

RISK MANAGEMENT

At Bond, student safety is a top priority both on and off campus. Risk mitigation is the responsibility of all persons on campus to ensure the health and safety of our peers and guests.

Students who are hosting or organising events on a club level, academic level or even personally, are all required to comply with Bond's Workplace Health & Safety standards.

A [Risk Management Plan](#) (RMP) is essential for all events posing a level of risk or hosting a larger patronage of attendees. MOST student events held both on and off campus will require an RMP unless they are very minor or very simple activities.

Each RMP will nominate both the persons completing the form as well as those responsible for controlling the identified risk. ALL of these persons should read and sign the document on the understanding that they may be legally bound to the information that is provided.

The RMP form is comprised of two sections:

- **Event information and scope** – these sections cover all the event detail that would be required by each stakeholder and provides an opportunity for disclosure of all information relating to the event. After completing these sections, the reader should have a thorough and complete understanding of the entire synopsis of the event from the early planning stage through to the post event analysis. Your aim for this portion is to allay any questions regarding the event that may be pertinent.
- **Risk Identification and Management** – this section is completed secondly to the first and steps the organisers through the process of understanding potential risks; identifying those risks relevant to their event; assessing the severity and consequence of each risk; and planning and implementing controls which will reduce or prevent each identified risk

Review and Approval

Once completed, your form will then be submitted for approval by the relevant authority. The size and level of risk surrounding your event will determine this. High risk events may require approval at an executive level.

A minimum of two weeks is required for the approval process BUT to expedite and procedural changes, it is advantageous to submit as early as possible in the organisational stage.

Importance and Relevance

A Risk Management Plan is your promise that you and your fellow organisers will practice 'due diligence' in keeping your guests and yourselves safe for the duration of your event including arriving and departing.

The information you provide and the risk controls that are implemented should be 100% valid and applicable. In the unfortunate case of an 'incident' at your event, this document is your proof of duty of care and may be called upon in legal proceedings.

As a result, ALL persons completing the form, for and on behalf of other organisers and nominated risk control responders should be read, sign and be satisfied that the information is true and correct on their behalf

Completing the form – hints and tips

- Take a minute before you start to think about what the risks may be from a University perspective relevant to student and attendee health and safety.
- Read the document thoroughly, take your time. It is better to do it properly once than to be asked to re-do it numerous times until an acceptable standard is reached.
- Complete the document 'in your own words'. Be succinct. Be practical. Be thorough. Use dot points if you prefer
- Remember to consider the prevention and not the response to the risk (eg. "call ambulance" is a *response* and is not considered to be a risk control)
- Don't include illogical or irrelevant risks (eg. earthquake, killer bee attack, ceiling collapse)
- Complete the document with your group if possible.
- Check the document once completed. Does it make sense?
"To prevent the risk of we will implement the following controls"
- Once you have finished, have your fellow organisers read and sign that they agree and understand.

Where can I find the form

The Risk Management form for Student Events is available on the [Bond website](#) and also in the shared drive club folders and Student Events Sharepoint Site.

Alternatively, contact Students Events (below) and a copy of the form can be easily emailed.

For more information contact the Student Events Office on 5595 1211