

**Clubs &  
Societies**



# 2023 OFF-CAMPUS EVENTS GUIDE

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# 1. Overview

The following document is a guide to assist MSA Clubs & Societies affiliated clubs to run off-campus events. In this guide, you will find the documents required by C&S to run an off-campus event, off-campus event policies and procedures, and a guide to completing the SARAH Event Risk Management Plan for off-campus club events. These policies and procedures are designed to assist clubs in the preparation and safe delivery of off-campus events, including overnight events.

## **Definition of an off-campus event**

An off-campus event is defined as an off-site event where the club is solely or jointly responsible for organising the event OR where Monash is represented. Off-site means away from a Monash University campus.

Events where Monash is represented include events where a club delegation is attending, or where the Monash name or associated organisation (i.e. Club) is advertised as attending or supporting. This can also include events that the club has endorsed and encouraged members to attend.

## 2. Event Approval Process

All off-campus events must be approved by C&S. Depending on the risk level of the event, events will be processed differently.

### Event Risk Level Categories

Please use the checkboxes below to assess the risk level of each event. Events will be classified based on the highest risk category that applies to the event. C&S may use discretion to increase the risk category of the event.

#### Green Events

- No alcohol
- Under 100 people, except for performances where the audience may have up to 250 attendees

Common examples: Rehearsals, community engagement events, fundraising, physical activities at venues with risk management plans where alcohol is not available (ice skating, rock climbing, go-karting etc.), local hikes, workshops, picnics, beach days, scavenger hunts, information nights, moot competitions, film screenings etc.

#### Yellow Events

- Alcohol available at or part of the event/venue, RSA deferred to Venue
- If alcohol is involved and it is a networking event, under 300 people
- If alcohol is involved and it is **not** a networking event, under 100 people
- Joint events with other universities
- Activities involving potentially dangerous equipment (e.g. archery, fencing) without professional trained supervision or not at a venue with specific risk assessment

Common examples: Networking events, dinners (only single dinner, no after functions), social bar nights, tournaments at venues with alcohol, trivia nights, activities at venues where alcohol is served (such as bowling, lawn bowls, billiards, e-sport or gaming cafes) unless alcohol is strictly prohibited.

#### Red Events

- Overnight/camp
- Interstate trips
- International trips
- Boat cruises
- Balls
- Multi-venue events
- O week parties
- Events aimed at **first year students** that involve alcohol
- Club responsible for RSA compliance
- Rural locations (further than 80km or one hour by road from a hospital with 24 hour accident and emergency services)

In some situations, a club may have all events categorised as red if there have been past incidents or concerns are raised about the management of future events.

# Green and Yellow Risk Level Events Process

## Step 1: Draft SARAH Event Risk Management Plan

Clubs must use the University's risk management and reporting system, SARAH to create an Event Risk Management Plan draft. Information on how to correctly complete a SARAH Event Risk Management Plan for club events is included later in this document. The SARAH must be kept as a draft until it has been peer reviewed by C&S staff and all event details are finalised.

## Step 2: Green/Yellow Off-Campus Google Form

Clubs must submit the Green/Yellow Off-Campus Events Form through google forms **at least four weeks before the event** and then have it approved by C&S staff. The SARAH reference number must be included in the form. It may take up to one week to process the form.

Google form link

[https://docs.google.com/forms/d/e/1FAIpQLScTIm8xqoudDW-MBa--kL7oZgo8asf\\_zvc66yYbu8kS5KsZFg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScTIm8xqoudDW-MBa--kL7oZgo8asf_zvc66yYbu8kS5KsZFg/viewform?usp=sf_link)

## Step 3: Provisional Approval

C&S will review the SARAH Event Risk Management Plan along with the Off-Campus Form. Once approved by C&S, the club and SEM/s will receive an email to notify them that the event is provisionally approved. Provisional approval allows the club to begin promoting the event and selling tickets. Clubs should be aware of this requirement when planning promotional schedules.

## Step 4: Update SARAH Draft

Clubs need to update SARAH Event Risk Management Plan with any risk, personal or document updates. They need to add the final Participant List which should include participants names, student ID numbers, contact details and emergency contact details only.

## Step 5: Finalise SARAH Event Risk Management Plan and training requirements

Once the draft has been updated to its final version the club should notify C&S of any changes. C&S will then recheck the draft. Once satisfied the club will be asked to submit the plan for final approval. At this stage, the club should also ensure any outstanding training requirements are completed. If they are not completed the club will not be able to receive final approval.

## Step 6: Final Approval

Once the SARAH has been approved the club and SEM/s will receive an email to notify them that the event has been approved. The SEM/s will also be given access to the Senior Event Manager Kit.

