



Risk Assessment & Safety Plan

2025 Culinary Competition

Preamble

The ACC Culinary Competition is conducted at Parade College in Bundoora. The ACC organises the event on behalf of all member schools, working closely with the host school on relevant planning details.

Sport Name: 2025 Culinary Competition

Date of Assessment	01 April 2025
Event	Culinary Competition
Date(s)	23 May 2025
Location	Parade College, Plenty Rd, Bundoora
Nearest Hospital	North Park Private Hospital 135 Plenty Rd Cnr Greenhills Rd Bundoora Vic 3083
Briefly describe the event and its context	
The ACC Culinary Competition is a major part of the cultural and events program for the Association. It involves a team of 4 students from each participating school competing to produce the most creative, tasty and well-presented dishes based on set criteria. The competition is overseen and judged by the professional staff of the Australian Culinary Federation.	
Emergency Information (Bush Fire/Code Red Alert, etc)	
Not applicable at date of publishing	

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	0435 274 108

Approved by:

ACC Executive Officer	Signature	Date
Paul Fahey		02/04/23

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	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	Y
7.5	Equipment with moving / hot parts	Y
7.6	Heavy equipment	
7.7	Electrical hazards from equipment	Y
7.8	Noise from equipment	
7.9	Risk of trapping body / clothing in equipment	Y
7.10	Inadequate environment for equipment operation	
7.11	Inadequate protective equipment	Y
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 Culinary 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		Host School ACC Staff	Prior to event start & during event
1.1, 1.3, 1.8	Inappropriate lighting, Insufficient space, adequate ventilation	Host School to ensure that appropriate venue space is allocated for the event. Adequate bench space and preparation areas allocated, adequate lighting and ventilation	Low		Host School	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 their ingredients and cooking instructions prepared prior to attending. Schools sent appropriate information regarding event schedule in weeks prior.	Low		Host School ACC Convener School Staff	Weeks prior to event & prior to event start
6.5, 6.8, 6.9, 6.11	Unsafe behaviour or attitude, poor safety awareness from staff or students	Briefing for all staff and participants prior to competition commencing, outlining expectations and safety requirements	Low		Host School ACC Convener School Staff	Prior to event start
6.6	Lack of appropriate first aid equipment and experience	Host School staff trained in workplace first aid. Equipment available in the kitchen to utilise as required.	Medium	First aid medic to be arranged by the ACC for all multi-school events	Host School ACC Convener School Staff	Prior to event start & 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 Host School as well as the movement of students between the bus and event venue.	Medium		School Staff	Prior to the event
7.3	Food poisoning	The dishes that are prepared as part of the competition are not to be consumed by participants or staff members, as they will be left to cool as the judging process is undertaken.	Low		School Staff	During event
7.4	Hazardous substances	Students will utilise the cooking facilities in the Host School kitchens. Participants should be familiar with the various appliances, including the use of gas cooktops and ovens.	Medium	Ovens will be lit by Host School staff prior to the event. Host School staff will demonstrate how the gas cooktops are lit and used safely, closely monitoring their use during the event.	Host School	Prior to & during event
7.5	Equipment with hot parts	Students must be familiar with safety guidelines for use of hot equipment and kitchen etiquette.	Low		Host School ACC Convener School Staff	Prior to & during event

7.7, 7.12	Electrical hazards from equipment	All electrical equipment must be "Tested & Tagged" by a qualified professional, with the tag covering the current date of the event. 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 ACC Convener School Staff	Prior to & during event
7.9, 7.11, 7.12	Risk of trapping body / clothing in equipment	Participants must be familiar with all equipment to be utilised in preparing and cooking their dish. Any equipment to be used for chopping or mixing must be in good working order. Participants to ensure that there is no loose clothing, hair, etc that could become trapped and cause injury. Hair nets or culinary specific headwear must be worn by all participants.	Medium		Host School 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. Any special guests attending must supply a copy of their Working With Children Check and complete the online ACC Event Registration process. This process provides guests with a copy of the ACC Code of Conduct and acceptable behaviours.	Low	https://www.accvic.au/event-register/ 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 and special guests attending ACC events.	ACC Staff	Prior to event start
8.4	Hygiene & infection control	Safe hygiene practices will be in place for this event. Staff, students or guests must not attend if they are unwell.	Low		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
Catastrophic (5)	<ul style="list-style-type: none"> ▶ Financial Risk: Catastrophic financial loss above \$250,000. ▶ Reputation Risk: Very high sensitivity and irreparable damage to brand name. ▶ Compliance Risk: Cessation of business or loss of funding support due to non-compliance. ▶ Strategic Risk: Strategic / operational objectives unable to be achieved (all stakeholder affected). 	> \$250K
Major (4)	<ul style="list-style-type: none"> ▶ Financial Risk: Financial impact between \$100,000 and \$200,000. ▶ Reputation Risk: Significant sensitivity to brand name. ▶ Strategic Risk: Significant impact on strategic / operational objectives. 	\$100k to \$250K
Moderate (3)	<ul style="list-style-type: none"> ▶ Financial Risk: Financial impact between \$25,000 and \$100,000. ▶ Reputation Risk: Moderate sensitivity and damage to brand name. ▶ Compliance Risk: Low level issues due to non-compliance. ▶ Strategic Risk: Medium impact on strategic / operational objectives. 	\$50k to \$100K
Minor (2)	<ul style="list-style-type: none"> ▶ Financial Risk: Financial impact between \$5,000 and \$25,000. ▶ Reputation Risk: Minimal sensitivity and damage to brand name. ▶ Compliance Risk: Censure due to non-compliance. ▶ Strategic Risk: Minimal impact on strategic / operational objectives. 	\$5k to \$25k
Insignificant (1)	<ul style="list-style-type: none"> ▶ Financial Risk: Financial impact less than \$5,000. ▶ Reputation Risk: No impact on reputation or brand name. ▶ Compliance Risk: No compliance impact. ▶ Strategic Risk: Consequences are dealt with by routine operations. 	\$<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
(5) Almost Certain	<ul style="list-style-type: none">▶ Is expected to occur in most circumstances, or▶ Has more than 75% chance of occurring, or▶ May occur within the next 6 months.
(4) Likely	<ul style="list-style-type: none">▶ Will probably occur in most circumstances, or▶ Has less than 75 % chance of occurring, or▶ May occur within the next 18 months
(3) Possible	<ul style="list-style-type: none">▶ Might occur at some time, or▶ Has less than 50 % chance of occurring, or▶ May occur within the next 3 years.
(2) Unlikely	<ul style="list-style-type: none">▶ May occur at some time, or▶ Has less than 25% chance of occurring, or▶ May occur within the next 5 years.
(1) Rare	<ul style="list-style-type: none">▶ May occur only in exceptional circumstances, or▶ Has less than 10% chance of occurring, or▶ Not likely to occur within the next 5 years.

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

E	Extreme
H	High
M	Medium
L	Low