



# Risk Assessment & Safety Plan

## *2025 Concert Rehearsal Day 1*

### **Preamble**

The ACCent on Music Concert is scheduled to be held at Hamer Hall in September 2025. In preparation for that event, all ensembles have been allocated set rehearsal dates throughout 2025. These rehearsals are to be conducted at various member schools as per the ACC calendar. The Director of Music from the host school takes responsibility for arranging details such as equipment lists, venue bookings and audio-visual equipment. The ACC office confirms details including the specific schools attending, Working With Children Check compliance and provision of the ACC Code of Conduct for any possible guest presenters. All conductors are teachers at ACC Schools.

This risk assessment is applicable to Concert Rehearsal Day 1 to be conducted at St Bernard's College on 31<sup>st</sup> March 2025.

## Sport Name: 2025 Concert Rehearsal Day 1

Date of Assessment	14/03/25
Event	Concert Rehearsal Day 1
Date(s)	31 <sup>st</sup> March 2025
Location	St Bernard's College
Nearest Hospital	Sunshine Hospital, 176 Furlong Rd, St Albans VIC 3021 (8.3km)

### Briefly describe the event and its context

The ACCent on Music Concert is scheduled to be held at Hamer Hall in September 2025. In preparation for that event, all ensembles have been allocated set rehearsal dates throughout 2025.

### Emergency Information (Bush Fire/Code Red Alert, etc)

Not applicable at date of publishing

Contractors Name	Phone	Safety Plan/Insurance
No Guest Presenters		

### Staff Involved:

Name	Position	Role at Event	Contact
Geordie Nagle	ACC Operations Officer	Event Coordinator	0435 274 108



### Approved by:

ACC Executive Officer	Signature	Date
Paul Fahey		21/03/25

1 INDOOR HAZARDS		
1.1	Inappropriate lighting	Y
1.2	Temperature	Y
1.3	Insufficient or unsuitable space	Y
1.4	Untidiness – causing trip / fire hazard	Y
1.5	Stairs – dark / steep / no handrail	
1.6	Lack of fire escapes / extinguishers / procedures	Y
1.7	Slip / trip / fall hazards	Y
1.8	Inadequate ventilation	Y
1.9	Inhalation of dust	Y
1.10	Poor surfaces for activities – slips / trips / impact	Y
1.11	Electrical hazards	Y

2 SPORTING ACTIVITY HAZARDS		
2.1	Uneven playing surface	
2.2	Playing surface too hard or soft	
2.3	Hard or sharp objects on pitch	
2.4	Sliding on Astroturf or similar surface	
2.5	Collisions / Conflict with surrounding objects or people	
2.6	Impact from sports equipment - Ball or Clubs	
2.7	Contact sport injury	
2.8	Personal injury – fracture / sprains / cuts	

3 HAZARDS ON COASTS & COASTAL WATERS		
3.1	Falls from cliffs, piers, sea walls	
3.2	Struck by falling objects from cliff	
3.3	Slips & falls on slopes / loose surfaces	
3.4	Quick sand & mud	
3.5	Access problems due to steep angle of beach slope	
3.6	Collisions between water users	
3.7	Swept away by wave surges	
3.8	Being washed against rocks / piers	
3.9	Low water temperatures	
3.10	Communication problems from waves / swell / distance	
3.11	Struck by objects in water	
3.12	Stranded by tides	
3.13	Swept away by currents	
3.14	Rip tides	
3.15	Longshore drift	
3.16	Conflicts between beach users	

HAZARDS ON STILL / MOVING WATER		
4.1	Getting swept away from equipment or people	
4.2	Collision with rocks in and to sides of rivers	
4.3	Striking / trapping by submerged obstacles	
4.4	Being dragged down by undertow	
4.5	Restricted or impossible access to / from water	
4.6	Access problems – rescue / getting kit into water	
4.7	Falls from drops in level at weirs / waterfalls	
4.8	Getting out of depth	
4.9	Low water temperature	
4.10	Separation from other people	
4.11	Slips / trips on steep banks or uneven surfaces	
4.12	Difficult communications	
4.13	Remote locations	

5 HAZARDS ON HILLS AND MOUNTAINS		
5.1	Slips & trips on grass, mud, rock	
5.2	River crossings	
5.3	Remote locations	
5.4	Difficult communication – weather / distance	
5.5	Falling debris	
5.6	Extra work imposed by terrain type / angle	
5.7	Lack of shelter	
5.8	Separation of group members	
5.9	Getting lost	
5.10	Falls from height	
5.11	Extremes of weather	

6 PEOPLE & ORGANISATIONAL HAZARDS		
6.1	Lack of information, training or instruction	Y
6.2	Poor activity planning or preparation	Y
6.3	Poor activity delivery or organisation	Y
6.4	Ignorance of rules and / or procedures	Y
6.5	Unsafe behaviour or attitude	Y
6.6	Lack of appropriate first aid equipment and experience	Y
6.7	Medical conditions of participants	Y
6.8	Poor safety control from group leaders	Y
6.9	Poor safety awareness from participants	Y
6.11	Lack of cooperation within group	Y
6.12	Differing skill levels within group	
6.13	Low level of physical fitness / strength	
6.14	Aggression between participants	
6.15	Aggression from crowd / public	
6.16	Contact between participants increasing risk	

