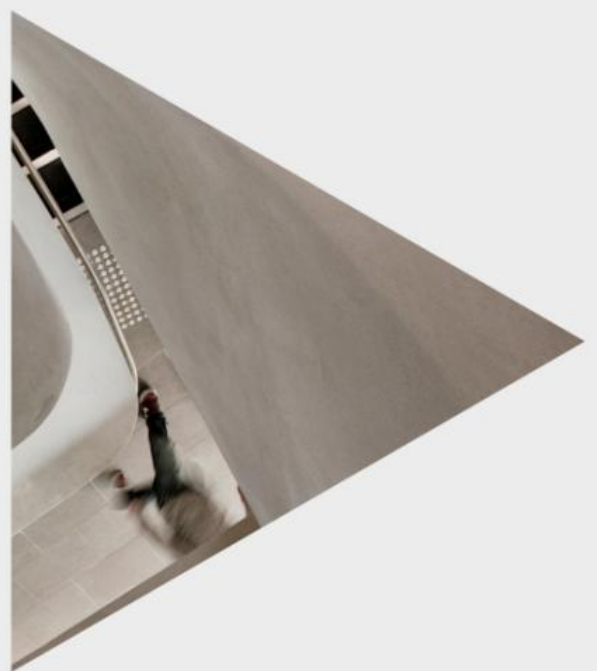
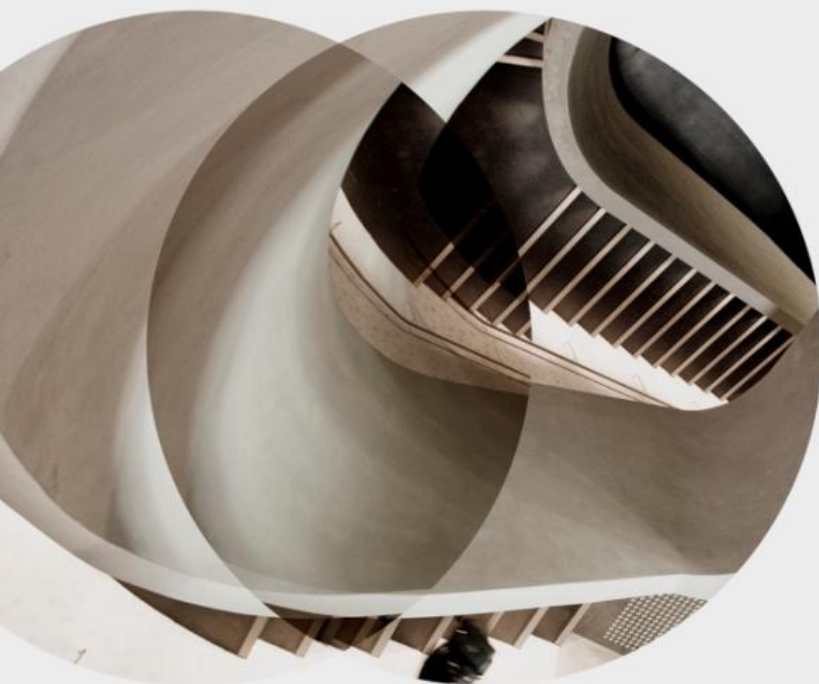


# EN6977 - 2025 ACS Foundations Big Day In Risk Assessment Report



## Risk Register

Title Description	Category	Inherent Risk (m* = Modified)	Controls Title Description	Responsible	Residual Risk (m* = Modified)	Id
Catering Food allergies/poisoning	Health and Safety	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #007bff; margin-right: 5px;"></div> <span>Low (2)</span> </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i></p>	<p><b>Awareness</b> Ask suppliers to label foods which contain nuts etc.</p> <p><b>Diet</b> Request dietary requirements from (teachers) attendees.</p>		<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #007bff; margin-right: 5px;"></div> <span>Low (1)</span> </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i></p>	RA790-14
Access Ensure access points are maintained for all guests/staff	Business	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #007bff; margin-right: 5px;"></div> <span>Low (2)</span> </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i></p>	<p>Good planning of the site combined with a walk-around of the event site to ensure all access and egress points are clear and that all attendees will be able to travel through the site easily and safely.</p>		<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #007bff; margin-right: 5px;"></div> <span>Low (1)</span> </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i></p>	RA790-15
Medical Medical incident occurs during conference and medical emergencies - heart attack, stroke, etc.	Business	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #007bff; margin-right: 5px;"></div> <span>Low (2)</span> </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i></p>	<p><b>Access</b> Emergency vehicle access at all times to various areas of the property</p> <p><b>First Aid and Medical Services</b> Ensure the delegate is attended to by First Aid trained staff or escalate to medical services if necessary and ensure that there is a well-stocked First aid Kit onsite</p> <p><b>Communication</b> Any emergency situation - UTS Security are to be contacted on 9514 1192</p> <p><b>Breaks</b> Provide regular breaks, water and food throughout conference</p>		<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #007bff; margin-right: 5px;"></div> <span>Low (1)</span> </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i></p>	RA790-16

