS Food Working Group	
Timing Prior to and during Conference	
Reporting and Monitoring Required: SoS Incident Report lodged and filed	
Compiled by: MG	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Cuts Priority: High	Reference: Kitchen
Impact Summary <ul style="list-style-type: none"> • Health hazard - minor injury risk 	
Proposed Actions <i>Prevention:</i> People preparing food will be adequately trained. <i>Response:</i> There will be a first aid kit in the kitchen. If the cut cannot be adequately treated then the person with the cut will discontinue food preparation.	
Resource Requirements First Aid Kit Food Handling Procedures	
Responsibility First Aid Personnel SoS Organising Collective	
Timing During Conference	
Reporting and Monitoring Required: Incident to be entered in Event Log	
Compiled by: MG	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Chemical Contamination (Detected Prior to Serving) Priority: Medium	Reference: Kitchen
Impact Summary <ul style="list-style-type: none"> • Significant extra workload for SoS Organising Collective • Disturbance of Conference proceedings 	
Proposed Actions <i>Prevention:</i> Keep cleaning chemicals away from food preparation area. <i>Response:</i> The batch of food will be thrown out and a new batch will be prepared.	
Resource Requirements Emergency Food Fund	
Responsibility Chef on Duty SoS Food Working Group	
Timing During Conference	
Reporting and Monitoring Required: Incident to be entered in Event Log	
Compiled by: DL & MG Date: 14/04/07	Reviewed by: Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Heat Burns Priority: Medium	Reference: Kitchen
Impact Summary <ul style="list-style-type: none"> • Health hazard - minor injury risk 	
Proposed Actions <i>Prevention:</i> People preparing food will be adequately trained. <i>Response:</i> There will be a first aid kit in the kitchen and First Aid Personnel can be called for if required.	
Resource Requirements First Aid Kit Food Handling Procedures First Aid Personnel	
Responsibility SoS Food Working Group First Aid Personnel	
Timing During Conference	
Reporting and Monitoring Required: Incident to be entered in Event Log	
Compiled by: MG	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Dehydration Priority: High	Reference: Kitchen
Impact Summary <ul style="list-style-type: none"> • Health hazard - minor injury risk 	
Proposed Actions <p><i>Prevention:</i> People working in the kitchen will be advised to drink adequate amounts of water and take breaks if they required them.</p> <p><i>Response:</i> If necessary dehydrated individuals will be attended to by the First Aid Personnel. They will also be advised to have a rest in the Safe Tent.</p>	
Resource Requirements <p>Water Safe Tent First Aid Personnel First Aid Kit</p>	
Responsibility <p>Individuals involved SoS Food Working Group First Aid Personnel</p>	
Timing <p>During Conference</p>	
Reporting and Monitoring Required: <p>Incident to be entered in Event Log</p>	
Compiled by: MG	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Exhaustion Priority: Medium	Reference: Kitchen
Impact Summary <ul style="list-style-type: none"> • Health hazard - minor injury risk 	
Proposed Actions <p><i>Prevention:</i> People working in the kitchen will be advised to drink adequate amounts of water and take breaks if they required them.</p> <p><i>Response:</i> If necessary exhausted individuals will be attended to by the First Aid Personnel. They will also be advised to have a rest in the Safe Tent.</p>	
Resource Requirements <p>Water Safe Tent First Aid Personnel First Aid Kit</p>	
Responsibility <p>SoS Food Working Group First Aid Personnel</p>	
Timing <p>Prior to, during and following Conference</p>	
Reporting and Monitoring Required: <p>Incident to be entered in Event Log</p>	
Compiled by: MG	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Equipment Damage Priority: Medium	Reference: Kitchen
Impact Summary <ul style="list-style-type: none"> • Damage to Kitchen Equipment • Damage to reputation of SoS Inc. 	
Proposed Actions <i>Prevention:</i> People preparing food will be adequately trained. <i>Response:</i> Equipment damage will be covered by insurance.	
Resource Requirements Food Preparation Training Course SoS Food Working Group	
Responsibility SoS Food Working Group Insurance Company	
Timing During Conference	
Reporting and Monitoring Required: Incident to be entered in Event Log	
Compiled by: DL & MG Date: 14/04/07	Reviewed by: Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Allergic Reaction to Food Priority: High	Reference: Kitchen
Impact Summary <ul style="list-style-type: none"> • Health hazard - minor injury risk 	
Proposed Actions <p><i>Prevention:</i> On the registration form there will be a section asking attendees about their allergies and special food requirements. Any dishes which may cause an allergic reaction will be signed.</p> <p><i>Response:</i> There will be a first aid kit in the kitchen and First Aid Personnel can be called for if required.</p>	
Resource Requirements <p>Pre-prepared Signs First Aid Kit First Aid Personnel</p>	
Responsibility <p>Individuals involved SoS Food Working Group First Aid Personnel</p>	
Timing <p>Prior to and during Conference</p>	
Reporting and Monitoring Required: <p>Incident to be entered in Event Log</p>	
Compiled by: MG	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Lifting Injury (Sprain) Priority: Medium	Reference: Kitchen
Impact Summary <ul style="list-style-type: none"> • Health hazard - minor injury risk 	
Proposed Actions <i>Prevention:</i> Any heavy lifting to be performed by multiple people. The person in charge of the kitchen will be trained in health and safety and will supervise the other workers. <i>Response:</i> If injury occurs First Aid Personnel will be called for help.	
Resource Requirements First Aid Personnel	
Responsibility SoS Food Working Group First Aid Personnel	
Timing During Conference	
Reporting and Monitoring Required: Incident to be entered in Event Log	
Compiled by: DL & MG Date: 13/04/07	Reviewed by: Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Dropping Heavy Load Injury Priority: Medium	Reference: Kitchen
Impact Summary <ul style="list-style-type: none"> • Health hazard - minor injury risk 	
Proposed Actions <i>Prevention:</i> Any heavy lifting to be performed by multiple people. The person in charge of the kitchen will be trained in health and safety and will supervise the other workers. <i>Response:</i> If injury occurs First Aid Personnel will be called for help.	
Resource Requirements First Aid Personnel	
