AISNSW Wingara Student Leadership School Planning Documentation

To support schools in the planning their participation at the 2025 AISNSW Wingara Student Leadership Event, we ae providing the following documents:

- Risk Assessment for the event venue – Western Sydney University, Bankstown Campus
- Western Sydney University's Certificate of Currency for general and products liability. Protection period of 01 November 2024 through to 31 October 2025.

We hope these documents assist in your school's planning for this year's Cultural leadership day for Aboriginal and Torres Strait Islander students.

Contact Wendy Gerakios or Roz Thomas for further information.

Contacts:

- Wendy Gerakios – WGerakios@aisnsw.edu.au
- Roz Thomas – RThomas@aisnsw.edu.au

Date effective: 09 July 2025

WORK HEALTH AND SAFETY RISK ASSESSMENT FORM

WESTERN SYDNEY UNIVERSITY

ENTER INFORMATION ABOUT THE ACTIVITY / TASK, PEOPLE AFFECTED, ITS LOCATION, AND THE PEOPLE COMPLETING THE RISK ASSESSMENT	
Best description of the person working on the task: ☐ Undergraduate ☐ Postgraduate ☐PhD X Staff	
Type of Activity: Lab work ☐ Research ☐ Teaching ☐ Field work ☐ Clinical work/placement ☒ General (describe):	
Description of activity / task: AIS Wingara Indigenous Leadership Summit	
Describe the working environment including layout and physical conditions: High school students will work in flat floor event or tutorial spaces during activities and workshops. Bathrooms, lifts and exits are closely located. Students will move about the campus under the supervision of School Staff and Western Sydney University Staff and Student Ambassadors	
Location(s): Bankstown City Campus	
Is there any emergency, security, licensing or approval requirements for this risk assessment? For example: Emergencies – spills, gas leaks, communication in remote conditions Security – storage of scheduled drugs, GMOs, portable radiation equipment Licencing or approvals – approval from animal ethics committee, BRSC, WHSW, Other licences - including those related to operating equipment, maintenance of facilities and grounds and construction activities (OEC)	No
How will this risk assessment be monitored? For example: regular or ad-hoc inspections, training, audits, academic supervision of students.	Risk assessment will be reviewed by event staff, morning briefing of staff and post event for future changes/provisions to risks.
What reference materials were used when developing this risk assessment? For example: • Legislation • Standard operating procedures • Code of practice • Incident investigations • Australian standards • Manufacturer's instructions	Standard operating procedures. WSU Guidelines.

VERSION DETAILS (VERSION CONTROL FOR THE DEVELOPING RA)			
Version Number: **1**	**Date created:** 23/06/2025	**Review date:** After each event	**Date of Approval:** 1st July 2025

WHO WAS INVOLVED IN THE DEVELOPMENT OF THIS RISK ASSESSMENT? (ADDITIONAL ROWS CAN BE ADDED AS REQUIRED)		
Developer (s) – Name and Signature	**Reviewer (s) - Name and Signature**	**Approver (s) - Name and Signature**
Sarah Din Sarah Din	Sarah Din Sarah Din	**Kellie Burke**

The approver confirms that they have read and agreed to the risk controls, and are confident that the risk management process has been adequately undertaken in line with University policy or procedure.

RISK MATRIX

WHAT HARM COULD OCCUR?		WHAT IS THE LIKELIHOOD OF THE HARM OCCURRING?	
Consequence	**Description**	**Likelihood**	**Description**
Catastrophic	Fatality or severe irreversible damage	**Almost certain**	Already happened or will occur in most circumstances within one year
Major	Extensive injuries or impairment	**Likely**	Will probably occur within one year
Moderate	Medical treatment	**Possible**	May occur within foreseeable future such as within 1 – 3 years
Minor	First aid treatment	**Unlikely**	May occur at some time but unlikely in the foreseeable future
Insignificant	No treatment required	**Rare**	Only occurs in exceptional circumstances

CALCULATE THE RISK SCORE
Take the consequence rating and select the correct row
Take the likelihood and select the correct column
The risk score is where the two ratings intersect