## Step 7: SEM Report

Clubs must email C&S a copy of the SEM Report no later than three days after the event. If an incident has occurred an Impact Assessment and Information Collection Form must be completed.

# Red Risk Level Events Process

## Step 1: Off-Campus Event/Insurance Frevvo Form

Clubs must complete the Off-Campus Event/Insurance Form in Frevvo **at least four weeks before the event**. The form needs to be signed by both SEMs and the club President before C&S can review the form.

Off-Campus Event/Insurance Form link

[https://forms.apps.monash.edu/frevvo/web/tn/monash.edu/u/614aac3c-8ab8-4309-9283-375663fa97d8/app/\\_6qnQUA\\_0EeqtJeo\\_ttxAKA/flowtype/\\_6IEEwHu0EeuvfctxHkqpKg/popupform](https://forms.apps.monash.edu/frevvo/web/tn/monash.edu/u/614aac3c-8ab8-4309-9283-375663fa97d8/app/_6qnQUA_0EeqtJeo_ttxAKA/flowtype/_6IEEwHu0EeuvfctxHkqpKg/popupform)

## Step 2: Provisional Approval

Once received C&S will review the Off-Campus Form. The form may take up to one week to process. This can be longer during peak periods or if the off-campus form has issues. Once approved by C&S, the club and SEM/s will receive an email to notify them that the event is provisionally approved. If the event is an overnight/camp event the club will receive a list of questions to add to their ticketing system. Provisional approval allows the club to begin promoting the event and selling tickets. Clubs should be aware of this requirement when planning promotional schedules

If you do not receive any communications about the event from C&S within one week of submitting the off-campus form please follow up to confirm the form was submitted correctly.

## Step 3: Pre-Departure Meeting (overnight/camps, boat cruises and multi-venue)

If required the SEM/s must meet with C&S/MSA staff to discuss the potential risks and management plans for the event. This is to be completed within a week of the event. If the event is an overnight event, the club will need to collect RAT tests from C&S.

## Step 4: Final Approval

The club is not allowed to run an off-campus event until they receive final approval. To receive final approval the club must submit the participant list and any other outstanding requirements such as updated itineraries, transport plans, missing training requirements, complete the pre-departure briefing etc. These requirements will vary depending on the event. Final documents should be submitted at least three days prior to the event. If this time period includes a weekend it is recommended that clubs submit earlier to avoid delays. C&S will use these documents to complete a SARAH Event Risk Management Plan on behalf of the club. Once the SARAH has been approved the club and SEM/s will receive an email to notify them that the event has been approved. The SEM/s will also be given access to the event google drive folder. Final approval is usually completed within 24 hours of the club submitting all outstanding requirements.

## Step 5: SEM Report

Clubs must email C&S a copy of the SEM Report no later than three days after the event. If an incident has occurred an Impact Assessment and Information Collection Form must be completed.

### 3. Checklist for Off-Campus Events

- Things to do at committee handover to prepare for the year
  - Plan an outline of the events you would like to run
  - Put key due dates in your calendar
  - Select a team of Event Coordinators and get them to start completing training requirements
- Documents required to complete the off-campus events form and /or included in the SARAH draft **due at least four weeks before the event**
  - Pre-departure briefing
  - Copy of venue/s booking confirmation
  - Venue/s or Club/s COVID Safe Plan
  - Itinerary (required for overnight/camps, events that provide transport, or multi-venue events)
  - Joint venture contract (required for joint events run with two or more clubs, including MSA, MONSU, other university clubs and external affiliates)
  - Google drive link with proof of mandatory training for the event team
  - Other supporting documents if required; RSA and/or food safety certificates, driver's licence etc.
- Documents **due at least three days prior to the event** (for green/yellow these are added to the SARAH Event Risk Management Plan before submitting for approval)
  - Participant list
  - Transport plan (required for events where the club is organising transport)
  - Any updates required from previous submissions
- Pre-departure meeting with C&S (required for overnight/camps, multi-venue events and boat cruises)
- Collect COVID-19 Rapid Antigen Tests from C&S (required for overnight/camps)
- Documents **due no later than three days after the event**
  - SEM report
  - Impact assessment and information collection form (required if an incident has occurred)

## 4. Event Safety, Inclusion and Compliance Standards

MSA Clubs & Societies takes the safety of all students seriously. In addition to Monash University policies, MSA Clubs & Societies have created standards relating to many common risks to improve student safety. MSA Clubs & Societies also continue to create resources to support student leaders to run safe and inclusive events.