Responsibility SoS Food Working Group First Aid Personnel	
Timing During Conference	
Reporting and Monitoring Required: Incident to be entered in Event Log	
Compiled by: DL & MG Date: 13/04/07	Reviewed by: Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Fire Priority: Medium	Reference: Kitchen
Impact Summary <ul style="list-style-type: none"> • Health hazard - major injury risk • Potential damage to Murdoch University grounds • Disturbance of Conference proceedings 	
Proposed Actions <i>Prevention:</i> The person in charge of the kitchen will be trained in health and safety and will supervise the other workers, making sure the food is prepared safely. <i>Response:</i> There person in charge of the kitchen will be trained in the use of a fire extinguisher. If there is a fire, the fire extinguisher will be used to put it out. The kitchen area will be evacuated. If the fire cannot be put out immediately a SoS Organising Collective member will call the fire brigade will be called.	
Resource Requirements Fire extinguishers Fire blankets Fire hoses Emergency Evacuation Plan	
Responsibility SoS Organising Collective	
Timing During Conference	
Reporting and Monitoring Required: Intensive monitoring conducted once incident has occurred until it is not necessary SoS Incident Report lodged and filed Murdoch University Incident Report lodged Emergency Services Report lodged (Fire Brigade or Ambulance)	
Compiled by: MG	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: First Aid Resources Overwhelmed Priority: Medium	Reference: Medical Incidents
Impact Summary <ul style="list-style-type: none"> • Health hazard - minor injury risk • Health hazard - major injury risk 	
Proposed Actions <i>Prevention:</i> There will be two First Aid Personnel available on site at all times. <i>Response:</i> If necessary the Murdoch University medical centre will be contacted for support. In the case that this is inadequate emergency services will be called.	
Resource Requirements First Aid Kit First Aid Personnel Murdoch University Medical Centre Emergency Services	
Responsibility First Aid Personnel SoS Organising Collective	
Timing During Conference	
Reporting and Monitoring Required: SoS Incident Report lodged and filed	
Compiled by: MG	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Minor Injury Priority: High	Reference: Medical Incidents		
Impact Summary <ul style="list-style-type: none">• Minor Injury			
Proposed Actions <p><i>Prevention:</i> <i>Response:</i> There will be two First Aid Personnel on site at all times, in the Safe Tent. They will attend to any injuries that occur.</p>			
Resource Requirements <p>First Aid Personnel First Aid Kit</p>			
Responsibility <p>First Aid Personnel</p>			
Timing <p>During Conference</p>			
Reporting and Monitoring Required: <p>Incident to be entered in Event Log</p>			
Compiled by: MG	Date: 13/04/07	Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Major Injury Priority: Medium	Reference: Medical Incidents
Impact Summary <ul style="list-style-type: none"> • Major Injury 	
Proposed Actions <i>Prevention:</i> <i>Response:</i> There will be two First Aid Personnel on site at all times, in the Safe Tent. They will attend to any injuries that occur. If necessary further help will be called for, by mobile phone, either from the Murdoch University Medical Centre or Emergency Services, as appropriate.	
Resource Requirements First Aid Personnel First Aid Kit Murdoch University Medical Centre Emergency Services	
Responsibility First Aid Personnel	
Timing During Conference	
Reporting and Monitoring Required: SoS Incident Report lodged and filed Murdoch University Incident Report lodged, if necessary	
Compiled by: MG	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Crush Injuries Priority: Medium	Reference: Pedestrian Traffic
Impact Summary <ul style="list-style-type: none">• Health hazard - major injury risk	
Proposed Actions <p><i>Prevention:</i> Information will be provided at inaugural morning plenary and in the Conference Handbook about emergency evacuation plans, meeting points and appropriate behaviour in such incidents.</p> <p><i>Response:</i> SoS Organising Collective and Security Personnel will direct and order attendees. First Aid Personnel will treat any injuries that occur. If necessary, an ambulance will be called.</p>	
Resource Requirements <p>Conference Handbook</p>	
Responsibility <p>SoS Organising Collective SoS Security Personnel First Aid Personnel</p>	
Timing <p>Prior to and during Conference</p>	
Reporting and Monitoring Required: <p>Monitoring conducted throughout life of Conference SoS Incident Report lodged and filed Murdoch University Incident Report lodged, if necessary</p>	
Compiled by: BK & DL Date: 12/04/07	Reviewed by: Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Trip, Slip Or Stumble Priority: Medium	Reference: Pedestrian Traffic
Impact Summary <ul style="list-style-type: none"> • Health hazard - minor injury risk 	
Proposed Actions <i>Prevention:</i> All protruding hazards will be marked with fluorescent tape. <i>Response:</i> First Aid Personnel will treat any injuries that occur.	
Resource Requirements First Aid Personnel First Aid Kit	
Responsibility Individuals involved First Aid Personnel	
Timing Prior to, during and following Conference	
Reporting and Monitoring Required: Incident to be entered in Event Log	
Compiled by: MG	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Attendee Reported Lost Priority: High		Reference: Pedestrian Traffic	
Impact Summary <ul style="list-style-type: none"> • Loss of amenity to attendees 			
Proposed Actions <p><i>Prevention:</i> A map will be provided in the Pre-Conference Information Pack and Conference Handbook. Clear signage will be placed around the site. Attendees will be provided with contact details of representatives of the SoS Organising Collective. A buddy system will be arranged to account for all attendees.</p> <p><i>Response:</i> The missing attendee's buddy will be contacted and required to locate the individual. If this is unsuccessful, all attendees are made aware of the missing individual at the next morning plenary.</p>			
Resource Requirements <p>Pre-Conference Information Pack Conference Handbook Adequate signage around campus</p>			
Responsibility <p>SoS Organising Collective Buddy of missing person</p>			
Timing <p>Prior to and during Conference</p>			
Reporting and Monitoring Required: <p>Incident to be entered in Event Log</p>			
Compiled by: MG		Date: 14/04/07	
Reviewed by:		Date: ___/___/___	

