

Risk Assessment and Control Work Sheet

GRIP Student Leadership Conference

Assessment date 26.10.25

Measure		Ratings					
A	Likelihood	Practically Impossible	Conceivable but very unlikely	Remotely possible	Unusual but possible	Possibly could happen	Might well be expected at some time
		0.2	0.5	1	3	6	10
B	Exposure	Very Rare (yearly)	Rare (a few per year)	Unusual (once per month)	Occasional (once per week)	Frequent (daily)	Continuous
		0.5	1	2	3	6	10
C	Possible Consequence	Noticeable	Important	Serious	Very Serious	Disaster	Catastrophic
		1	3	7	15	40	100

Risk Score Decision Table				
	Score	Risk	Action	Risk Priority
AxBxC=	> 400	Unacceptable Risk	Consider discontinuing operation	1
	200 – 400	High Risk	Immediate action required	2
	70 – 200	Substantial Risk	Correction needed	3
	20 – 70	Medium Risk	Attention required	4
	< 20	Low Risk	Perhaps Acceptable	5

<i>Issue Being Considered</i>	<i>Risk Assessment</i>					<i>Control Method</i>	
DESCRIPTION OF RISK	A	B	C	Score A x B x C	Risk Priority	Description	Final Risk
A person trips on a cable or floor mounted items	3	6	3	56	4	Minimise the cables that are run in areas of foot traffic. Tape (or similar) all cables in these areas. Floor mounted equipment (eg sound equipment) to be placed in locations where suitable access is still clear. If it is noted that students are running or climbing over chairs a suitable announcement will be given to cease this.	5
Physical injury resulting from ceiling mounted equipment	0.2	6	15	18	5	All venues used are professional established venues subject to council and government safety regulations as part of their regular operations.	5
Student injury whilst on stage, where stage is elevated and they are exposed to increased obstruction from technical equipment.	1	6	3	18	5	Notice to please 'stay off stage' in on-screen signage, and booklet letter to adults. Stage access for student helpers during program to be marshalled by GRIP organisers to ensure order and ideal stage entrances/exits used. Optional on-stage access permitted at end of conference program when adult/teachers are providing instruction and with a GRIP organiser in the vicinity to identify any additional hazard.	5
Food allergy reaction/illness	0.5	0.5	15	3.75	5	Attendees bring own lunch to cater for own needs. Attendees keep own bag with them throughout the conference to minimise chance of mix-up. Prizes will be small badges (not food items).	5

Student being lost or separated from group	3	3	3	27	4	Ushers to seat students from same school/group in the same rows of seats (ie not scattered in different places amongst others.) Groups to utilise these same seats for the duration. (With the exception of smaller breakout room sessions at SECONDARY aged event only.) Mixing/interaction of students between different schools will occur, but will be for short periods (ie 1-5 mins) with clear instructions provided and will occur within the conference room. Students will always be instructed to return to their seats at the conclusion of these interactions. Adults strongly encouraged to sit with the group they are supervising, with seats provided for them at their group location. Announcement on stage (and in written booklet) to follow the instructions of accompanying adults/teachers during the break times, specifically regarding where a specific group is permitted to go during break times. At primary conferences (with younger students) GRIP will keep a diagram of where each specific group is sitting to assist with locating a group if needed.	5
Hearing/noise injury	0.2	6	15	18	5	PA systems utilised will be smaller portable style. At larger venues with inhouse PA the volume will be monitored by the venue operator with knowledge and experience relating to acceptable limits. Whilst the program encourages 'Loud Noise' it will be in alignment with what schools expect at events like sports carnivals. A separate plan is available for the welfare of students who emotionally are not comfortable with loud noise (see http://gripleadership.com/inclusion)	5

Incident occurring as a result of an evacuation	3	0.5	7	10.5	5	Instructions will be provided at the start of the conference: - Remain seated at first warning of a pending evacuation and await further - Follow instructions of voiceover/GRIP/Venue staff including whether to proceed to a specific exit - Location of outdoor assembly area - Remain at assembly area until advised In event of emergency GRIP will: - Ensure exit is opened and monitored - Instruct to leave bags under seats - Monitor situation and provide instructions from on-stage until it's unsafe to remain there	5
Tripping as a result of hundreds (or more) school bags on the floor	6	6	1	36	4	Students to keep bags at their seated location (not a central storage location). Risk would be increased by disorder resulting from students attempting to locate their own bag amongst a large section of bags. When foot/walkway space is at a minimum clear on-stage instructions will advise students to push their bag under their seat to clear the feet/walking areas. Bags storage not permitted in other areas that attendees will walk, eg aisles or open mingling/activity space.	5
Worsening an illness/injury by insufficient treatment.	0.5	2	15	15	5	School staff know their student health circumstances best, so will be the person to advise on first aid to their student if required. GRIP will play a supporting role if requested/necessary. School to provide their own first aid kit equipped with any unique items that may be required for their specific needs (eg EpiPen, insulin etc)	5

Inappropriate contact or interaction between an adult and a minor.	0.2	6	15	15	5	At all stages everybody will remain in a large group setting. Students will not be removed from their group unless volunteering for an activity and will still remain in a public view, in group context, and in view of their accompanying adult. GRIP staff will have a Working With Children Check or Blue Card or equivalent clearance issued by the state of their residence. Students instructed not to use toilet facilities during session times, and to wait until break times when a group visit is more appropriate. Adults will only be permitted to be in the conference room during the program time if accompanying a student group, or identified by an organisation name badge of a suitable organisation associated with the conference.	5
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