Consequence	Likelihood: Rare	Unlikely	Possible	Likely	Almost certain
Catastrophic	Moderate	Moderate	High	Critical	Critical
Major	Low	Moderate	Moderate	High	Critical
Moderate	Low	Moderate	Moderate	Moderate	High
Minor	Very low	Low	Moderate	Moderate	Moderate
Insignificant	Very low	Very low	Low	Low	Moderate

SELECT THE DIFFERENT TYPES OF HAZARDS INCLUDED IN THE RISK ASSESSMENT

☐ Biological	☐ Hazardous Chemicals
☒ Electrical	☐ Extreme temperatures
☐ Gravity	☐ Machinery and equipment
☒ Manual tasks	☒ Noise
☒ Off-campus work and travel	☒ Physical activity
☐ Psychosocial	☐ Radiation

THE HIERARCHY OF CONTROL MEASURES (WHS REGULATION MAKES IT MANDATORY FOR DUTY HOLDERS TO WORK THROUGH THIS HIERARCHY WHEN MANAGING CERTAIN RISKS AND APPLY THIS AS FAR AS REASONABLY PRACTICAL)

Elimination (Highest method of control)	Removing the hazard and associated risk, for example disposing of a hazardous piece of equipment that is out of service
Substitution	Replace the high-risk activity, process or substance with a less hazardous one, for example substituting a hazardous chemical with a non-hazardous chemical
Isolation	Physically separating the hazard from the people by distance or by using barriers, for example using a remote-control system to operate machinery, storing chemicals in a DG class cabinet
Engineering	Change the equipment or environment where the process is undertaken; engineer out the problem, for example placing guards around moving parts of machinery
Administrative	Develop work methods or procedures that are designed to minimise exposure to a hazard, for example policies, procedures, safety signs, posters, training, or safe work practices such as job rotation

Personal protective equipment (PPE)	Provide suitable and properly maintained PPE to cover and protect people from contact or inhalation, for example, gloves, earmuffs, respirators, face masks, and aprons

COMPLETE THE RISK ASSESSMENT

Use the following steps as a guide to completing the risk assessment:

1. List each task or job step, in sequential order, for the activity
2. Identify the hazards for each task / job step
3. List the current controls in place or to be used to control the identified hazard/s
4. Use the risk matrix on the second page to determine the risk score for each hazard with current controls in place
5. List any additional/new controls (if needed to further reduce the level of risk)
6. Use the risk matrix on the second page to approximate the risk score for each hazard after additional/new controls have been implemented
7. Identify who is responsible for ensuring controls are implemented
8. Identify who is responsible for ensuring additional controls are implemented

STEP 1: TASK / JOB STEP	STEP 2: HAZARD (WHAT IS THE SOURCE OF POTENTIAL HARM OR THE SITUATION WITH THE POTENTIAL TO CAUSE LOSS?)	STEP 3: CURRENT CONTROLS (WHAT IS IN PLACE TODAY THAT CONTROLS THE RISK?)	STEP 4: RISK SCORE			STEP 5: ADDITIONAL / NEW CONTROLS (WHAT CAN BE DONE TO ELIMINATE OR FURTHER REDUCE THE RISK?)	STEP 6: RESDIDUAL RISK		
			CONSEQUENCE	LIKELIHOOD	RISK SCORE		CONSEQUENCE	LIKELIHOOD	RISK SCORE
Travelling to relevant Campus	High school students and high school staff getting lost on campus	Students will be travelling to campus as organised by their school staff. Once arrived, students will be collected by Student Ambassadors to guide to locations.	Minor	Unlikely	Low	No further action required.	N/A	N/A	N/A
Setting up/packing up tables and equipment	Organisers may suffer injuries due to movement of equipment	Follow WHS procedures for moving, lifting and inspection of areas	Minor	Possible	Moderate	Ongoing inspection of areas and equipment at campus locations	N/A	N/A	N/A
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward	Trolleys available to move heavy or awkward equipment and users aware of their location	Minor	Possible	Moderate	Removalists could be employed should stock levels increase above a reasonable level.	Low	Low	Minor
Using the lifts (if applicable at the campus location)	Trip/slip/lift getting stuck	All lifts are regularly maintained the lifts will be used as infrequently as possible. Notes are included in Student Ambassador briefing about moving around the campus safely	Minor	Unlikely	Low	No further action required.	N/A	N/A	N/A
Fire	Western Staff, members of the public may suffer serious injuries from smoke inhalation, burns and structural collapse	Constant fire checks to ensure all control measures in fire risk assessment are in place. Fire safety warden on each campus.	Minor	Unlikely	Low	No further action required.	N/A	N/A	N/A
Provision of first aid	With the influx of additional people to the campuses, there is a possibility of minor injury being sustained. Western	University guides and AIS staff are made aware of first aid procedures and access to University Security. Emergency contact details are provided to	Minor	Possible	Unlikely	No additional measures required.	N/A	N/A	N/A