Function/Activity: Students of Sustainability Conference 2007

Risk: Trespassing Priority: High	Reference: Pedestrian Traffic
Impact Summary <ul style="list-style-type: none"> • Loss of amenity to attendees • Risk of property theft 	
Proposed Actions <i>Prevention:</i> Security will be present at the camping site during the conference. Each attendee will have an identifying wrist band. <i>Response:</i> Anyone seen in the camping area without an identifying wrist band will be asked to present one. If they do not do so, Security Personnel will escort them out of the area.	
Resource Requirements Identifying Wrist Bands SoS Security Personnel	
Responsibility SoS Security Personnel SoS Organising Collective	
Timing Prior to and during Conference	
Reporting and Monitoring Required: Incident to be entered in Event Log	
Compiled by: MG	Date: 14/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Severe Misconduct Of Organiser Priority: High	Reference: Personnel
Impact Summary <ul style="list-style-type: none"> • Significant extra workload for SoS Organising Collective • Disturbance of Conference proceedings • Damage to reputation of SoS Inc. • Damage to reputation of Murdoch University 	
Proposed Actions <i>Prevention:</i> Responsibilities and behavioural expectations of organisers will be made clear to all member of the SoS Organising Collective prior to the commencement of the Conference. <i>Response:</i> The SoS Organising Collective will be required to contact the erring individual who will be, in turn, expelled from the Conference and their duties reassigned.	
Resource Requirements SoS Organising Collective Event Management Proposal Risk Management Plan	
Responsibility SoS Organising Collective	
Timing Prior to and during Conference	
Reporting and Monitoring Required: Incident to be entered in Event Log SoS Incident Report lodged and filed	
Compiled by: MG	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Organiser No-Show Priority: High	Reference: Personnel
Impact Summary <ul style="list-style-type: none"> • Significant extra workload for SoS Organising Collective • Problem dealt with in a less than desirable manner • Disturbance of Conference proceedings • Damage to reputation of SoS Inc. 	
Proposed Actions <i>Prevention:</i> A buddy system for members of the SoS Organising Collective will be developed prior to the Conference to encourage sustainable work practices and active involvement. <i>Response:</i> Duties will be delegated among other SoS Organising Collective members.	
Resource Requirements Mobile phones	
Responsibility SoS Organising Collective	
Timing Prior to and during Conference	
Reporting and Monitoring Required: Monitoring conducted throughout life of Conference Incident to be entered in Event Log	
Compiled by: BK & DL Date: 15/04/07	Reviewed by: Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Underperformance Of Organiser Priority: Medium	Reference: Personnel
Impact Summary <ul style="list-style-type: none"> • Significant extra workload for SoS Organising Collective • Disturbance of Conference proceedings • Damage to reputation of SoS Inc. 	
Proposed Actions <p><i>Prevention:</i> A buddy system for members of the SoS Organising Collective will be developed prior to the Conference to encourage sustainable work practices and active involvement.</p> <p><i>Response:</i> Discussion with other SoS Organising Collective members will occur if deemed necessary. The individual in question may be rested, extra help arranged, or their responsibilities reassigned.</p>	
Resource Requirements <p>SoS Organising Collective Laminated Contact Lists</p>	
Responsibility <p>SoS Organising Collective Individuals involved</p>	
Timing <p>Prior to and during Conference</p>	
Reporting and Monitoring Required: <p>Incident to be entered in Event Log</p>	
Compiled by: MG	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Presenter No-show Priority: High	Reference: Personnel
Impact Summary <ul style="list-style-type: none"> • Significant extra workload for SoS Organising Collective • Disturbance of Conference proceedings • Damage to reputation of SoS Inc. 	
Proposed Actions <i>Prevention:</i> The SoS Organising Collective will confirm attendance with presenters prior to the Conference. <i>Response:</i> In the event of a presenter no-show, alternative lectures and/or open forums will run in its place. Back-up presenters will be compiled onto a list and contacted if deemed necessary.	
Resource Requirements SoS Organising Collective Laminated Contact Lists	
Responsibility SoS Organising Collective	
Timing Prior to and during Conference	
Reporting and Monitoring Required: Incident to be entered in Event Log	
Compiled by: BK & DL Date: 12/04/07	Reviewed by: Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Insufficient Water Pressure Priority: Medium	Reference: Public Utility		