### Key Standards for All Events

- Events are fully inclusive for students of all backgrounds.
- Leaders will actively discourage any activities or actions by event participants, which may be considered to be racist, sexist, queerphobic, transphobic, ableist, militaristic or any other activities that would breach the Student Charter.
- Leaders will actively discourage any activities or actions by event participants, which may be perceived to be forms of harassment or offensive by other event participants/observers.
- Leaders will actively discourage any activities or actions by event participants, which may be perceived to be derogatory or degrading.
- Overnight events are restricted to students aged 18 and over (for additional requirements for other off-campus events for under 18s – speak to C&S Support Officer).
- Leaders will have access to copies of relevant documents.

### Inter-University Joint Events

When a club is running a joint event with a club for another university, the club must have enough event coordinators to cover all attendees at the event.

### International Events

If a club intends to run an international event they must notify C&S the moment they start planning. There will be a separate international guide coming soon.

### Food Safety

It is the responsibility of clubs serving food to ensure they do so safely and in compliance with government regulations. Where the club is responsible for food handling at an off-campus event all individuals involved with food preparation and service must complete a Food Handling or Do Food Safely Certificate. Copies of these certificates must be submitted to C&S. The club should also ensure food safety is included in the Covid-19 Safe Plan.

For most occasions the Do Food Safety course on the Department of Health website is appropriate. This course is free.

<http://dofoodsafely.health.vic.gov.au/index.php/en/>

# Alcohol

## Standards for alcohol at an off-campus event

- All events involving alcohol must adhere to the MSA and Monash University Alcohol Policies (linked below).
- The event will be fully inclusive and welcoming of all participants including those who choose not to consume alcohol
- The event will not include any activity that encourages the excessive or inappropriate consumption of alcohol such as drinking games/competitions
- Advertisements will not emphasise the availability of alcohol or in any way encourage the excessive consumption of alcohol and will promote the responsible service of alcohol
- The consumption of alcohol is a social element of, and not the focus of the event
- High quality non-alcoholic drink alternatives must be available to event participants
- Free drinking water must be available to event participants
- Substantial snacks (not salty snack food which encourages drinking) will be provided

MSA Alcohol Policy (effective April 2016):

<https://www.monashclubs.org/About/Governance-Documents/Documents/MSA-Responsible-Service-of-Alcohol-Policy.aspx>

Monash University Alcohol Policy (effective November 2018)

[https://www.monash.edu/\\_data/assets/pdf\\_file/0020/1603181/Alcohol-Risk-Management-Procedure.pdf](https://www.monash.edu/_data/assets/pdf_file/0020/1603181/Alcohol-Risk-Management-Procedure.pdf)

## Additional requirements when the club is responsible for RSA

- An agreement has been secured from the event site owners/managers, normally as part of the booking arrangements, for the consumption of alcohol at the event site
- Alcohol consumption will be restricted to the times and locations specified in the approved Event Itinerary
- At all times during the event there will be at least 2 sober (BAC of 0.00) individuals present, who must be members of the club committee or event organising committee
- At all times during the event there will be at least 1 sober (BAC of 0.00) individual holding a current RSA certificate, who must be a member of the club committee or event organising committee
- If alcohol is being sold by the club (either directly or provided via an event cover charge) a Liquor Licence must be obtained. You must discuss this with C&S prior to the event.
- Alcohol will not be served to a person who is under the age of 18
- Alcohol will not be served to an intoxicated person
- Attendees are advised that alcohol will not be served to intoxicated people
- Only Beer/Cider, Wine and commercial pre-mixed spirit products will be permitted at the event
- A system has been implemented to monitor and limit the number of alcoholic drinks served or consumed by individuals at the event
- Safe means of managing difficult situations resulting from excessive consumption of alcohol have been developed and communicated to event volunteers and participants
- At all times during the event there will be at least 1 sober (BAC of 0.00) driver present with access to a roadworthy and registered vehicle, who must be a member of the club committee or event organising committee
- The club must provide a current copy of the RSA Officers RSA certificate and a current photo/copy of the RSA Officers Monash Student I.D.
- The Driver's Licence number & Vehicle registration number must be included in the off-campus form.

## First Aid

Where the club is responsible for First Aid requirements, there must be at least one leader who has a current HLTAID011 Provide First Aid qualification with the HLTAID009 Provide CPR component up to date. The number of first aiders will depend on the nature, risk and attendance levels of the event.

It is important to be aware of mobile phone reception at the event location. There must be access to at least two phone lines (mobile or landline) that can be used in an emergency. In exceptional circumstances, the club may need to hire a satellite phone.