7 EQUIPMENT AND OTHER HAZARDS		
7.1	Crash handling	
7.2	Transport to and from your activity	Y
7.3	Food poisoning	Y
7.4	Hazardous substances	
7.5	Equipment with moving / hot parts	
7.6	Heavy equipment	Y
7.7	Electrical hazards from equipment	Y
7.8	Noise from equipment	Y
7.9	Risk of trapping body / clothing in equipment	
7.10	Inadequate environment for equipment operation	
7.11	Inadequate protective equipment	
7.12	Equipment in unsuitable condition	Y

8 OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY		
8.1	Dehydration	Y
8.2	Extremes of Weather	
8.3	Child Safety Policy & Code of Conduct	Y
8.4	Hygiene and infection control	Y
8.5		
8.6		
8.7		
8.8		
8.9		
8.10		



## Risk Assessment – 2025 Associated Catholic Colleges Concert Rehearsal Day 1

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Risk	Further Controls Required?	Who By	When
1.1	Poor lighting could increase the risk of injury and collisions	Host School Convenor to ensure that appropriate lighting is available	Low		Host School Convenor	Prior to event start
1.2, 8.1	Temperature, Dehydration. High temperature indoors may lead to dehydration.	All participants to bring own water bottles. Host School Convenor to ensure adequate breaks during the workshop schedule.	Low		Host School Convenor School Staff	Prior to event start & during event
1.3	Insufficient space	Host School Convenor to ensure that appropriate venue space is allocated for each ensemble. No over-crowding should take place, with multiple venues a preferable option.	Low		Host School Convenor	Prior to event start
1.4, 1.6, 1.7, 1.8, 1.9, 1.10, 1.11	Untidiness – causing trip/fire hazard, slip/trip/fall hazards. Venue should provide a safe environment for the workshop – fire escapes clear, extinguishers, ensemble space clear of debris, dust and electrical hazards.	Host School Convenor and ACC Convenor to check that all ensemble spaces are clear of debris, hazards, etc and safe for use. Briefing for all participants to ensure that all areas are kept neat and tidy to avoid any hazards and risks of injury. Equipment cases to be stored away from chairs / music stands and all entry / exit points to be kept clear for access.	Low		Host School Convenor ACC Convenor School Staff	Prior to event start & during event
6.1, 6.2, 6.3	Lack of information, poor activity planning, preparation, delivery or organisation	Participants required to have previous musical experience and knowledge of the repertoire and workshop schedule. Schools sent appropriate information regarding event schedule in weeks prior.	Low		Host School Convenor ACC Convenor School Staff	Weeks prior to event & prior to event start
6.4, 6.5	Ignorance of rules/procedures, unsafe behaviour/attitude	ACC Code of Conduct applies to all students and staff. School staff directly responsible for the behaviour of their students.	Low		School Staff ACC Convenor	Prior to event start & during event
6.6, 6.7	Lack of appropriate first aid equipment & experience, medical conditions of participants	School staff are first aid trained, carry school kits and appropriate medical information of their students. Host school to provide any necessary assistance in dealing with emergency situations.	Low		School Staff Host School ACC Staff	At event
6.8, 6.9	Poor safety control from group leaders, poor safety awareness from participants	School staff to brief students regarding safe behaviour and how to minimise safety risks. ACC Code of Conduct applies to all students whilst involved in ACC events.	Low		ACC Convenor School Staff	Prior to & during event
7.2	Transport to and from your activity	School staff to ensure adequate safety procedures in place for transporting students to and from the host school as well as the movement of students between the bus and workshop venue.	Medium		School Staff	Prior to the event

7.3	Food poisoning	Catering arranged for staff. Host School Convenor to ensure that a registered food provider is engaged to provide food and refreshments for staff. Monitor break times and liaise with caterer so that food is not left out for long periods of time.	Low		Host School Convenor ACC Convener	Prior to & during event
7.6	Heavy equipment	Host School Convenor to ensure that any heavy equipment (pianos, speakers, lighting etc) required for the workshop is set up by relevant school staff (Maintenance Team, etc) and in place prior to visiting schools arriving on site. Heavy equipment should not be moved by staff or students unless they are trained to do so safely.	Low		Host School Convenor ACC Convener School Staff	Prior to & during event
7.7	Electrical hazards from equipment	All electrical equipment must be "Tested & Tagged" by a qualified professional, with the tag covering the current date of the workshop. Any equipment that is damaged or unsafe must not be used. Electric cables and chords must be covered if they are on the floor in an area where movement of staff, students or guest presenters will occur.	Medium		Host School Convenor ACC Convener School Staff	Prior to & during event
7.8	Noise from equipment	Staff and students should monitor noise output from speakers and act in reducing unnecessary noise levels that may cause damage to the hearing of participants, staff and guests.	Low	Sound check prior to workshop as required.	Host School Convenor ACC Convener School Staff	Prior to & during event
8.3	Child Safety Policy & Code of Conduct	ACC is committed to the safety and well-being of children and young people. Guest presenters must supply a copy of their Working With Children Check and complete the online ACC Event Registration process. This process provides guest presenters with a copy of the ACC Code of Conduct and acceptable behaviours.	Low	<a href="https://form.jotform.com/70507258378867">https://form.jotform.com/70507258378867</a> Register is signed by all ACC Employees, with copies of our Code of Conduct and acceptable behaviours made available for all contractors engaged by the ACC.	ACC Convener	Prior to event start
8.4	Hygiene & infection control	Safe hygiene practices, social distancing where possible, sanitiser available, etc. Staff members to monitor and enforce safety restrictions for all participants.	Medium		ACC Staff School Staff	Prior to event start, during event and post event

