



Risk Management and Welfare Policy

This policy was passed by the 2019 GUMS Executive Committee at a Full Executive Committee Meeting on 11 November 2018.

1.0 - Introduction and General Principles

Griffith University Medicine Society (GUMS) places the safety of its members first. This policy has been developed to ensure that GUMS undertakes appropriate risk management procedures to ensure safety and to outline potential disciplinary action for individuals who breach the expected standard of conduct at GUMS events.

This policy applies to the GUMS Executive and Management Teams, GUMS Members and all other individuals who attend and/or participate in GUMS events.

Members of the GUMS Executive Team must also be familiar with and abide by the *GUMS Executive Standard of Conduct*.

2.0 - Event Planning and Risk Assessment

To ensure the success of, and safety at, events, adequate event planning is essential. This includes (but is not limited to) all academic, wellbeing and social events, both on-campus and off-campus.

Documentation

This below mentioned documentation must be submitted to the Vice President a minimum of 3 weeks before an event for approval. If the event is a ticketed event, this must be a minimum of 1 week prior to the commencement of ticket sales (this includes pre-sale tickets). This is the **minimum** acceptable time period, unless otherwise approved by the core-executive. Events should be planned at least 2 months in advance.

GUMS Event Planning Template (see Appendix A): The template must be used for the planning of all events by all Portfolio Officers and Executive Members. The completed event planning template must be submitted to the Vice President for approval, on behalf of the core-executive.

GUMS Risk Assessment Template (see Appendix B): A formal and thorough risk assessment for each event must be conducted by the Portfolio Officer or Executive Member, using the GUMS Risk Assessment Template and submitted to the the overseeing Vice President for approval. The Portfolio Officer, Vice President and President will assess the level of risk involved and determine the need for additional precautions, as discussed below. Additional precautions include (but are not limited to) providing Welfare Officers at events or requiring attendees to agree to specific terms and conditions pertaining to the event.

GUMS Post-Event Report (see Appendix C): Following the conclusion of an event, the organising Portfolio Officer or Executive Member must complete and submit the GUMS Post-Event Report to the Vice President, Treasurer and Secretary within one month of the completion of the event.



On-campus events

Events held on the Gold Coast Campus must be submitted to the Student Guild via OrgSync via the relevant Portfolio Officer or Secretary. This is important to ensure that the event is appropriately insured. This includes submitting a risk assessment.

Events held at the Sunshine Coast campus should follow similar procedures as well, as advised by the Student Guild equivalent body for the Sunshine Coast Coast campus.

Food Safety

If food is to be served or prepared at the event, the individuals serving food must hold appropriate and current food safety certificates. This must be submitted to the Secretary via email or via Slack prior to the event.

Individuals responsible for organising the event and individuals preparing food must take appropriate measures to ensure food is prepared and stored in a safe and hygienic manner.

Alcohol at on-campus events

If alcohol is to be provided at an on-campus event, the person responsible for the event must submit an application to Griffith University campus life prior. Individuals serving alcohol on behalf of GUMS must abide by the conditions of this application and by all State and Commonwealth Laws. This application can be found here:

https://www.griffith.edu.au/_data/assets/pdf_file/0013/140116/liquor-onsite.pdf

The University requires that where alcohol is provided to patrons it is done so in a responsible manner. It is therefore a requirement that where alcoholic drinks are served, patrons are also provided with low and non-alcoholic drink options, water and food items.

3.0 - Welfare

Alcohol should be consumed in a responsible manner by attendees at GUMS events in accordance with NHMRC guidelines, and GUMS should help uphold the safety of members by providing Welfare Officers at events.

General

1. At GUMS events where alcohol is being served, the core executive will determine the need for Welfare Officers to be present.
2. If it is decided that Welfare Officers are required, there must be 1 Welfare Officer for every 50 alcohol drinkers.
3. Welfare Officers are selected by the Portfolio Officer organising the event, the overseeing Vice President and the President.
4. Welfare Officers will be chosen from the GUMS Executive Committee on a rotational basis; volunteer officers from outside of the Executive are also welcome.