Events that require first aid may include the following

- Overnight/camps
- Boat cruises
- Hikes
- Beach days
- Picnics
- International trips

## Event Promotion

Clubs are not allowed to promote events or sell tickets before they have received provisional approval. When promoting events clubs must be careful to ensure promotions do not promote drinking as the main activity. Excessive drinking and antisocial behaviour must be discouraged.

## 5. Event Team Requirements

All events must have a team of students who are responsible for running the event. Event team members are broken down into Senior Event Managers (SEM) or Event Coordinators. All SEM/s and Event Coordinators must complete all training requirements. They are responsible for the receipt of grievances (violence, disagreements, harassment, sexual harassment/assault) or incidents at the event, and the appropriate management of those grievances/incidents. They must be sober (BAC of 0.00), readily available and capable of responding to any situation that might require their attention, and should be equipped with the resources to refer individuals to appropriate support services. They must take appropriate action as prescribed in the Local Incident Management Protocols upon any serious incidents occurring. In addition to these responsibilities, SEMs are the main person/s responsible for overseeing the logistics, planning, execution, safety and inclusivity of the event. They will complete the off-campus form and liaise with C&S before, during and after the event. All incidents must be reported to the SEM/s by Event Coordinators. The SEM/s will contact the LIRT leader in the event of an incident. They are responsible for completing the SEM Report after the event.

Some events may have additional team members who are responsible for certain areas of compliance such as First Aid Officers, RSA Officers, Food Safety Officers etc. If they have not completed all the Event Coordinator training requirements, they are not counted in the event team ratios but may attend in their specific role.

All event teams are required to meet ratio requirements based on the number of participants and Event Coordinators (in addition to the Senior Event Manager/s). At a minimum, all events should have at least two Event Coordinators (one Female identifying and one Male identifying).

### Mandatory Training

MSA Clubs & Societies Mandatory training for all SEMs and Event Coordinators can be found here: <https://www.monashclubs.org/About/Club-Admin/Office-Bearer-Training>

#### Other training that may be required for specific events

First Aid - required for overnight/camps, multi-venue events, boat cruises, and other events where the club is responsible for first aid

RSA - required when the club is responsible for the service of alcohol

Food Safety - required when the club is responsible for serving food

## Event Team Ratios

SEMs are required to have a ratio of one SEM for under 100 participants, or two SEMs for over 100 participants at all events. Clubs may elect to have extra SEMs but there is only room for two SEMs in the off-campus form.

In addition to the SEM/s the following participant to Event Coordinator ratios must be met.

Event Type	Participants	Event Coordinators
Green Risk Level Events	50	1
Licensed Venues and Most Other Events	30	1
Boat Cruises	20	1
Overnight/camp	10	1
International Travel	5	1

There must always be at least two people in the event team.

### Event team ratio examples

- The Monash Dog Lovers Club is running a bar night for 50 participants at a licensed venue. They require a minimum of 1 SEM plus 2 Event Coordinators. They do not require first aid or RSA as the bar is responsible for first aid and RSA compliance.
- The Monash Dog Lovers Club is running a joint event with the Melbourne University Doggo Appreciation Society. There will be 200 people attending the event. The Monash Dog Lover Club requires a minimum of 2 SEMs plus 7 Event Coordinators from Monash who have completed all training requirements. This number is not affected by the number of people from the Melbourne University Doggo Appreciation Society who are assisting with the event. As the event is at a park, they will require at least 1 first aid officer. The first aid officer can be from Monash or Melbourne.
- The Monash Dog Lovers Club is running a camp for 120 people in a regional/rural area. They will require a minimum of 2 SEMs plus 12 Event Coordinators. They will also require at least 2 first aid officers. If they would like to serve alcohol, they will need at least 1 RSA Officer and a separate designated driver. First Aid Officers, RSA Officers and designated driver responsibilities may be delegated SEMs and Event Coordinators already included in the ratio, or they may be assigned to trusted people who are not fully trained Event Coordinators included in the ratio.

Participants are defined as any Monash or non-Monash student, or other members of the general public who attend an event hosted fully or partially by an MSA affiliated C&S club. Clubs will be considered to host an event where the Monash name or associated organisation (i.e. Club) is advertised as attending or supporting. This can also include events that the club has endorsed and encouraged members to attend. For joint events with clubs from other universities, there must be enough Monash Event Coordinators to meet the ratio for the whole event regardless of the number of Monash/non-Monash students attending. Unless the partner organisation has an equivalent off-campus events and training process approved by C&S staff.

Where a club is attending as a delegate group/contingent, with no hosting responsibilities, they may be allowed to only count students from their club as participants. This must be discussed with and approved by C&S. Examples include teams competing at an event run by another organisation.

Any variation on these ratios must be discussed with and approved by C&S.

