

**BIBLE
MASTERCLASS
ADELAIDE 2024
RISK ASSESSMENT**

Risk Assessment Plan for Mustard Events

Section I. Details of Event							
Event Type	Bible Masterclass Adelaide 2024 (In Partnership with Bible Society & Cedar College)			Event Overview	Group Gathering. Teaching Focus.		
Event Location	Cedar College, 215 – 233 Fosters Rd, Northgate			Event Date	8 th August 2024		
Person in Charge	Event: Chris Melville (Bible Society) Venue: Ps Jeremy Wright			Risk Assessment Prepared by	Jacqui Maynard (SA Director Mustard)		
First Aider	Jacqui Maynard			First Aider Qualifications	HLTAID009 Provide cardiopulmonary resuscitation, HLTAID010 Provide basic emergency life support, HLTAID011 Provide first aid, HLTAID012 Provide first aid in an education and care setting		
Section II. Risk Assessment							
Identify Hazard		Consequence rating	Likelihood rating	Current risk	Control Risks	People	Reassess Risk
Identify the Hazard	What is the harm associated with the hazard?	As rated on the Consequences Table	As rated on the Likelihood Table	Is the risk low, medium, high or extreme? (as rated on the matrix)	What controls are already in place and what else needs to be done to reduce or remove the risk?	Who is controlling this risk?	Now that controls have been put in place reassess the risk.
Human Hazards							
Co-Vid	Infection passed on	Minor	Unlikely	Low	Monitor for an SA spikes, request for schools to monitor student health and to refuse attendance to sick students	School Staff	Low
Illness	Infection passed on	Minor	Unlikely	Low	request for schools to monitor student health and to refuse attendance to sick students	School Staff	Low
Games	Fall resulting in an injury	Insignificant	Unlikely	Low	Outline requirements for any dancing, have staff monitoring and acting on behaviour	School Staff	Low
Food & Drink	Choking	Insignificant	Rare	Low	Have students sit for recess, have First Aid person identified to group, have school identify own First Aider	Jacqui Maynard Jeremy Wright School Staff	Low
Environmental Hazards							
Steps	Tripping	Insignificant	Possible	Low	Mark any 'hidden' steps, have only authorised people access stage area	Jeremy Wright	Low
Rain	Slipping	Insignificant	Possible	Low	If raining, have buses park as close as possible	Jeremy Wright	Low
Sun	Burn	Insignificant	Rare	Low	If hot, have recess inside	Jeremy Wright	Low

Uneven Ground	Tripping	Insignificant	Possible	Low	Mark, monitor and/or avoid any potentially dangerous spot	Jeremy Wright	Low
Fire	Smoke Inhalation, burns	Major	Rare	Low	Include evacuation procedure in opening, have private briefing with key personnel	Jeremy Wright	Low
Moving cars	Hit by car	Moderate	Rare	Low	Have students walk from bus to venue using footpaths. For recess, explain out of bounds areas including any roads.	Jeremy Wright	Low
Equipment Hazards							
Cords & Cable	Tripping	Insignificant	Possible	Low	Place cable in non-walk ways. Where this is unavoidable, cover with mats or tape down.	Jeremy Wright	Low
Electrical Equipment	Electrocution	Major	Rare	Low	Only have authorised people using equipment	Jeremy Wright	Low
Bus	Falling from step	Insignificant	Possible	Low	Have busses park in safe area, ensure schools have staff in attendance	School Staff	Low
Other Hazards							

Section III. Response Plan			
Evacuation Response Procedures			
Fire Marshalls: Jeff Thorpe, Andrew Lock			
Evacuation Signals: <u>Lockdown</u> – monotone bell sound accompanied by, “Lockdown in progress.” <u>Evacuation</u> – ascending bell sound accompanied by, “Evacuate as directed.”			
Assembly Points: - School Oval. School side with other visitors and volunteers			
Evacuation Method: By foot to evacuation point. School buses will be notified if required			
Emergency Response Procedures			
What will happen?	What equipment is needed?	Where will they be located?	
Bell will sound with corresponding message. Group will walk with staff to evacuation area or follow staff instructions regarding lockdown procedure.	If required, extinguishers are present in each building. Venue staff will have mobile phones should external communication be required.	Each venue on the wall. Marked with signage.	
Onsite Emergency Contacts (Name and Contact Details)			
Staff	Jacqui Maynard (0434400671), Ps Jeremy Wright (0413898085)		
Venue contacts	Ps Jeremy Wright (0413898085)		
Offsite emergency contacts			
Emergency Services	Police, Ambulance, Fire: 000	Police Link: 13 14 44	Poison Hotline 13 11 26
Local Health Services	Doctor Surgery: Onsite nurse	Hospital: Modbury Hospital	