

Risk Assessment Plan for Mustard Events

| Section I. Details of Event | | | |
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| Event Type | Bible Masterclass Adelaide 2025 (In Partnership with Bible Society & Cedar College) | Event Overview | Group Gathering. Teaching Focus. |
| Event Location | Cedar College, 215 – 233 Fosters Rd, Northgate | Event Date | 7 th August 2025 |
| Person in Charge | Event: Chris Melville (Bible Society) Venue: Jeremy Wright | Risk Assessment Prepared by | Jeremy Wright (Cedar College College Pastor) |
| First Aider | School Nurse (on site) / Reg Thompson (teacher in auditorium) | First Aider Qualifications | Senior First Aid |

| 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 | 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 |

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|--------------------------|-------------------------|---------------|----------|-----|--|---------------|-----|
| 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 | | | | | | | |
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| 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 | Jeremy Wright (0413898085), Reg Thompson (0448 305 994) | | |
| Venue contacts | 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 | |