Title Description	Category	Inherent Risk (m* = Modified)	Controls		Residual Risk (m* = Modified)	Id
			Title Description	Responsible		
Bump In / Bump Out  Issues associated with bump in out processes including damage to venue infrastructure, safety issues and delays to bump in out schedules	N/a	<span style="color: blue;">■</span> Low (2)  <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	Communication Effective pre event planning , communication and liaison between venue and hirer. Liaise with security team to provide access to loading dock and parking requirements.  Communication and Planning Security will be informed of all vehicles entering and unloading/loading on public roadway.		<span style="color: blue;">■</span> Low (2)  <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	RA790-18
Power  Electrocution	Business	<span style="color: green;">■</span> Medium (4)  <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i>	Cables Cables covered and concealed  Contractor Book an electrician to organise all power drops for the event  Access No public access to power sources  Power Power sources taped off		<span style="color: green;">■</span> Medium (4)  <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i>	RA790-13
Weather  Slip Hazards	Business	<span style="color: green;">■</span> Medium (9)  <i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i>	Other Cleaning staff on board to mop internal areas properly  Signage Ensure adequate signage for areas that are prone to being slippery		<span style="color: blue;">■</span> Low (2)  <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	RA790-7

Title Description	Category	Inherent Risk (m* = Modified)	Controls		Residual Risk (m* = Modified)	Id
			Title Description	Responsible		
Other Damage/Breakage	Business	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #008000; margin-right: 5px;"></div> <span>Medium (9)</span> </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i></p>	<p><b>Awareness</b> Be aware of possible activities that may damage the building</p> <hr/> <p><b>Other</b> Have staff on the look out for potential accidents occurring</p> <hr/> <p><b>Restrictions</b> Only UTS Staff are to move any furniture, client to inform FH Staff if they require any changes to the floorplan</p>		<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #0070C0; margin-right: 5px;"></div> <span>Low (2)</span> </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i></p>	RA790-8
Other Theft (UTS or, third party equipment)	Business	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #008000; margin-right: 5px;"></div> <span>Medium (9)</span> </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i></p>	<p><b>Other</b> Ensure that all equipment is properly secured as best can be</p> <hr/> <p><b>Suppliers</b> Liaise with suppliers to understand the ramifications of such occurrences</p>		<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #0070C0; margin-right: 5px;"></div> <span>Low (2)</span> </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i></p>	RA790-9
Private Property Staff property theft	Business	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #008000; margin-right: 5px;"></div> <span>Medium (9)</span> </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i></p>	<p><b>Valuables</b> Staff encouraged to leave valuables at home</p> <hr/> <p><b>Caution</b> Staff informed to be cautious</p> <hr/> <p><b>Other</b> Staff informed to carry wallets on their person during the event</p>		<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #0070C0; margin-right: 5px;"></div> <span>Low (2)</span> </div> <p><i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i></p>	RA790-10
Fire Fire	Business	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #008000; margin-right: 5px;"></div> <span>Medium (9)</span> </div> <p><i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i></p>	<p><b>Flames</b> Ensure all exhibitors understand there are no naked flames allowed</p> <hr/> <p><b>Marking</b> Extinguishers locations checked and any onsite issues - Security are to be alerted and contacted</p>		<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: #008000; margin-right: 5px;"></div> <span>Medium (4)</span> </div> <p><i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i></p>	RA790-11

Title Description	Category	Inherent Risk (m* = Modified)	Controls		Residual Risk (m* = Modified)	Id
			Title Description	Responsible		
Audio Critical audio visual feed equipment fails	Reputational	<span style="color: green;">■</span> Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	Installation AV Staff to organise all installation and test all AV feeds prior to event		<span style="color: green;">■</span> Medium (4) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: E Rare (0.40)</i>	RA790-12
Power Power failure	Business	<span style="color: yellow;">■</span> High (30) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	Operational Plan Building Manager and UTS electrician to be contacted in the event of power failure  Action Test powered equipment pre-event to ensure it is functioning		<span style="color: blue;">■</span> Low (2) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	RA790-1
IT System IT systems failure during presentation	Business	<span style="color: yellow;">■</span> High (30) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: C Possible (3.00)</i>	Action Conduct pre-conference checks and system testing and contact UTS IT if there are any issues on the day		<span style="color: green;">■</span> Medium (9) <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	RA790-2
Air Conditioning Air conditioning failure	Business	<span style="color: yellow;">■</span> High (30) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	Action Log a job with Building Manager pre-event and contact him on day of event if there are any issues.		<span style="color: blue;">■</span> Low (1) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: E Rare (0.40)</i>	RA790-4
Security Threat Significant security incident occurs at the venue during conference	Business	<span style="color: yellow;">■</span> High (30) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	Security Plans Inform Security of the event prior to event date and send across the risk assessment.  Will alert and inform security of any issues that may occur on the day of the event.  Briefing Conduct a briefing pre-event to inform and train staff on emergency response procedures and their roles		<span style="color: green;">■</span> Medium (9) <i>Consequence: D Minor (3.00)</i> <i>Likelihood: C Possible (3.00)</i>	RA790-6

Title Description	Category	Inherent Risk (m* = Modified)	Title Description	Controls Responsible	Residual Risk (m* = Modified)	Id
Access  Access for mobility-impaired delegates is inadequate	Business	<span style="color: red;">■</span> Extreme (100)  <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: A Almost certain (10.00)</i>	Accessibility Touch base with organiser to see if any delegates will require mobility access or are mobility impaired.  Access Control Check access-impaired facilities pre-event and rectify if not available		<span style="color: green;">■</span> Medium (9)  <i>Consequence: C Moderate (10.00)</i> <i>Likelihood: D Unlikely (0.90)</i>	RA790-3