## **Proof of Training Completion Process**

C&S needs to see proof of all training requirements completed. All event team members are required to submit proof of all trainings to the google form below.

[https://docs.google.com/forms/d/e/1FAIpQLSd5WSyjqhZyKMol9DYGycik0lCo\\_P\\_cLXOQGIQlxlxSca9ENw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSd5WSyjqhZyKMol9DYGycik0lCo_P_cLXOQGIQlxlxSca9ENw/viewform?usp=sf_link)

A certificate will then be generated and sent to the individual student as well as their club. When submitting events, the SEM should share a link to a google drive with all Event Training Competency Certificates, along with any qualifications specific to the event not covered by the certificate e.g. First Aid, Food Safety and RSA.

For students still working on completing training, they may have a separate folder within the event google drive that includes proof for each training.

## 6. Incidents

### ‘OFF CAMPUS’ Quick Guide for Incident Management

**O - Organise** - your immediate safety and team safety (eg. First Aid, 000)

**F - Facts** – collect immediate facts about the incident

**F - Find SEM** – report to SEM on what has happened ASAP

**C - Communicate** – with your team on actions to take

**A - Act** – on instructions from emergency services and SEM

**M - Media** – Do not speak with the media/public or via social media

**P - Prepare** – to relocate to an alternative location if needed

**U - Understand** – how you and your team are feeling, seek support

**S - Summarise** – the incident and complete the incident report

### Crisis Management & Recovery

The Crisis Management & Recovery – Local Incident Management Protocols (CRM-LIMP) provide a detailed checklist of actions to respond to incidents. The protocols cover 36 different scenarios including missing participants, assault (physical and sexual), intoxication and more. SEMs are required to review the CRM-LIMP before every event.

The Crisis Management & Recovery – Local Incident Response Plan (CRM - LIRP) will be used by Monash Security, MSA and C&S Staff, and the University Crisis Management Team in response to incidents. SEMs are required to review the CRM-LIRP before every event.

Both these documents will be in the Senior Event Manager Kit folder. The use of these documents is covered in the Incident Management Scenario Training.

### Reporting

Club handled the incident without assistance	Club requires University assistance
<ul style="list-style-type: none"><li>• Submit the ‘Incident Information Collection form’ and ‘Impact Assessment’ to C&amp;S on the day of the incident or if not possible the next business day.</li><li>• Submit the SEM Report within 3 days post event</li></ul>	<ul style="list-style-type: none"><li>• Contact the LIRT (Local Incident Response Team) Leader documented on the ‘Key Contact Information’ form</li><li>• The LIRT leader will take notes but you must still submit all documents</li></ul>

All incidents must be reported to C&S. The MSA Executive Officer/C&S will document any incident according to the University policy and seek assistance from the club if more evidence is required.

## 7.SARAH Guide

SARAH is the University's OHS related risk management and reporting platform. All off-campus events required a SARAH Event Risk Management Plan. Green and Yellow risk level events will need to complete their own SARAH. SARAHs for red level events will be completed by C&S.

C&S affiliated clubs must use the details in this document to complete the Event Risk Management Plan. Please note these may be different to faculty requirements.

Note: SARAH has an old and new look option. Clubs may choose from when working in SARAH. Therefore, the following instruction will include both images.

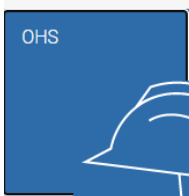
If clubs need further assist with SARAH please contact C&S or watch this video

[https://www.monash.edu/\\_data/assets/video\\_file/0009/2978937/entering\\_an\\_event\\_risk\\_management\\_plan\\_instruction\\_module-1080p\\_rev2.mp4](https://www.monash.edu/_data/assets/video_file/0009/2978937/entering_an_event_risk_management_plan_instruction_module-1080p_rev2.mp4)

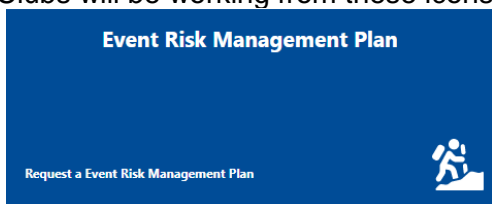
### Access to SARAH

Link to SARAH: <https://prod.riskcloud.net/?ccode=monash>

Alternatively access through my.monash:

1. Login into [my.monash](https://my.monash.edu) using your student credentials
2. Click on the OHS icon 
3. Select "Access SARAH/+ " → "Event risk management planning"

Clubs will be working from these icons



### Completing an Event Risk Management Plan

Page 1: Event Risk Management Plan Details

Fill in the page. Use the format/details listed below for specific sections.

