



ROCKHAMPTON & DISTRICT RISK ASSESSMENT GUIDELINES

A risk assessment for social and educational activities involves identifying potential hazards and risks that could occur during an activity, evaluating the likelihood of those risks happening, and implementing preventative measures, considering factors like the location, participants, activities planned, and potential environmental conditions; essentially aiming to ensure a safe and enjoyable experience for everyone involved.

Providing a safe place for our activities is vital as a not-for-profit organization that does not employ others. Categorised as a non PCBU (Person Conducting a Business or Undertaking) there is no mandate to comply with Workplace Health & Safety Act.

However, implementing a Risk Assessment can help ensure the safety of all our members; the aim is to ensure that everyone is protected from harm or damage caused by a failure to take reasonable control measures.

Volunteers such as the members of the management committee, the activity coordinators cannot be prosecuted for failing to comply with their duties as a Responsible Person under the WHS Act. However, all members should adhere to the principles of health and safety outlined in the Risk Assessment.

Key steps in conducting a social and educational activity risk assessment:

1. Identify potential hazards:

- **Location risks:** Unsafe venue conditions (poor lighting, uneven surfaces, accessibility issues), weather extremes, vehicle parking hazards around the location.
- **Activity risks:** Physical activities with potential for injury, food handling issues, mobility issues. Setting up in preparation and clearing the area after completion of the activity.
- **Environmental factors:** Extreme weather conditions, hazardous terrain, pathways, uneven surfaces, passing traffic, distance, access to remote areas.

2. Assess the likelihood and severity of risks:

- Consider the probability of a hazard occurring based on the planned activities, venue, and participant demographics such as age, mobility.
- Evaluate the potential severity of harm if a hazard occurs, ranging from minor discomfort to serious injury, when thinking about what could happen if someone was exposed to a hazard; what could happen and how to eliminate that risk within a reasonable measure.

Implement Prevention Measures:

- **Venue selection and preparation:** Ensure the venue is safe, well-maintained, and has appropriate emergency procedures.
- **Activity planning:** Design activities with safety in mind, provide clear instructions, and responsible volunteers.
- **People management:** Implement measures to control access flow to designated areas and have co-ordinator/volunteers to manage potential issues.
- **Emergency response plan:** Develop a clear plan for handling emergencies, including first aid, evacuation procedures, and contact information.
- **Communication and awareness:** Inform participants about potential risks, safety guidelines, and contact details for reporting concerns to all stakeholders.

Specific examples of social activity risks and preventative measures:

Risk Location: Physical activity causing injuries due to lack of supervision or improper technique.

- **Prevention Measures:** Provide clear instructions, designate co-ordinator/volunteers to monitor activities, ensure appropriate equipment is available and in good condition.

Risk Location: Foodborne illness due to improper food handling, food and fluid spillage on floors and benches that may cause falls.

- **Prevention Measures:** Ensure food is prepared and stored safely, clearly label food with allergen information, and provide hand hygiene stations. An assigned Responsible Person to oversee risk area for safeguarding such as door entry and exit to kitchen or preparation area.

Risk Location: Weather-related hazards (extreme heat, rain, lightning).

- **Prevention Measures:** Monitor weather forecasts, have contingency plans in place, provide shelter options if necessary.

Important considerations

Involve stakeholders:

Consult with coordinators, volunteers, participants, and relevant authorities to gather input and ensure all perspectives are considered.

Administrative Tasks

Regular review and updates: Periodically revisit the risk assessment to reflect changes in circumstances or activities.

Documentation: Maintain a clear record of the risk assessment process, including identified hazards, preventative measures, group activity and responsible persons.

Reporting to the Management Committee

Presenting a risk or advising on potential hazards that have not been evaluated or perceived IS imperative for the committee to monitor Risk Management.

Benefits of Reported Risks.

- Enables the Committee to address the issues before they escalate causing harm.
- Demonstrates transparency and responsibility to/for the volunteers, tutors and attendee members by advising on potential risks.
- Committee is made aware of risk concerns will provide insight to the Risk Management procedures.
 - By implementing preventative measures may minimize the impact of risks.
 - To assist in the planning and resources of other activities.
- To notify Venue holder of hazards that are reported from Responsible Persons at venues that are out of the realm of the association's accountability.