## Appendix A: Risk Rating Criteria

Each risk is rated on the basis of consequence and likelihood of the risk occurring and the effectiveness of the internal controls established to mitigate the risk events based on classification the criteria detailed below.

### Consequence Rating Criteria

To describe the consequence of a risk affecting the ACC, financial impact is considered as well as other consequences such as the impact in the reputation, compliance, etc.

Consequence or Impact Rating		Value at Risk
<b>Catastrophic (5)</b>	<ul style="list-style-type: none"> <li>▶ Financial Risk: Catastrophic financial loss above \$250,000.</li> <li>▶ Reputation Risk: Very high sensitivity and irreparable damage to brand name.</li> <li>▶ Compliance Risk: Cessation of business or loss of funding support due to non-compliance.</li> <li>▶ Strategic Risk: Strategic / operational objectives unable to be achieved (all stakeholder affected).</li> </ul>	> \$250K
<b>Major (4)</b>	<ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact between \$100,000 and \$200,000.</li> <li>▶ Reputation Risk: Significant sensitivity to brand name.</li> <li>▶ Strategic Risk: Significant impact on strategic / operational objectives.</li> </ul>	\$100k to \$250K
<b>Moderate (3)</b>	<ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact between \$25,000 and \$100,000.</li> <li>▶ Reputation Risk: Moderate sensitivity and damage to brand name.</li> <li>▶ Compliance Risk: Low level issues due to non-compliance.</li> <li>▶ Strategic Risk: Medium impact on strategic / operational objectives.</li> </ul>	\$50k to \$100K
<b>Minor (2)</b>	<ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact between \$5,000 and \$25,000.</li> <li>▶ Reputation Risk: Minimal sensitivity and damage to brand name.</li> <li>▶ Compliance Risk: Censure due to non-compliance.</li> <li>▶ Strategic Risk: Minimal impact on strategic / operational objectives.</li> </ul>	\$5k to \$25k
<b>Insignificant (1)</b>	<ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact less than \$5,000.</li> <li>▶ Reputation Risk: No impact on reputation or brand name.</li> <li>▶ Compliance Risk: No compliance impact.</li> <li>▶ Strategic Risk: Consequences are dealt with by routine operations.</li> </ul>	\$<5K

## Likelihood Rating Criteria

The likelihood rating is based on the number of times within a specified period a risk which a risk may occur as a consequence of business operations or through failure of operating people, processes and systems.

Risk Rating	Risk Criteria
<b>(5) Almost Certain</b>	<ul style="list-style-type: none"><li>▶ Is expected to occur in most circumstances, or</li><li>▶ Has more than 75% chance of occurring, or</li><li>▶ May occur within the next 6 months.</li></ul>
<b>(4) Likely</b>	<ul style="list-style-type: none"><li>▶ Will probably occur in most circumstances, or</li><li>▶ Has less than 75 % chance of occurring, or</li><li>▶ May occur within the next 18 months</li></ul>
<b>(3) Possible</b>	<ul style="list-style-type: none"><li>▶ Might occur at some time, or</li><li>▶ Has less than 50 % chance of occurring, or</li><li>▶ May occur within the next 3 years.</li></ul>
<b>(2) Unlikely</b>	<ul style="list-style-type: none"><li>▶ May occur at some time, or</li><li>▶ Has less than 25% chance of occurring, or</li><li>▶ May occur within the next 5 years.</li></ul>
<b>(1) Rare</b>	<ul style="list-style-type: none"><li>▶ May occur only in exceptional circumstances, or</li><li>▶ Has less than 10% chance of occurring, or</li><li>▶ Not likely to occur within the next 5 years.</li></ul>

The combination of the consequence and likelihood rating produces a rating for the inherent risk for a particular event.

## Residual Risk Rating Matrix

Using the product of consequence and likelihood ratings, the risks identified are then rated as extreme, high, moderate or low.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	M	H	E	E	E
Likely	M	M	H	H	E
Possible	L	M	H	H	H
Unlikely	L	L	M	M	H
Rare	L	L	M	M	H

### Legend

<b>E</b>	<b>Extreme</b>
<b>H</b>	<b>High</b>
<b>M</b>	<b>Medium</b>
<b>L</b>	<b>Low</b>