Impact Summary <ul style="list-style-type: none">• Loss of amenity to attendees• Significant extra workload for SoS Organising Collective			
Proposed Actions <p><i>Prevention:</i> Prior to the Conference, an SoS Organising Collective representative will be required to check the demand of showers in relation to the available water pressure by liaising with Murdoch University Grounds staff.</p> <p><i>Response:</i> If water pressure is insufficient, the showers will be shut down until adequate water pressure is restored. Murdoch University Grounds staff will be contacted to assist in any incident out of the SoS Organising Collective's capabilities.</p>			
Resource Requirements <p>SoS Organising Collective Murdoch University Utilities (electricity, water, gas) Mobile phones Laminated Contact Lists</p>			
Responsibility <p>SoS Organising Collective Murdoch University Grounds staff</p>			
Timing <p>Prior to and during Conference</p>			
Reporting and Monitoring Required: <p>Intensive monitoring conducted once incident has occurred until it is not necessary SoS Incident Report lodged and filed Murdoch University Incident Report lodged</p>			
Compiled by: MG	Date: 13/04/07	Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Burst Water Main Priority: Medium	Reference: Public Utility
Impact Summary <ul style="list-style-type: none"> • Disturbance of Conference proceedings • Potential damage to Murdoch University grounds and/or personal property • Loss of amenity to public, attendees, Murdoch University community, Murdoch University Administration and SoS Organising Collective 	
Proposed Actions <p><i>Prevention:</i> A SoS Organising Collective member will confirm with Murdoch University grounds staff to make sure the water main being used is appropriate and adequate.</p> <p><i>Response:</i> Murdoch University grounds staff and appropriate authorities will be contacted. The area near the burst water main will be evacuated.</p>	
Resource Requirements <p>SoS Organising Collective Murdoch University Utilities (electricity, water, gas) Mobile phones Laminated Contact Lists Emergency Evacuation Plan</p>	
Responsibility <p>SoS Organising Collective</p>	
Timing <p>Prior to, during and following Conference</p>	
Reporting and Monitoring Required: <p>Intensive monitoring conducted once incident has occurred until it is not necessary SoS Incident Report lodged and filed Murdoch University Incident Report lodged Emergency Services Report lodged (Fire Brigade or Ambulance)</p>	
Compiled by: MG	Date: 14/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Gas Leak Priority: Medium	Reference: Public Utility
Impact Summary <ul style="list-style-type: none"> • Disturbance of Conference proceedings • Potential damage to Murdoch University grounds and/or personal property • Risk of fire • Loss of amenity to public, attendees, Murdoch University community, Murdoch University Administration and SoS Organising Collective 	
Proposed Actions <i>Prevention:</i> A SoS Organising Collective member will find out from Murdoch University grounds staff where there is running gas and where leaks could occur. <i>Response:</i> Murdoch University grounds staff and appropriate authorities will be contacted. Area will be evacuated.	
Resource Requirements SoS Organising Collective Murdoch University Utilities (electricity, water, gas) Emergency Evacuation Plan Mobile phones Laminated Contact Lists	
Responsibility SoS Organising Collective	
Timing Prior to, during and following Conference	
Reporting and Monitoring Required: Intensive monitoring conducted once incident has occurred until it is not necessary SoS Incident Report lodged and filed Murdoch University Incident Report lodged Emergency Services Report lodged (Fire Brigade or Ambulance)	
Compiled by: MG	Date: 14/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Power Failure Priority: Medium	Reference: Public Utility
Impact Summary <ul style="list-style-type: none"> • Lack of lighting, if at night. • Loss of amenity to attendees • Disturbance of Conference proceedings • Significant extra workload for SoS Organising Collective • Health hazard - minor injury risk 	
Proposed Actions <p><i>Prevention:</i> A SoS Organising Collective member will find out from Murdoch University grounds staff what the maximum rated output of any power points being used is. During the Conference the SoS Organising Collective will monitor these to make sure they power used does not exceed the maximum rating.</p> <p><i>Response:</i> Information will be provided in Pre-Conference Information Pack and Conference Handbook advising campers to bring flashlights. If a power failure occurs at night, SoS Organising Collective members with flashlights will assist campers. If lectures are affected by a power failure they will be delayed or rescheduled, where possible.</p>	
