

Risk Assessment

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

Description of Event/Project:	Masterclass Perth / 30th July 2024 Christian High School Students	Location	Mount Pleasant Baptist Church 497 Marmion St, Booragoon, WA
Name of Person Completing Assessment:	Gayle Baikie	Date	15th February 2024

Hazard	Likelihood	Consequence	Risk Rating	Risk Controls
Fire/ Major Threats (Bomb/Terror)	Unlikely	Major	3	<ul style="list-style-type: none"> Evacuation Procedure – will be announced early in the program and will include - pointing out the location of the fire exits and explaining to attendees that in the case of an evaluation they are not to re-enter the building until given permission. <i>If you would like a copy of the Evacuation map, please contact BSA</i> All venue and BSA staff trained on evacuation procedures. Emergency exit points clearly visible by lighting and signage. Fire extinguishers, fire hoses and fire exits are not to be obstructed in any way. Exit doors that may be locked from the inside, are to be left unlocked whenever possible.
Medical Emergency	Unlikely	Major	3	<ul style="list-style-type: none"> For urgent medical emergencies, staff are to call 000. First Aid Kits accessible. First Aid certified staff will be onsite (Teachers & BSA Staff).
Vehicles colliding with student	Unlikely	Major	3	<ul style="list-style-type: none"> Parking procedures have been communicated with all registered contact persons. If parking attendants are operational at this event, they will be directing traffic 1 hour before event start time. All vehicles are to drive slowly in the carpark, no more than 10km speed limit. Students are to exit vehicles as close to the church entrance as possible.
Slips	Likely	Minor	4	<ul style="list-style-type: none"> Wet floors signs displayed – “Slippery when wet”. Any slip hazards are cleaned up quickly.

Hazard	Likelihood	Consequence	Risk Rating	Risk Controls
Food Poisoning/Food allergies	Unlikely	Major	3	<ul style="list-style-type: none"> Students bring their own morning tea and lunch.
Incident relating to working with students	Unlikely	Major	3	<ul style="list-style-type: none"> All BSA staff and volunteers have verified WWCC. All BSA staff and volunteers have read and acknowledge the BSA Vulnerable Persons Policy and Code of Conduct. All attendees to be checked on list at entry. BSA staff and volunteers must have another adult present or in view when conducting one-to-one interaction with students. 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. BSA staff and volunteers will not contact attendees outside the event without parental or teacher permission. Incidents to be reported via BSA staff and a Vulnerable Persons Incident Report Form completed. BSA staff will respond promptly to any matters.
Games/activities	Likely	Minor	4	<ul style="list-style-type: none"> Games are age appropriate, safe and assessed for any potential hazards beforehand.
Gate crashers/aggression	Unlikely	Minor	5	<ul style="list-style-type: none"> Event for registered school attendees. Unhelpful/disruptive gate crashers not expected. Police to be called should any unexpected visitors refuse to leave.
Camera tripod – colliding (if speakers are being recorded)	Likely	Minor	4	<ul style="list-style-type: none"> Camera is always manned while students are present. Barriers to prevent a possible trip hazard. Exposed cords are to be taped to floor to reduce trip hazard.
Complaints	Unlikely	Minor	5	<ul style="list-style-type: none"> Any grievances should be directed to BSA and managed using BSA formal grievance process. Minor complaints being managed immediately by senior venue staff present at event and followed up by BSA.
Spread of Covid-19	Likely	Minor	4	<ul style="list-style-type: none"> BSA will provide face masks upon entry to those who want them, however, face masks are not compulsory for the event Hand sanitiser will be provided by the venue at entry ways

RISK ASSESSMENT TOOLS

1. ASSESS THE RISK

What is the consequence?			What is the probability of it occurring?			
			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

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