**Event Risk Management Plan Name:** <club name><event name><event date> e.g. Monash Dog Lovers Club Picnic 01/06/2023

**Event Risk Management Plan approver:**

Lowan SIST - [lowan.sist@monash.edu](mailto:lowan.sist@monash.edu) - 03 9905 1668

## Communications Person:

Heather NUGENT - [heather.nugent1@monash.edu](mailto:heather.nugent1@monash.edu) - 03 9905 3159

Tip: Use the magnifying glass to search for people. Most of their details will be pre-filled. Only Monash University staff and students can be added to SARAH.

Please note when staff members are on leave the approver and communication person will change. The club will be requested to change these details if required once they submit the off-campus form.


## Examples

MONASH University **Event Risk Management Plan Details** Page 1 of 5 Info + Print Profile

Cancel Previous Next Draft Help



Event Risk Management Plan

### Event Risk Management Plan Description

 \* Event Risk Management Plan Name  
  
Enter a brief name for your Event Risk Management Plan (i.e. Snow Trip)

\* Event Risk Management Plan Description  
  
Enter a detailed description for your Event Management Plan



### Event Risk Management Plan Approver

 Name  
   
The person with the overall authority to approve the field Event Risk Management Plan.

Email

Phone Number

### Communications Person

 Name  
   
Nominated campus representative

Email

Phone Number

## Page 2: Activity Identification

Please select all activities which will occur at your event. All events must select “Pandemic management - COVID-19 management” and “Emergency preparedness - Emergency preparedness”.

Under Risk Assessments, please use the magnifying glass to read the university’s minimum requirements for managing each selected risk.

Attach the C&S risk assessments most appropriate for your event using the “Find Risk Assessment” button.


### C&S Risk Assessments

Type	SARAH risk Number
Off campus functions	30036
Overnight & camps	30132
Cruises	30133
Off campus functions - no alcohol	30202
Off campus BBQs (i.e Bunnings)	30203

If your event has additional risks which are not covered by the premade risk assessments, please contact C&S for assistance to create a WHS Risk Register in SARAH.

## Examples


Select all the Activities undertaken



**Activities**

- + Catering
  - Provision of alcohol (includes BYO)
  - Provision of food
- + Digital Participation
- + Emergency preparedness
  - Emergency preparedness
  - First aid at remote locations

Risk Assessments



- + Emergency preparedness
  - 10532-Minimum requirements for general emergency management and communication (v1.0) [🔗](#)
- + Provision of alcohol (includes BYO)
  - 10653-Minimum requirements for the provision of alcohol at Monash University events [🔗](#)
- + Provision of food
  - 10560-Minimum requirements for the provision of food during events (V3.0) [🔗](#)
- + Directly Linked Risk Assessments
  - MSA and Clubs & Societies (Off campus Functions & ...)

Find Risk Assessment

Create Risk Assessment


Select all the Activities undertaken



**Activities**

- + Catering
  - Provision of alcohol (includes BYO)
  - Provision of food
- + Digital Participation
- + Emergency preparedness
  - Emergency preparedness
  - First aid at remote locations
  - First aid at rural locations

Risk Assessments



- 35023-Minimum requirements for a return to campus activities during the COVID-19 pandemic [🔗](#)
- + Emergency preparedness
  - 10532-Minimum requirements for general emergency management and communication (v1.0) [🔗](#)
- + First aid at urban locations
  - 10542-Minimum requirements provision of first aid for urban locations [🔗](#)
- + Provision of alcohol (includes BYO)
  - 10653-Minimum requirements for the provision of alcohol at Monash University events [🔗](#)
- + Provision of food
  - 10560-Minimum requirements for the provision of food during events (V3.0) [🔗](#)
- + Sports, games and recreational activities
  - 10596-Minimum requirement for sport, games and recreational activities (v1.0) [🔗](#)
- + Directly Linked Risk Assessments
  - 30202-MSA and Clubs & Societies (Off campus Functions & Gatherings) - No service of alcohol [🔗](#) ✗

Find Risk Assessment

Create Risk Assessment

## Page 3: Person's Undertaking Event Risk Management Plan

**Event Risk Management Plan Leader:** Clubs Senior Event Manager. The emergency contact should be the next person in charge of the event if the SEM can't be contacted.

**First Aider:** add anyone responsible for first aid

**Participants:** add all event coordinators to this section

Assign them the role "Event Safety Marshal".

They do not need emergency contacts listed. Just write NA for both emergency contact boxes. Only complete the activities section if it is a risk that requires specific qualifications. Such as:

- Catering-Provision of Alcohol (needs RSA)
- Catering-Provision of Food (needs Food Safety)
- Natural and built environments-Aquatic activities (may require Lifeguard qualifications)

It is assumed that all event coordinators all be involved in the risk management of other activities.