Resource Requirements <p>SoS Organising Collective Murdoch University Utilities (electricity, water, gas) Pre-Conference Information Pack Conference Handbook Laminated Contact Lists Flashlights Batteries</p>	
Responsibility <p>SoS Organising Collective</p>	
Timing <p>During Conference</p>	
Reporting and Monitoring Required: <p>Monitoring conducted during respective time of event at Conference Incident to be entered in Event Log</p>	
Compiled by: MG	Date: 14/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Communications Failure Priority: Medium	Reference: Technical
Impact Summary <ul style="list-style-type: none"> • Delays/difficulties in dealing with problems • Difficulties in contacting organisers • Significant extra workload for SoS Organising Collective 	
Proposed Actions <i>Prevention:</i> The SoS Organising Collective will organise to have backup communications equipment on site (battery chargers, mobile phone contact list). <i>Response:</i> Persons are required to report to Safe Tent if personal communication unit is likely to fail or has failed. Back-up unit is supplied.	
Resource Requirements Mobile phones Contact sheet Mobile charger point in Safe Tent Back-up mobile phone in Safe Tent	
Responsibility SoS Organising Collective SoS Security Personnel	
Timing During Conference	
Reporting and Monitoring Required: Monitoring conducted throughout life of Conference	
Compiled by: DL & MG Date: 22/04/07	Reviewed by: Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Accident Involving One Automobile Priority: Medium	Reference: Vehicular Traffic
Impact Summary <ul style="list-style-type: none"> • Potential damage to Murdoch University grounds and/or personal property • Loss of amenity to individuals • Health hazard - minor injury risk 	
Proposed Actions <p><i>Prevention:</i> A detailed plan of Murdoch University, car routes and regulations will be provided in Pre-Conference Information Pack and Conference Handbook available to attendees, suppliers and third party representatives. SoS Organising Collective members will direct supplier vehicles around campus during bump-in and bump-out.</p> <p><i>Response:</i> Any damage to Murdoch University property will be covered by SoS Public Liability Insurance.</p>	
Resource Requirements <p>Pre-Conference Information Pack Conference Handbook SoS Organising Collective Site Plan Supplier Representative</p>	
Responsibility <p>SoS Inc. SoS Organising Collective Individuals involved Insurance Company</p>	
Timing <p>Prior to, during and following Conference</p>	
Reporting and Monitoring Required: <p>Monitoring prior to, during and following Conference SoS Incident Report lodged and filed Murdoch University Incident Report lodged, if necessary</p>	
Compiled by: BK	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Accident Involving More Than One Automobile Priority: High	Reference: Vehicular Traffic
Impact Summary <ul style="list-style-type: none"> ● Potential damage to Murdoch University grounds and/or personal property ● Significant extra workload for SoS Organising Collective ● Damage to reputation of Murdoch University and SoS Inc. ● Loss of amenity to individuals ● Health hazard - major injury risk ● Potential police and/or ambulance involvement ● Disturbance of Conference proceedings 	
Proposed Actions <p><i>Prevention:</i> A detailed plan of Murdoch University, car routes and regulations will be provided in Pre-Conference Information Pack and Conference Handbook. SoS Organising Collective members will direct supplier vehicles around campus during bump-in and bump-out.</p> <p><i>Response:</i> Any damage to Murdoch University property will be covered by SoS Liability Insurance. An SoS Organising Collective representative will remain at the scene until the incident is resolved. If necessary, respective Emergency Services will be contacted.</p>	
Resource Requirements <p>Pre-Conference Information Pack Conference Handbook SoS Organising Collective Site Plan Laminated Contact Lists Fire extinguishers Supplier Representative</p>	
Responsibility <p>SoS Inc. SoS Organising Collective SoS Security Personnel First Aid Personnel SoS Grievance Body Representative Insurance Company</p>	
Timing <p>Prior to, during and following Conference</p>	
Reporting and Monitoring Required: <p>Monitoring prior to, during and following Conference Intensive monitoring conducted once incident has occurred until it is not necessary SoS Incident Report lodged and filed Murdoch University Incident Report lodged Emergency Services Report lodged (Fire Brigade or Ambulance)</p>	
Compiled by: BK	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Accident Involving Personal Injury
Priority: Medium