5. Welfare Officers may be offered subsidy for the ticket price of the event at the discretion of the Treasurer and Core Executive in accordance with the *GUMS Reimbursement Policy*. Failure to appropriately undertake Welfare Officer duties will result in refusal of this subsidy.
6. Welfare Officers must have up to date First Aid Training, and where possible, Mental Health First Aid Training.
7. GUMS events must have a defined starting and finishing time.

Roles of Welfare Officers

1. To provide support to all event attendees including those who may be adversely affected by alcohol.
2. To identify attendees that may pose potential harm or threat to themselves or others, and to act according to what they deem fit to eliminate any such harm or threat.
3. To provide guidance and support to attendees who are distressed in anyway, and direct them to appropriate care.

Responsibilities of Welfare Officers

1. Ideally Welfare Officers should not consume alcohol before or at the event while on duty. It is permissible for Welfare Officers to consume alcohol, but this must be at an acceptable level which does not interfere with their ability to carry out their responsibilities and does not impair their judgment and decision making capacity. Eg. If need to accompany someone or drive someone to the hospital for example, they must be legally be allowed to drive (BAC <0.05)
2. Welfare Officers will be on duty from the designated commencement time of the event until midnight, or until the event finishes if it is earlier.
3. Welfare Officers must remain contactable throughout the night whilst on duty i.e. ensure presence of a functional mobile phone
4. If the Welfare Officer is unsure of what to do in situation they should immediately alert senior Welfare Officer and/or Event Organiser. If a senior Welfare Officer or Event Organiser are not contactable, the Officer should contact Event Security or the Queensland Police or Queensland Ambulance Service as appropriate.

Limits of the role of Welfare Officers

1. Welfare Officers should not at any time place themselves in a situation which they believe to be dangerous or carry a risk of harm to themselves or others.
2. Welfare Officers, volunteers and GUMS **will not be held responsible** for anything that happens to attendees at GUMS events.

Disclaimer

The portfolio officer, the overseeing Vice President and the President will consider the risk assessment of an event and determine the need for guests to sign a disclaimer prior to attending. Below is a template of a disclaimer to be used for Social Events. This may be modified for each event.

I have read and agree to the terms of the GUMS *Risk Management and Welfare Policy*.



I agree that by attending this GUMS event, I am responsible for my own actions at all times. I agree to act lawfully at all times and I agree to treat other guests, volunteers, welfare officers, venue staff and the public with respect at all times.

I agree to indemnify and hold harmless GUMS and any individual staff, welfare officer or voluntary leaders against all claims arising out of any injuries to myself. I understand that if as a result of my conduct GUMS is fined or is required to pay any additional costs, I will be personally required to cover these costs in their entirety.

I understand that GUMS will not tolerate anti-social and harassing behaviour and that breaches of this will be managed firmly. I understand that failure to act in an appropriate manner may result in consequences including removal from an event, a ban from future events and/or Queensland Police or Griffith University involvement. I understand that no refund or financial reimbursement will be applied in these circumstances. Sanctions will be applied in accordance with the Behaviour Matrix in the *GUMS Risk Management and Welfare Policy*. Termination of membership will be managed by the processes outlined in the GUMS Constitution.

I authorise the GUMS executive team or welfare officers on duty at events to arrange for me to receive first aid or medical treatment as they deem necessary at any time during the event. I further authorise the use of medical transport and/or anaesthetic by a qualified medical practitioner if in his/her judgment it is necessary. I accept responsibility for timely payment of all expenses associated with such treatment.

I understand that in the event of an emergency, I may be transported in a privately owned vehicle driven by a staff member or voluntary leader should emergency services be uncontactable, at my own expense.

I understand that I may be refused entry or asked to leave, at my expense, if I misbehave or engage in behaviour which poses a danger to myself or others during the event, at my own arrangement.

I confirm that I have provided all information regarding my allergies, current medications, current medical conditions and any significant medical history. I understand that I am responsible for bringing my required medications and ensuring that they are accessible for the duration of the event.