## Page 4: Event Risk Management Plan Itinerary / Comms Plan

Fill in adding a journey every time your group changes locations. Events at a single location will only need to enter one journey. Multi-venue events, camps and events providing transport will need to add a line for each group movement. Include time a meeting location before buses leave and any stops. This journey should follow the main group. We know some event leaders will travel separately.

## Page 5: Vehicle & Attachments

**Vehicles:** If group transport is being organised in private vehicles, please add the cars to this section.

**Attachments:** The following items must be attached

- Pre-departure briefing
- Covid plans
- Booking confirmation (if required)
- Itinerary (if required)
- Transport plan (if required)
- Participant list
  - a version that includes names, student ID, contact details and emergency contact details
  - It should not include other personal detail that may be collected
  - The participant list needs to be added at least three days before the event when the club is ready to submit for final approval
- Joint venture contract (if required)

**Notes:** Please include any information that C&S should know which is not covered anywhere else.

## How to add peer review

The C&S Support Officer must be added to ALL SARAH Event Risk Management Plans for C&S Club events.

To add in the new look:

1. Click on the ... under Commands

The screenshot shows the 'Event Risk Management Plan Register' interface. At the top, there's a navigation bar with 'MONASH University' and 'Event Risk Management Plan Register'. Below that, there are buttons for 'Back', '+ New', 'Refresh', 'Print', 'Export', and 'Help'. A search bar contains 'Event Risk Management Plans'. Below the search bar, there are tabs for 'Active', 'My Drafts', 'All', 'Archived', 'My Peer Reviews', and 'Invite'. A table lists plans with columns for 'Ref.', 'Type', 'Start Date', 'End Date', 'Status', 'Event Risk Management Plan Leader', and 'Event Risk Management Plan Name'. The first row shows '5738', 'Off-Campus Event', '9/02/2023', '9/02/2023', 'Draft', and 'Heather Nugent'. On the right, a 'Commands' menu is open, showing options: 'Clone', 'Peer Review', 'Delete', 'Communications Plan', 'Print', 'Audit Trail', and 'Invite'.

2. Click Peer Review
3. Enter the First and Last Name of C&S Representative (Heather Nugent)
4. Click on the relevant staff member under 'Search results'
5. Click Add
6. Check that the correct staff member is under 'Assigned'
7. Select ok

The screenshot shows the 'Assign Peer Reviewers' dialog box. It has a title bar with a close button. Below the title bar, there's a yellow bar with an information icon and the text 'Choose the subject matter expert you would like to review this Application'. There are two input fields: 'First Name:' with 'Heather' and 'Last Name:' with 'Nugent'. Below these is a 'Search' button. There are two list boxes: 'Search result : 1' containing 'Heather Laura Nugent,Caual Swimmi' and 'Assigned : 1' containing 'Heather Nugent,Volunteer Administra'. Between the list boxes are 'Add>>' and '<<Remove' buttons. At the bottom are 'Cancel' and 'OK' buttons.

To add in the old look:



1. Click on the glasses icon
2. Enter the First and Last Name of C&S Representative
3. Click on the relevant staff member under 'Search results'
4. Click Add
5. Check that the correct staff member is under 'Assigned'
6. Select ok

The screenshot shows the 'Assign Peer Reviewers' dialog box in the old look. It has a title bar with a close button. Below the title bar, there's a yellow bar with an information icon and the text 'Choose the subject matter expert you would like to review this Application'. There are two input fields: 'First Name:' with 'Heather' and 'Last Name:' with 'nugent'. Below these is a 'Search' button. There are two list boxes: 'Search result : 1' containing 'Heather Laura Nugent,Caual Swinmi' and 'Assigned : 1' containing 'Heather Nugent,Volunteer Administra'. Between the list boxes are 'Add>>' and '<<Remove' buttons. At the bottom are 'Cancel' and 'OK' buttons.

## 8. Resources and Document Details

### Documents to be submitted to C&S

All the documents listed below can be found on the C&S website here:

<https://www.monashclubs.org/About/Club-Admin/Off-Campus-Event-Information>

#### Digital Off-Campus Events/Insurance Form (Frevvo)

Familiarise yourself with the PDF version of the Off-campus events Insurance form found on the C&S website.