Reference: Vehicular Traffic

Impact Summary

- Health hazard - major injury risk
- Potential police and/or ambulance involvement
- Loss of amenity to individuals
- Significant extra workload for SoS Organising Collective
- Damage to reputation of Murdoch University and SoS Inc.
- Potential damage to Murdoch University grounds and/or personal property

Proposed Actions

Prevention: A detailed plan of Murdoch University, car routes and regulations will be provided in Pre-Conference Information Pack and Conference Handbook. SoS Organising Collective members will direct supplier vehicles around campus during bump-in and bump-out.

Response: Any personal injury will be covered by SoS Liability Insurance. An SoS Organising Collective representative will remain at the scene until the incident is resolved. First Aid and SoS Security will be contacted to resolve any minor incident or minor injury. An SoS Grievance Body representative will be available to support any casualties. If necessary, respective Emergency Services will be contacted.

Resource Requirements

Pre-Conference Information Pack
Conference Handbook
SoS Organising Collective
Site Plan
Laminated Contact Lists
Fire extinguishers
Supplier Representative

Responsibility

SoS Inc.
SoS Organising Collective
SoS Security Personnel
First Aid Personnel
SoS Grievance Body Representative
Insurance Company

Timing

Prior to, during and following Conference

Reporting and Monitoring Required:

Monitoring prior to, during and following Conference
Intensive monitoring conducted once incident has occurred until it is not necessary
Incident to be entered in Event Log
SoS Incident Report lodged and filed
Murdoch University Incident Report lodged
Emergency Services Report lodged (Fire Brigade or Ambulance)

Compiled by: BK	Date: 13/04/07	Reviewed by:	Date: ___/___/___
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Function/Activity: Students of Sustainability Conference 2007

