



Risk Management and Welfare By-Law

Griffith University Medicine Society Incorporated

Accepted by a vote of members at an Executive Committee Meeting on 8 February 2020.

Preamble

Griffith University Medicine Society (GUMS) is the peak representative body for Griffith medical students. It is a student society that strives to enrich all aspects of the lives of post graduates involved in the study of the science of medicine. This is an internal governance document, which provides an outline for the expectations of members and volunteers in relation to minimising risks at GUMS events. This By-Law is accepted as a by-law under the GUMS Constitution, Section 10. Where there is perceived inconsistency with the GUMS Constitution, the Constitution will be held as the guiding document. The GUMS Executive has the right to interpret and apply this By-Law.

Definitions

In this document:

Executive refers to the group of individuals who are elected annually to the GUMS Executive Committee. This group carries the full responsibilities and powers as outlined in this document.

Management Committee refers to the group of individuals who form the GUMS Management Committee, who are either elected or appointed annually.

Members refers to any person who holds a valid membership of GUMS, as specified in the GUMS Constitution.

Senior Welfare Officer refers to any individual who undertakes the role of Senior Welfare Officer at a GUMS Event as specified by this By-Law.

Volunteer refers to any person who takes part in activities that are organised by, or associated with, the Griffith University Medicine Society Incorporated. This includes the Executive Committee, Management Committee, Subcommittee Members and Non-Members.

Welfare Officer refers to any individual who undertakes the role of Welfare Officer at a GUMS Event as specified by this By-Law.

Policy

1. **Introduction and General Principles**



- 1.1. Griffith University Medicine Society (GUMS) places the safety of its members first. This By-Law 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.
 - 1.2. This By-Law applies to the GUMS Executive and Management Teams, GUMS Members and all other individuals who attend and/or participate in GUMS events.
 - 1.3. Members of the GUMS Executive or Management Committee, must also be familiar with and abide by the *GUMS Code of Conduct*.
2. **Event Planning and Risk Assessment**
- 2.1. 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.
 - 2.2. Documentation
 - 2.2.1. When initiating event planning, discussion with the relevant overseeing executive team member should take place, to decide which of the following document(s) needs to be filled out in order to ensure that adequate consideration has been given to risk management:
 - 2.2.1.1. **GUMS Event Planning Guide - all events:** The template must be used for the planning of all events. The overseeing executive team member should constantly check this to track the progression of event planning. This is found on the home page of the GUMS Shared Drive.
 - 2.2.1.2. **GUMS Risk Assessment Template (see Appendix A) - all events:** A formal risk assessment for each event must be conducted by all individuals who are organising an event on behalf of GUMS. This may be done using the GUMS Risk Assessment Template, or from scratch. Regardless, discussion with the overseeing executive team member should take place to decide how this risk assessment should be completed. Once finished, it should be uploaded to the relevant folder in the GUMS Shared Drive.
 - 2.2.1.3. **GUMS Post-Event Report - at the discretion of the overseeing executive team member:** Following an event, if something went wrong or there was feedback on how we can improve, the overseeing executive team member may ask the event organiser to complete a post-event report, which the incoming event organiser the following year can read to make improvements to the event.



2.2.1.4. Submission of event details via OrgSync to the Student Guild - 'high risk' events, plus at the discretion of the overseeing executive team member: For events with high risks (please see 2.2.1.4.1 for key examples, however this list is not exhaustive), the event organiser must submit the event details via OrgSync to the Student Guild, no more than 2 weeks before the event.

2.2.1.4.1. Disorientation Camp, Scrub Crawl, Med Ball, Med Revue

2.3. Food Safety

2.3.1. 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.

2.3.2. 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.

2.4. Providing alcohol at events

2.4.1. It is essential that a thorough risk assessment is completed by the event organiser and approved by the overseeing member of the Executive prior to the event.

2.4.2. Individuals serving alcohol on behalf of GUMS must abide by the conditions of this application and by all Local, State and Commonwealth Laws or conditions specified by Griffith University.

2.4.3. If alcohol is to be provided by GUMS at an on-campus event, the person responsible for the event must submit an application to Griffith University campus life prior. This application can be found here:

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

2.4.3.1. 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. Welfare

3.1. General

3.1.1. At GUMS events where alcohol is being served, the executive will assess the risk management plan and determine the need for Welfare Officers to be present.