You will then need to submit via the Frevvo version

[https://forms.apps.monash.edu/frevvo/web/tn/monash.edu/u/614aac3c-8ab8-4309-9283-375663fa97d8/app/\\_6qnQUA\\_0EeqtJeo\\_ttxAKA/flowtype/\\_6IEEwHu0EeuvfctxHkqpKg/popupform](https://forms.apps.monash.edu/frevvo/web/tn/monash.edu/u/614aac3c-8ab8-4309-9283-375663fa97d8/app/_6qnQUA_0EeqtJeo_ttxAKA/flowtype/_6IEEwHu0EeuvfctxHkqpKg/popupform)

#### Green/Yellow Off Campus Form (google)

[https://docs.google.com/forms/d/e/1FAIpQLScTIm8xqoudDW-MBa--kL7oZgo8asf\\_zvc66yYbu8kS5KsZFg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScTIm8xqoudDW-MBa--kL7oZgo8asf_zvc66yYbu8kS5KsZFg/viewform?usp=sf_link)

#### Pre Departure Briefing

##### **When to submit: for every off-campus event**

A Pre Departure Briefing template (.docx) has been created for clubs to complete and easily send to event participants. The Pre Departure briefing document needs to be emailed to all attendees a minimum of 1 week prior to the event. Clubs are to CC the C&S Support Officer as proof that this step has been completed.

#### Itinerary

##### **When to submit: off-campus event with multiple locations and/or overnight**

The Event Itinerary is one of the most important documents for camps/overnight events, and events with multiple locations. It needs to include ALL activities, lists of which leaders undertake specific duties during which times, locations and times alcohol (if applicable) will be available and a full description of the club's alcohol plan.

An Itinerary Template (Standard) and Itinerary Template (Interstate/Overseas) are available for the club to use.

#### Transport Plan

##### **When to submit: off-campus event with privately-owned vehicles and carpooling**

Includes details of vehicles, drivers and passengers for transport to, from and during the event. A Transport Plan Template is available for the club to use.

#### Joint Venture Contract

##### **When to submit: off-campus event jointly held by 2 or more clubs/entities**

The Joint Venture Contract needs to be signed by all clubs involved in running the event. This includes off-campus events jointly held by two or more clubs, including MSA, MONSU, other university clubs and external affiliates A Joint Venture Contract is available for the club to use.

## Participant List (called 'List for SARAH')

### **When to submit: for every off-campus event**

Includes student name, ID number, contact information and emergency contact information. A template called 'List for SARAH' is available for the club to use.

## Documents provided by C&S

Once an event receives final approval by C&S, the SEM/s will be given access to a google drive which contains the documents that they have submitted and supporting documents from C&S. This 'Senior Event Manager Kit' includes the following -

### SEM Report Template

Must be completed and returned within 3 days of the event. It will be in the Senior Event Manager Kit folder.

### Key Contact Information

Includes contact details for the LIRT Leader on duty, key contacts at the activity, location information, key external contacts and CRM-Ops contact details. It will be in the Senior Event Manager Kit folder and emailed to the club in the event approval email.

### SARAH Risk Management Record (Red events)

SARAH is the University risk management system. All off-campus events must be approved in SARAH to be covered by the university's public liability insurance. C&S staff will complete the SARAH Risk Management record on behalf of the club. A copy of the approved Event Risk Management Plan will be available in the event folder.

### Camp Ticketing Information Requirements (overnight/camp only)

On approval of your overnight event/camp, the C&S Support Officer will send the club a document listing all questions which must be included in the club's ticketing system. The club must send responses to C&S at least three days before the event. Questions relating to COVID-19, notices/agreements/waivers must be directly copied. Clubs are welcome to include additional questions that are relevant to their event.

### Pass Out Consent Form (overnight/camp only)

To be used if a participant leaves during an overnight/camp event. It will be in the Senior Event Manager Kit folder.

### Impact Assessment and Information Collection

These must be completed if an incident has occurred. Both documents will be in the Senior Event Manager Kit folder.

## COVID-19 Rapid Antigen Test Use & Results Log (overnight/camp only)

To be used by Event Coordinators to record any COVID-19 Rapid Antigen Test used at an overnight event/camp.

### 9. Frevvo Notes

A few things:

1. The form cannot be saved, so please review a PDF copy of the form prior to opening the Frevvo form. This will let you know what information you'll need to submit
2. Refreshing the Frevvo form will make you lose your progress, so please ensure you have all the necessary information before beginning the form
3. Ensure the Senior Event Manager (SEM) completes the first stage of the form, as their signature is required before submission
4. Additional emails will be sent to your club email following submission of the form by the SEM, allowing the second SEM (if applicable) and club president to sign. If the SEM and president are the same person, they will need to sign twice, once as each role.
5. If you're having difficulty uploading a file, please ensure it is the correct file type. e.g You cannot upload an Excel file when the form asks you to upload a copy of a signed Joint Venture Contract