Risk: Speeding Priority: High	Reference: Vehicular Traffic
Impact Summary <ul style="list-style-type: none"> • Health hazard - minor injury risk • Potential damage to Murdoch University grounds 	
Proposed Actions <p><i>Prevention:</i> A detailed plan of Murdoch University, car routes and regulations will be provided in Pre-Conference Information Pack and Conference Handbook available to attendees, suppliers and third party representatives.</p> <p>SoS Organising Collective members will direct supplier vehicles around campus during bump-in and bump-out. Suppliers will be made aware of 5km/h speed limit on Murdoch University grounds.</p> <p><i>Response:</i> The individual violating Murdoch University speeding regulations will be liable for any damage to Murdoch University property. First Aid Personnel and an SoS Grievance Body representative will be available to treat and support any person suffering an injury.</p>	
Resource Requirements <p>Pre-Conference Information Pack Conference Handbook SoS Organising Collective Site Plan Supplier Representative</p>	
Responsibility <p>Individuals involved SoS Security Personnel Murdoch University Security Personnel</p>	
Timing <p>Prior to, during and following Conference</p>	
Reporting and Monitoring Required: <p>Monitoring prior to, during and following Conference Incident to be entered in Event Log</p>	
Compiled by: BK	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Parking Against Regulations Priority: Medium	Reference: Vehicular Traffic
Impact Summary <ul style="list-style-type: none"> • Loss of amenity to Murdoch University community and public 	
Proposed Actions <p><i>Prevention:</i> A detailed plan of Murdoch University parking areas, car routes and regulations will be provided in Pre-Conference Information Pack and Conference Handbook available to attendees, suppliers and third party representatives.</p> <p>SoS Organising Collective members will direct supplier vehicles around campus during bump-in and bump-out. An SoS Organising Collective member will monitor suppliers and report all parking against regulations.</p> <p><i>Response:</i> Any vehicles parking in contrary to regulations will be asked to move immediately. Murdoch University Security will be contacted in regards to any continued infringement.</p>	
Resource Requirements <p>Pre-Conference Information Pack Conference Handbook SoS Organising Collective Site Plan Supplier Representative</p>	
Responsibility <p>SoS Organising Collective Individuals involved SoS Security Personnel Murdoch University Security Personnel</p>	
Timing <p>Prior to, during and following Conference</p>	
Reporting and Monitoring Required: <p>Monitoring prior to, during and following Conference Incident to be entered in Event Log</p>	
Compiled by: BK	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Insufficient Parking Priority: Low	Reference: Vehicular Traffic
Impact Summary <ul style="list-style-type: none"> • Loss of amenity to Murdoch University community and public • Disturbance of Conference proceedings 	
Proposed Actions <p><i>Prevention:</i> A detailed plan of Murdoch University parking areas will be provided in Pre-Conference Information Pack and Conference Handbook available to attendees, suppliers and third party representatives.</p> <p>Parking will be monitored by an SoS Organising Collective representative if insufficient parking seems likely.</p> <p><i>Response:</i> Attendees seeking additional parking will be directed to campus parking area further afield. In the case of insufficient parking on campus, the SoS Organising Collective will direct cars off site.</p>	
Resource Requirements <p>Pre-Conference Information Pack Conference Handbook SoS Organising Collective Site Plan</p>	
Responsibility <p>Individuals involved SoS Security Personnel Murdoch University Security Personnel</p>	
Timing <p>Prior to, during and following Conference</p>	
Reporting and Monitoring Required: <p>Monitoring prior to, during and following Conference Incident to be entered in Event Log</p>	
Compiled by: BK	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Accident Involving A Bicycle Priority: High	Reference: Vehicular Traffic
Impact Summary <ul style="list-style-type: none"> • Health hazard - minor injury risk • Loss of amenity to attendees 	
Proposed Actions <p><i>Prevention:</i> Information will be posted on the SoS webpage prior to the Conference as well as being provided in the Pre-Conference Information Pack and the Conference Handbook. It will advise attendees that a small number of bicycles will be available and outline non-negotiable precautionary measures, such as helmets and safe-riding practices</p> <p><i>Response:</i> First Aid Personnel will assist in case of personal injury. The SoS Grievance Body representative will support any casualties. If necessary, Emergency Services will be contacted.</p>	
Resource Requirements <p>Pre-Conference Information Pack Conference Handbook SoS Organising Collective Laminated Contact Lists Site Plan First Aid Personnel First Aid Kit</p>	
Responsibility <p>Individuals involved SoS Organising Collective First Aid Personnel</p>	
Timing <p>Prior to, during and following Conference</p>	
Reporting and Monitoring Required: <p>Incident to be entered in Event Log SoS Incident Report lodged and filed Murdoch University Incident Report lodged, if necessary</p>	
Compiled by: BK	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Accident Involving Multiple Bicycles Priority: Medium	Reference: Vehicular Traffic
Impact Summary <ul style="list-style-type: none"> • Health hazard - major injury risk • Loss of amenity to attendees • Significant extra workload for SoS Organising Collective 	
Proposed Actions <p><i>Prevention:</i> Information will be posted on the SoS webpage prior to the Conference as well as being provided in the Pre-Conference Information Pack and the Conference Handbook. It will advise attendees that a small number of bicycles will be available and outline non-negotiable precautionary measures, such as helmets and safe riding practices.</p> <p><i>Response:</i> First Aid Personnel will assist in the case of minor personal injury. An SoS Grievance Body representative will support any casualties. If necessary, Emergency Services will be contacted.</p>	
Resource Requirements <p>Pre-Conference Information Pack Conference Handbook SoS Organising Collective Laminated Contact Lists Site Plan First Aid Personnel First Aid Kit</p>	
Responsibility <p>Individuals involved SoS Organising Collective First Aid Personnel Emergency Services</p>	
Timing <p>Prior to, during and following Conference</p>	
Reporting and Monitoring Required: <p>Incident to be entered in Event Log Murdoch University Incident Report lodged, if necessary</p>	
Compiled by: BK	Date: 13/04/07
Reviewed by:	Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Hailstones Priority: Medium	Reference: Weather
Impact Summary <ul style="list-style-type: none"> • Health hazard - minor injury risk • Potential damage to personal property • Significant extra workload for SoS Organising Collective • Disturbance of Conference proceedings 	
Proposed Actions <p><i>Prevention:</i> Information will be posted on the SoS webpage prior to the Conference as well as being provided in the Pre-Conference Information Pack and the Conference Handbook. It will outline the likelihood of hailstones and appropriate responses to such an incident.</p> <p><i>Response:</i> Attendees in the camping area will be evacuated to the Sports Centre as per the Extreme Weather Evacuation Plan. Attendees in lecture theatres will remain seated until storm subsides. First Aid will be available to attendees who have received any minor injury. An SoS Grievance Body representative will be available to support any casualties. Emergency Services will be contacted in the case of fire, major physical injury or major damage to personal or Murdoch University property.</p>	
Resource Requirements <p>SoS Organising Collective Pre-Conference Information Pack Conference Handbook Personal effects First Aid Personnel First Aid Kit Laminated Contact Lists Itinerary Extreme Weather Evacuation Plan</p>	
Responsibility <p>SoS Organising Collective Individuals involved SoS Security Personnel First Aid Personnel Emergency Services</p>	
Timing <p>Prior to and during Conference</p>	
Reporting and Monitoring Required: <p>Monitoring conducted throughout life of Conference Incident to be entered in Event Log SoS Incident Report lodged and filed Murdoch University Incident Report lodged, if necessary Emergency Services Report lodged (Fire Brigade or Ambulance)</p>	
Compiled by: BK & DL Date: 12/04/07	Reviewed by: _____ Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Lightning Strike

