



# **Risk Assessment & Safety Plan**

**2025**

## ***Open Debating & Public Speaking Competition***

### **Preamble**

The ACC Open Debating & Public Speaking Competition is held in conjunction with the Debaters Association of Victoria (DAV).

The ACC office confirms details including the specific schools attending, allocation of teams into divisions, Working With Children Check compliance and provision of the ACC Code of Conduct for the adjudicators from DAV.

This risk assessment is applicable to the Junior Debating & Public Speaking competition to be held at St Joseph's College, Ferntree Gully on May 8th.


## Event Name: 2025 Open Debating & Public Speaking Competition

Date of Assessment	27 <sup>th</sup> March 2025	
Event	Open Debating & Public Speaking Competition	
Date(s)	8 <sup>th</sup> May 2025	
Location	St Joseph's College, 5 Brenock Park Dve, Ferntree Gully	
Nearest Hospital	Angliss Hospital (Eastern Health) Albert Street Upper Ferntree Gully Vic 3156 Phone: 03 8345 6666	
<b>Briefly describe the event and its context</b>		
The ACC Open Debating and Public Speaking event involves teams of students from each member school participating in a structured competition under the guidance of DAV.		
<b>Emergency Information (Bush Fire/Code Red Alert, etc)</b> Not applicable at date of publishing		
<b>Contractors Name</b>	<b>Contact</b>	<b>Safety Plan/Insurance</b>
Debaters Association of Victoria	debater@dav.com.au	Details provided

### Staff Involved:

Name	Position	Role at Event	Contact
Paul Fahey	ACC Executive Officer	Event Manager	0408 598 093
Geordie Nagle	ACC Operations Officer	Event Assistant	0435274108

### Approved by:

ACC Executive Officer	Signature	Date
Paul Fahey		28/03/25

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	
1.10	Poor surfaces for activities – slips / trips / impact	
1.11	Electrical hazards	

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	
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	
7.3	Food poisoning	Y
7.4	Hazardous substances	
7.5	Equipment with moving / hot parts	
7.6	Heavy equipment	
7.7	Electrical hazards from equipment	
7.8	Noise from equipment	
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	

8 OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY		
8.1	Dehydration	
8.2	Extremes of Weather	
8.3	Child Safety Policy & Code of Conduct	Y
8.4	Hygiene and infection control	
8.5	Reputational risk – competition management	Y
8.6	Inappropriate use of online communication platform	
8.7	Poor online supervision of participants	
8.8	Unfair play or cheating	
8.9	Online connection issues – internet	
8.10		



## Risk Assessment – 2024 Associated Catholic Colleges Open Debating & Public Speaking Competition

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Risk	Further Controls Required?	Who By	When
1.2, 8.1	Temperature, Dehydration. High temperature indoors may lead to dehydration.	Adequate ventilation and air conditioning. Students encouraged to remain hydrated throughout the event.	Low		ACC Staff School Staff	Prior to event start & during event
1.1, 1.3, 1.8	Inappropriate lighting, Insufficient space, adequate ventilation	Host school (St Joseph's) to ensure that appropriate venue space is allocated for the event. Adequate preparation areas allocated, adequate lighting and ventilation	Low		Host School ACC Staff	Prior to event start
1.4, 1.6, 1.7, 1.10, 1.11	Untidiness – causing trip/fire hazard, slip/trip/fall hazards. Host school should provide a safe environment for the event – fire escapes clear, extinguishers, ensemble space clear of debris and electrical hazards.	Host School and ACC to check that all venue spaces are clear of debris, hazards, etc and safe for use. Electrical items must be tested and tagged.	Medium		Host School ACC 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 debating / public speaking experience and knowledge of the event schedule. Schools sent appropriate information regarding event schedule in weeks prior.	Low		DAV ACC Staff 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 Staff	Prior to event start & during event
6.6	Lack of appropriate first aid equipment and experience	Each school is responsible for the needs of their own students, including the provision of first aid and specific safety equipment	Low	ACC to provide an independent first aid medic for all multi-school events	ACC Staff School Staff Colmed Medics	Prior to event start & during event
6.8, 6.9	Poor safety control from group leaders, poor safety awareness from participants	ACC Code of Conduct applies to all students whilst involved in ACC events.	Low		ACC Staff School Staff	Prior to & during event
6.11	Lack of cooperation within group,	ACC Code of Conduct applies to all students and staff. School staff directly responsible for the behaviour of their students.	Low		School Staff ACC Staff	Prior to event start & during event
7.3	Food poisoning	Catering is provided for all staff and guests. An accredited provider is engaged to supply food, ensuring that relevant food-handling guidelines are adhered to.	Low		Host School ACC Staff Service Provider	Prior to event start & during event

8.3	Child Safety Policy & Code of Conduct	ACC is committed to the safety and well-being of children and young people. DAV adjudicators and staff involved with our event must supply a copy of their Working With Children Check and complete the online ACC Event Registration process. This process provides them with a copy of the ACC Code of Conduct and acceptable behaviours.	Low	<a href="https://www.accvic.au/event-register/">https://www.accvic.au/event-register/</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.	DAV ACC Staff	Prior to event start
8.5	Reputational risk – poor event delivery	ACC Convener to ensure that the event structure and competition guidelines are applied consistently by all involved – DAV, participating schools and their students, as well as the ACC.	Low		ACC Staff DAV Schools	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>