Alcohol

1. GUMS will not use alcohol as a primary or major means of advertising and promoting an event. It is permissible to advertise what beverage packages or products will be included or available, but no further promotion is to be made.
2. Reasonable quantities of food as well as water and non-alcoholic beverages will be available at any event where alcohol is provided. In accordance with Queensland Legislation, water must be provided for free at every event where alcohol is present even when it is BYO.
3. Where possible, Alcoholic beverages should be provided in quantities which enable standard drinks to be easily calculated, so attendees can monitor their alcohol intake.



Illicit Substances

1. GUMS does not condone the use of illicit substances.

First Aid

1. Appropriate First Aid should be present at all events in which alcohol is being served.

4.0 - Behaviour

GUMS is committed to providing events where all attendees feel safe and welcome.

Anti-social and harassing behaviour will not be tolerated and will be managed firmly. This will result in a meeting with members of the GUMS executive. Consequences may include removal from an event, a ban from attending future events and/or Queensland Police involvement.

Individuals at GUMS events are responsible for their own actions at all times. Welfare officers, volunteers and GUMS **will not be held responsible** for the behaviour of GUMS members or individuals attending GUMS event.

Sanctions will be applied in accordance with the below behaviour matrix. Termination of membership will be managed by the processes outlined in the GUMS Constitution (Rules 5.4, 5.5 & 5.6).

Behaviour Matrix

	Warning from GUMS Executive	One-year ban from GUMS Events	Lifetime ban from all GUMS Events
Physical/Sexual Assault			1
Possession/Use/Distribution of Illicit Substances			1
Drink Spiking			1
Theft		1	2
Harassment (including name-calling, unwanted attention, offensive remarks)		1	2
Aggressive/Intimidating behaviour		1	2
Wilful Destruction of Property		1	2
Accidental Destruction of Property	1	2	3
Rude/Disrespectful to other attendees, volunteers, venue staff, public	1	2	3

1/2/3 = instances of behaviour on separate occasions or at separate events



Appendix A - GUMS Event Planning Template

Please see the template on the GUMS Google Drive for the most updated version.

Event Name:			
Date and time (indicate if provisional):			
Location (indicate if provisional):			
Description text for Facebook event:			
Theme and any requests for Marketing:			
Person in charge:			
Core Exec Overseer (Pres/VP):			
Estimate Budget (Treasurer to complete):			
Sponsors Allocated (Sponsorship Officer to complete):			
Date for Publication (Engagement Officer to complete):			
Links for tickets if applicable			
Task	Person Responsible for task	Date to be completed (input actual dates)	Date Completed
Confirm date suitability with Pres/VPE/VPI.		ASAP	
Contact Treasurer about budget (and ticket prices if required), PRIOR to expenditures. Seek help if you aren't sure how to negotiate for prices for large expenditures		8 weeks before	
Complete a Risk Assessment and submit to the Secretary and Vice President . For on campus events, the Secretary will submit this and the event to the Student Guild.		6-8 weeks before.	

Venue: If on campus, contact Pres/VP to book through guild If off campus, get at least two quotes for suitable venues, an work with treasurer as needed		6-8 weeks before	
Contact Sponsorship with date and overview of event to organise sponsors		4 weeks before	
Contact Engagement with brief overview, ticket prices & links, date, time and venue. For some events with lots of promotion/posts (socials, formative OSCEs) create a social media plan with Engagement . Must include 1) description text for the event page and 2) Sponsors/Sponsor logos to be included and where Engagement and IT to work together to set up Shopify icon.		4 weeks before event (6 weeks if ticketed event)	
Engagement Officer to create event and make posts, considering the social media policy. Consider using scheduled posts so not missed.		4-6 weeks before event, ongoing	
For academic/wellbeing events- contact Merchandise if may be able to sell items at the event		2 weeks before	
Things to consider when organising your event: see list below			
Send run sheet to Pres/VP, Secretary, Sponsorship and any volunteers		1 week before	
Ensure you have all equipment, required volunteers, venue, catering, etc.		1 week before event	
Confirm speaker, and other details		1 week before event	
Send an email thanking your volunteers and speaker		Within 1 week after the event	
Submit a post-event report to Pres/VP, Secretary & Treasurer , using the template below		Within 1 month after the event	