Reference: Weather

Priority: Medium

Impact Summary

- Health hazard - major injury risk
- Health hazard - fatality
- Potential damage to personal property
- Significant extra workload for SoS Organising Collective
- Disturbance of Conference proceedings
- Risk of fire
- Potential ambulance involvement

Proposed Actions

Prevention: Information will be posted on the SoS webpage prior to the Conference as well as being provided in the Pre-Conference Information Pack and the Conference Handbook. It will outline the likelihood of a lightning strike and appropriate responses to such an incident. Any thunder noted within 5 seconds following associated lightning will cause the SoS Organising Collective to enact the Extreme Weather Evacuation Plan.

Response: Attendees in the camping area will be evacuated to the Sports Centre as per the Extreme Weather Evacuation Plan. Attendees in lecture theatres will remain seated until storm subsides. First Aid will be available to attendees who have received any minor injury. An SoS Grievance Body representative will be available to support any casualties. Emergency Services will be contacted in the case of fire, major physical injury or major damage to personal or Murdoch University property.

Resource Requirements

SoS Organising Collective
Pre-Conference Information Pack
Conference Handbook
Personal effects
First Aid Personnel
First Aid Kit
Laminated Contact Lists
Itinerary
Fire extinguishers
Fire blankets
Fire hoses
Extreme Weather Evacuation Plan

Responsibility

SoS Organising Collective
Individuals involved
SoS Security Personnel
First Aid Personnel
Emergency Services

Timing

Prior to and during Conference

Reporting and Monitoring Required:

Monitoring conducted throughout life of Conference

Incident to be entered in Event Log

SoS Incident Report lodged and filed

Murdoch University Incident Report lodged, if necessary

Emergency Services Report lodged (Fire Brigade or Ambulance)

Compiled by: BK & DL **Date:** 13/04/07

Reviewed by:

Date: ___/___/___

Function/Activity: Students of Sustainability Conference 2007

Risk: Lack Of Warmth Priority: High	Reference: Weather
Impact Summary <ul style="list-style-type: none"> • Loss of amenity to attendees 	
Proposed Actions <p><i>Prevention:</i> Information will be posted on the SoS webpage prior to the Conference as well as being provided in the Pre-Conference Information Pack and the Conference Handbook. It will outline the weather conditions expected at the time of the Conference. Attendees will be advised to bring adequate clothing.</p> <p><i>Response:</i> In such an event, the SoS Organising Collective will advise any affected attendee to seek warmth in the Safe Tent. First Aid Personnel and an SoS Grievance Body Representative will assist any attendee experiencing continued discomfort.</p>	
Resource Requirements <p>SoS Organising Collective Pre-Conference Information Pack Conference Handbook Personal effects First Aid Personnel First Aid Kit</p>	
Responsibility <p>SoS Organising Collective Individuals involved First Aid Personnel</p>	
Timing <p>Prior to and during Conference</p>	
Reporting and Monitoring Required: <p>Monitoring conducted throughout life of Conference</p>	
Compiled by: BK & DL Date: 13/04/07	Reviewed by: Date: ___/___/___