3.1.2. If it is decided that Welfare Officers are required, there must be:

3.1.2.1. A minimum of 3 welfare officers designated as 'Senior Welfare Officers' present throughout the event.



- 3.1.2.2. A minimum of 1 welfare officer for every 50 attendees at a minimum.
This number can include Senior Welfare Officers.
 - 3.1.3. Welfare Officers are selected by the Event Organiser, the overseeing Vice President and the President.
 - 3.1.4. Welfare Officers will be chosen from the GUMS Executive and Management Committees on a rotational basis; volunteer officers from outside of the Executive will also be considered.
 - 3.1.5. Welfare Officers may be offered subsidy for the ticket price of the event at the discretion of the Treasurer and Executive in accordance with the *GUMS Reimbursement By-Law*. This subsidy may vary for each Welfare Officer depending on the extent of their duties. Failure to appropriately undertake Welfare Officer duties will result in refusal of this subsidy.
 - 3.1.6. Welfare Officers must have up to date First Aid Training, and where possible, Mental Health First Aid Training.
 - 3.1.7. GUMS events must have a defined starting and finishing time.
- 3.2. Roles of Welfare Officers
- 3.2.1. To provide support to all event attendees including those who may be adversely affected by alcohol.
 - 3.2.2. 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.
 - 3.2.3. To provide guidance and support to attendees who are distressed in anyway, and direct them to appropriate care.
- 3.3. Responsibilities of Welfare Officers
- 3.3.1. The designated Senior Welfare Officers must not drink alcohol before or at the event while on duty. Event attendees must be made aware who the Senior Welfare Officers are, including details of the welfare phone number. Senior Welfare Officers must be contactable at all times throughout the event via the welfare phone number.
 - 3.3.2. Ideally, welfare officers who are not designated as 'Senior Welfare Officers' should not consume alcohol before, or at the event while on duty. It is permissible for these 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 needed to accompany someone or drive someone to the hospital for example, they must be legally allowed to drive (BAC <0.05).
 - 3.3.3. Welfare Officers will be on duty from the designated commencement time of the event until midnight, or until the event finishes.



- 3.3.4. Welfare Officers must remain contactable throughout the event whilst on duty i.e. ensure the presence of a functional mobile phone.
 - 3.3.5. If the Welfare Officer is unsure of what to do in a situation they should immediately alert a 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, or other authorities as appropriate.
- 3.4. Limits of the role of Welfare Officers
- 3.4.1. 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.
 - 3.4.2. Welfare Officers, volunteers and GUMS **will not be held responsible** for anything that happens to attendees at GUMS events.
- 3.5. Disclaimer
- 3.5.1. Any person who attends a GUMS event must, on purchasing a ticket, agree to the terms outlined in this By-Law. This includes agreeing to the following statement:

I have read and agree to the terms of the GUMS *Risk Management and Welfare By-Law*.

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, senior welfare officers, 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, senior 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, other relevant authorities, 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 By-Law. Termination of membership will be managed by the processes outlined in the GUMS Constitution.

I authorise the GUMS executive team, senior welfare officers 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, significant medical history and emergency contact details. I understand that I am responsible for bringing my required medications and ensuring that they are accessible for the duration of the event.

3.6. Alcohol

- 3.6.1. 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.
- 3.6.2. 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.
- 3.6.3. 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.
- 3.6.4. Where possible, Alcoholic beverages should be provided in quantities which enable standard drinks to be easily calculated, so attendees can monitor their alcohol intake.

3.7. Illicit Substances



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

3.8. First Aid

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

4. **Behaviour**

- 4.1. GUMS is committed to providing events where all attendees feel safe and welcome.
- 4.2. GUMS has zero tolerance for behaviour that:
 - 4.2.1. Is against the law
 - 4.2.2. Places others in danger
 - 4.2.3. Reflects poorly on other medical students or tarnishes the reputation of medical students studying at Griffith University.
- 4.3. 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 reporting criminal behaviour to the relevant authorities
- 4.4. 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.
- 4.5. GUMS cannot, and will not, protect members from persecution by any law enforcement agency should they break the law.
- 4.6. Sanctions may 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

| | Removal from Current Event and/or 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 Risk Assessment Template

Members of the GUMS team are to refer to 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) |
|--------|------|-------------|--------------|----------------|-----------------------------|
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