Things to consider when organising an event

- What is your main objective or goal? How does your event achieve this? Is there is a better way to do it?
- Picking a date
 - Get help from Pres/VP for this. Needs to consider
 - other GUMS events
 - School events, exams, CLEIMS, holidays, study weeks, GUMSAA (interview)
 - Other society events (consult Pres/VP for inter-society calendar)
 - External society events including AMSA, AMAQ, Student Guild
 - Target audience (e.g. clinical years can't do during the day or early arvo, does this line up with days pre-clin students are on campus).
- Venue
 - Does it meet the needs?
 - Is it big enough?
 - Does it fit your budget (this will likely be your main expenditure!)
- Team
 - Recruit help for both organisation, set up, the actual event, and clean up.
- Speaker or entertainment
- Catering
 - Will you cater or organise an external cater (if budget permits)?
 - If you are catering- consider the workload, cost, the volunteers needed. Remember you may need: plates, napkins, cutlery, cooking utensils and sprays, sauces or condiments, serving platters and utensils, paper towels, eskies for food transport
- Transport
- Decorations, including centrepieces
- Photography, ideally some high quality photos at every event. Consider professional photography for social events (speak to Sponsorship for potential sponsors).



Appendix B - GUMS Risk Assessment Template

Please see the template on the GUMS Google Drive for the most updated version.

Event Name	
Event Date	
Event Location/s	

The following risk management plan has been developed utilising the steps outlined below.

- Risk identification
- Risk analysis and evaluation of existing controls
- Likelihood of risk occurring
- Consequence rating
- Level of risk and risk priority (risk rating)
- Risk treatment plan

The Hierarchy of Control

1. Elimination – Remove the hazard
2. Substitution – Replace the activity, material or equipment with a less hazard one
3. Isolation – Isolate the hazard from the person at risk. Eg barriers to shield
4. Engineering – Design equipment to counteract hazard
5. Administrative controls- Implementing procedures, training
6. Personal Protective Equipment (PPE) – Wear appropriate protective equipment

Practicable – Consider

The following must be considered in the priority of order of number 1-4

1. Severity of hazard or risk
2. Knowledge of hazard or risk and ways of removing it
3. Availability and suitability of ways to remove or mitigate risk
4. Cost of removing or mitigating hazard or risk

Risk Matrix

Consequence/ Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Low	Medium	High	High	Extreme
Likely	Low	Medium	Medium	High	High
Possible	Low	Low	Medium	Medium	High
Unlikely	Low	Low	Low	Medium	Medium
Rare	Low	Low	Low	Low	Medium

Prioritising Risks

Risk Score	What should I do?
------------	-------------------



Extreme	Immediate Action Required
High	Action Plan Required. Attention of staff
Medium	Specific Monitoring or procedures required, management responsibility must be specified
Low	Manage through routine procedures. Unlikely to need specific application or resources

Hazard	Risk	Risk Rating	Risk Control	Responsibility	Risk Rating (after control)



Appendix C - GUMS Post Event Report

Please see the template on the GUMS Google Drive for the most updated version.

Event	
Date	
Location	
Expected Attendance	
Actual Attendance	

Advertising:

What Advertising was completed? (FB, Website, Posters, Verbal @ lectures)
How long was the advertising campaign?

Treasury:

What was your budget?
What was the total cost of the event?
Have all relevant receipts been submitted to Xero?

Sponsorship:

Were the relevant sponsors included in the event as per the contracts?
What is the feedback from the sponsors?

Incidents:

Did an incident occur?
What happened? Why did this happen? How can the risk be minimised?

Feedback:

Did the event run well? (yes/no) Why do you think this is?
How can this event be improved in the future?

Contacts:

Who were the contacts from the event?

Volunteers:

List the names of those who volunteered at event