

HEALTH & SAFETY ISSUES

There are many health and safety issues clubs members must be aware of when running activities. While it is not essential to complete a risk assessment like the one above, each time you run a BBQ or set up a stall, it is still important for you to consider the risks involved and ensure the area is as safe as possible.

POTENTIAL HAZARDS to be aware of include:

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|---------------------------------------------|----------------------------------|
| ☠ Electrical equipment | ☠ Rope, cords (tripping) |
| ☠ Gas bottles | ☠ Crowds |
| ☠ Naked flames | ☠ Alcohol |
| ☠ Hot objects/foods/liquids (burns, spills) | ☠ Food (contamination, spoiling) |
| ☠ Liquids/oils (spills, slipping) | |

BBQ / Food and Drink stalls

- Ensure that your stall is set up in a clear area without blocking access to buildings or fire exits.
- Ensure any equipment is on a stable surface and close to power points if needed.
- Put a barrier between cooking equipment and the crowd i.e. a table in front and serve food from table.
- Clean up any spills immediately i.e. oil from BBQ, drinks on the floor, as they can be a slip hazard.
- Ensure people don't burn themselves on hot plates or food, serve with tongs onto disposable plates.
- Follow food safety guidelines as stated in the club manual appendix
- Follow BSA alcohol policy as stated in the clubs manual.
- Ensure the fire extinguisher is easily accessible

Electrical equipment/extension cords

- Set up all equipment close to power points.
- Ensure electrical cords are tucked out of the way or taped down securely to avoid being tripped over.
- Use electrical tape to stick down cords in areas where people may be walking, or create a barrier to prevent access to areas where loose cords are situated.
- Use power boards with overload switches.

Alcohol

- Alcohol must be served responsibly and legally. You are required to follow the BSA alcohol policy.
- A Liquor Licence is required if alcohol is supplied at an event. This requires at least eight weeks' notice
- All events with alcohol must have security present

Food

- Food poisoning can easily occur if food becomes contaminated. All clubs serving food are required to comply with Victorian Food Safety Legislation.
- Follow the Club Food Safety Guidelines in the clubs manual.

Crowds

- Large numbers of people in one place can be a potential hazard.
- Ensure appropriate barriers are used to keep crowds away from potential hazards.

Emergencies/First Aid

- If illness, injury or accident occurs during an on campus event, contact the campus Doctor during business hours on 5444 7770. If the campus Doctor is not available dial **000**.
- For events with more than 200 people expected, St Johns Ambulance must be present to assist.
- If there is aggressive behaviour causing a threat to personal safety, contact security immediately.
- For events held off campus without staff present (ie. Camps, trips), it is recommended that there be at least one person present with First Aid training.