

## Risk Assessment

Risk Assessment - to identify, evaluate, control, and monitor risks at the scheduled event/project.

<b>Description of Event/Project:</b>	<b>Masterclass Sydney / 6<sup>th</sup> August 2024</b> Christian High School Students	<b>Location</b>	<b>The Concourse</b> 409 Victoria Ave, Chatswood, NSW
<b>Name of Person Completing Assessment:</b>	<b>Gayle Baikie</b>	<b>Date</b>	<b>15 February, 2024</b>

Hazard	Likelihood	Consequence	Risk Rating	Risk Controls
Emergency (evacuation off site required)	Unlikely	Considerable	<b>4</b>	<ul style="list-style-type: none"> <li>Students/ teachers to follow all instructions issued by Venue Chief Warden/Concourse Staff.</li> <li>All teachers and crew to sign in on entry to the venue.</li> <li>The Concourse operates under a POPE License which governs the actions of the staff, patrons and users of the facility.</li> <li>FOH Manager and Ushers to ensure access points are not obstructed by display materials.</li> <li>Concourse staff are the first point of call for any emergency.</li> </ul>
Medical Emergency	Unlikely	Major	<b>3</b>	<ul style="list-style-type: none"> <li>For urgent medical emergencies, staff are to call 000.</li> <li>First Aid Kits accessible.</li> <li>First Aid certified staff will be onsite (Teachers &amp; BSA Staff).</li> </ul>
Vehicles colliding with student	Unlikely	Major	<b>3</b>	<ul style="list-style-type: none"> <li>Parking procedures have been communicated with all registered contact persons.</li> <li>If parking attendants are operational at this event, they will be directing traffic 1 hour before event start time wearing hi-vis vests.</li> <li>All vehicles are to drive slowly in the carpark, no more than 10km speed limit.</li> <li>Students are to exit vehicles as close to the venue entrance as possible.</li> </ul>
Slips	Likely	Minor	<b>4</b>	<ul style="list-style-type: none"> <li>Wet floors signs displayed – “Slippery when wet”.</li> <li>Any slip hazards are cleaned up quickly.</li> </ul>
Food Poisoning/Food allergies	Unlikely	Major	<b>3</b>	<ul style="list-style-type: none"> <li>Students and staff bring their own morning tea and lunch.</li> </ul>

Hazard	Likelihood	Consequence	Risk Rating	Risk Controls
Incident relating to working with students	Unlikely	Major	<b>3</b>	<ul style="list-style-type: none"> <li>All BSA staff and volunteers have verified WWCC.</li> <li>All BSA staff and volunteers have read and acknowledge the BSA Vulnerable Persons Policy and Code of Conduct.</li> <li>All attendees to be checked on list at entry.</li> <li>BSA staff and volunteers must have another adult present or in view when conducting one-to-one interaction with students.</li> <li>BSA staff and volunteers are prohibited from taking photos or videos of students without their consent. And where possible photos/videos that are taken will avoid showing attendee likeness.</li> <li>BSA staff and volunteers will not contact attendees outside the event without parental or teacher permission.</li> <li>Incidents to be reported via BSA staff and a Vulnerable Persons Incident Report Form completed. BSA staff will respond promptly to any matters.</li> </ul>
Games/activities	Likely	Minor	<b>4</b>	<ul style="list-style-type: none"> <li>Games are age appropriate, safe and assessed for any potential hazards beforehand.</li> </ul>
Gate crashers/aggression	Unlikely	Minor	<b>5</b>	<ul style="list-style-type: none"> <li>Event for registered school attendees.</li> <li>Unhelpful/disruptive gate crashers not expected.</li> <li>Police to be called should any unexpected visitors refuse to leave.</li> </ul>
Camera tripod – colliding	Likely	Minor	<b>4</b>	<ul style="list-style-type: none"> <li>Camera is always manned while students are present.</li> <li>Barriers to prevent a possible trip hazard.</li> <li>Exposed cords are to be taped to floor to reduce trip hazard.</li> </ul>
Complaints	Unlikely	Minor	<b>5</b>	<ul style="list-style-type: none"> <li>Any grievances should be directed to BSA and managed using BSA formal grievance process.</li> <li>Minor complaints being managed immediately by senior venue staff present at event and followed up by BSA.</li> </ul>
Spread of Covid-19 virus	Likely	Minor	<b>4</b>	<ul style="list-style-type: none"> <li>BSA will have available face masks upon entry, however, face masks are not compulsory for the event</li> <li>Hand sanitiser will be provided by the venue at entry ways</li> <li>All high touch surfaces will be cleaned, including handrails, doorknobs and push plates, seat armrests, toilet facilities.</li> <li>Unwell patrons and staff will not be permitted to enter the venue.</li> </ul>

# RISK ASSESSMENT TOOLS

## 1. ASSESS THE RISK

			What is the probability of it occurring?			
What is the consequence?			A	B	C	D
			Imminent	Very Likely	Likely	Unlikely
1	Major	Death, serious injury or permanent disability	1	1	2	3
2	Considerable	Significant harm or injury that may involve several days off work or ongoing treatment	1	2	3	4
3	Minor	Medical treatment or first aid treatment required	2	3	4	5
4	Nuisance	No injury, illness or property damage, nuisance interruption, can be fixed immediately	3	4	5	6

## 2. RISK RATING - DETERMINE THE PRIORITY

<b>1</b>	STOP WORK & TAKE IMMEDIATE ACTION!
<b>2</b>	STOP WORK & DEVELOP ACTION/CONTROL PLAN
<b>3 OR 6</b>	NOTIFY WHS REPRESENTATIVE/COMMITTEE AND IMPLEMENT SUITABLE CONTROLS
<b>5 OR 6</b>	NOTIFY WHS REPRESENTATIVE/COMMITTEE