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			CONSEQUENCE	LIKELIHOOD	RISK SCORE		CONSEQUENCE	LIKELIHOOD	RISK SCORE
	Security staff are trained in first aid as are school staff.	each Student Ambassador who escorts each group around campus.							

STEP 7: LIST WHO IS RESPONSIBLE FOR IMPLEMENTING THE CURRENT CONTROLS (AS LISTED IN HEADING 3)	
CONTROLS	**WHO IS RESPONSIBLE FOR IMPLEMENTING**
Travelling around campus	Western Staff, AIS Staff, Western Student Ambassadors, School Teachers and Students
Following WHS procedures	Western Staff
Lift maintenance and housekeeping at the commencement and conclusion of the day	OE&C and Western Staff
Pedestrian management, road safety on campus	Security, Western Staff, Western Student Ambassadors, AIS Staff, and Students
Fire Checks	OE&C
All catering providers comply with NSW Food Safety Laws and Legislation	OE&C and Western Staff
Food allergies and intolerances are known	Western Staff and AIS Staff, and Students
First aid available	Western Staff

STEP 8: IMPLEMENTATION OF ADDITIONAL RISK CONTROLS (AS LISTED IN HEADING 5)

Additional control measures may be required where either:

- There is an unacceptable level of risk
- Short term controls have been implemented until longer term controls are available.

These additional controls must be documented and assigned to a responsible person for action.

ADDITIONAL CONTROLS NEEDED	RESOURCES REQUIRED	RESPONSIBLE PERSONS	DATE OF IMPLEMENTATION
Not required	Not required	Not required	Not required

***Note:**

Risk Assessments must have a valid Date and Signature.
Risk Assessments must be completed prior to engaging in the tasks described.
Risk Assessments must be reviewed every 2years or when there is a change in the described tasks or following an incident or requested by WHSW or directed by SafeWork NSW.
Refer to Risk management procedure on WSU Webpage on Risk management.
For review of completed High-risk Risk assessments please contact whs@westernsydney.edu.au.

Confirmation of Protection

Western Sydney University

Certificate of Entry No: UL WSYD 25

GENERAL & PRODUCTS LIABILITY PROTECTION

This is to certify that **Western Sydney University** (the Member) is a member of Unimutual Limited (the Mutual) and has the right to claim protection on behalf of a protected person or Affiliate for General and Products Liability risks in accordance with the Mutual's Rules, Constitution, Protection Wordings and the Member's Certificate of Entry.

SUMMARY OF MEMBER'S PROTECTION *	
Protection No.:	**WSYD 25 GPL**
Class	General and Products Liability
Protection Period:	From: 00:00 hours (AEST) 1 November 2024
	To: 24:00 hours (AEST) 31 October 2025
Protection:	For liabilities arising from personal injury (including death) and property damage in connection with the Member's business or from products manufactured, sold or supplied by the Member. Protection is subject to certain terms, exclusions, conditions and limitations.
Situation:	Anywhere in the world other than Member operations domiciled and/or Member entities incorporated in USA/Canada.
Limit of Protection:	**$20,000,000** any one occurrence other than liability arising out of Products which is limited to **$20,000,000** in the aggregate for the Protection Period.
Special Comments:	

* This is only a general summary of the Protection. The Protection is subject to Unimutual's Rules, Constitution, Protection Wording and the Member's Certificate of Entry.

This Certificate confers no rights on the Certificate holder.

Signed for and on behalf of Unimutual Limited

Authorised Representative
Unimutual Limited

01/11/2024
Date