UTS Startups Summit - Risk Assessment

Risk Event	Causes of Risk	Risk Impact	Controls/Mitigating Activities in place
Injury to attendees	Overcrowding of entry/exit points	Disruption or cancellation of event	Controlled entry & exit access
	Wet surfaces	Physical injury to attendees	Adequate student to teacher/supervisor/volunteer ratios
	Trip hazards or other hazardous materials	Mental trauma or emotional stress to attendees	Communication of emergency evacuation plans of ICC - ICC Sydney Safety Guidelines.
	Fire or other emergency	Physical property damages	Safety induction upon arrival highlighting site hazards
	Power outage or failure		Limiting the number of attendees to 75% of capacity
	Anti-social behaviour		Trained security & volunteer staff to manage health emergencies & anti-social behaviours
			Maintaining adequate & appropirate insurance policies
Poor attendee experience	Anti-social behaviour	Decreased sentiment about entrepreunership	Experienced MC
	Overcrowding of entry/exit points	Reputational impact for UTS	Carefully selected speakers
	Irrelevant/inappropriate material for presentation		Measuring student sentiment on entrepreunership at the start of the event and then all the way through the event, with a final check at the end
	Disruptive crowd		Trained security & volunteer staff to manage anti-social behaviours
	Inaccessibility for attendees with special needs		Communication of behavioral expectations at the beginning of the event
			Distribute a code of conduct prior to the event
			Presence of security staff trained in conflict resolution
			Provision of ramps, accssible restrooms, dietary accomodatios, tools to meet visual & hearing needs.
			Training to event staff on diversity & inclusion
			Maintaining adequate & appropirate insurance policies
COVID or other communicable disease instance	Possible or detected case of COVID or other communicable disease at the event	Physical (health) impact to attendees	Communication of NSW Health guidelines prior to the event
		Disruption or cancellation of event	Informing the staff & volunteers on the ICC Code Dark Blue (COVID protocols) prior to the event
		Reputational impact for UTS	Communication of expectations around health requirements prior to the event