

Risk Assessment Festival of Speech- MLC School

information about the activity / task, people affected, its location, and the people completing the risk assessment

| | |
|--|---|
| Describe the environment including layout and physical conditions | Students from 32 schools Independent girls schools (IGSA) participate over two days and students have the opportunity to perform in the areas of drama, debating, poetry, prose readings, current affairs and religious and ethical questions. The Festival is open to girls from years seven to eleven and offers an important focal point for skill development, personal expression, teamwork and friendship. Students compete in the following sections: Current affairs, poetry Jnr and Snr, Public speaking Jnr and Snr, reading Jnr and Snr, religious and ethical questions, drama, theatre sports, debating Jnr and Snr and soap box Jnr and Snr. |
| Location(s): | MLC School |
| Are there any security, licensing or other approval requirements for this risk assessment? | |
| How will this risk assessment be monitored? For example: Inspections, training, audits, reviews. | Inspection of venues, training of staff and students assisting in the festival, emergency response training for MLC School leadership team. |
| What reference materials were used when developing this risk assessment? For example: Legislation, Standards, Codes etc. | IGSA Festival of Speech information. MLC School risk assessment documentation. |

| | | | |
|------------------------|------------------------------------|-------------------|--|
| Name: Sarah Jauncey | Signature: <i>Sarah Jauncey</i> | Date: 18/10/24 | Position: Director of Experiential Learning |
|------------------------|------------------------------------|-------------------|--|

| Risk matrix | | | | | | | | | | |
|------------------------|--|---|--|--------------------------|---------------|------------|----------|----------|----------|----------------|
| What harm could occur? | | What is the likelihood of the harm occurring? | | Calculate the risk score | | | | | | |
| Consequence | Description | Likelihood | Description | | | Likelihood | | | | |
| | | | | | | Rare | Unlikely | Possible | Likely | Almost certain |
| Catastrophic | Fatality or severe irreversible damage | Almost certain | Already happened or will occur in most circumstances within one year | Consequence | Catastrophic | Moderate | Moderate | High | Critical | Critical |
| Major | Extensive injuries or impairment | Likely | Will probably occur within one year | | Major | Low | Moderate | Moderate | High | Critical |
| Moderate | Medical treatment | Possible | May occur within foreseeable future such as within 1 – 3 years | | Moderate | Low | Moderate | Moderate | Moderate | High |
| Minor | First aid treatment | Unlikely | May occur at some time but unlikely in the foreseeable future | | Minor | Very low | Low | Moderate | Moderate | Moderate |
| Insignificant | No treatment required | Rare | Only occurs in exceptional circumstances | | Insignificant | Very low | Very low | Low | Low | Moderate |

| Select the different types of hazards included in the risk assessment | |
|---|---|
| <input type="checkbox"/> Biological – Covid 19 | <input type="checkbox"/> Chemical |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Climatic |
| <input type="checkbox"/> Actual/Potential for physical assault | <input type="checkbox"/> Machinery and equipment |
| <input type="checkbox"/> Manual tasks /handling | <input type="checkbox"/> Noise |
| <input checked="" type="checkbox"/> Off-campus work and travel | <input checked="" type="checkbox"/> Physical activity |
| <input type="checkbox"/> Psychosocial | <input type="checkbox"/> Other – Please see below |

Control type (to be used as a guide when considering what controls may be used)

| | |
|-------------------------------------|--|
| Elimination | Removing the risk/hazard, for example taking a hazardous piece of equipment out of service or removing other aspects related to the situation that foreseeably may cause harm. |
| Substitution | Replace the activity, process or substance with a less hazardous one, for example completion of alternate duties, substituting a hazardous chemical with a non-hazardous chemical, |
| Isolation | Physically isolate the hazard from the people being at risk, for example, performing the role from another location, proper storage of dangerous materials |
| Engineering | Change the equipment or environment where the process is undertaken, for example placing guards around moving parts of machinery |
| Administrative | Develop systems of work to reduce people's exposure to risk, for example policies, procedures, safety signs, posters, training or safe work practices |
| Personal protective equipment (PPE) | Provide suitable and properly maintained PPE to cover and protect people from contact or inhalation, for example, earmuffs, respirators, face masks, and aprons |

COMPLETE THE RISK ASSESSMENT (USE THE FOLLOWING STEPS AS A GUIDE)

1. List each task, in sequential order, for the activity
2. Identify the risk/hazard for each task
3. List the current controls in place or to be used to control the identified risk or hazard
4. Use the risk matrix on page two to determine the risk score for each risk or hazard with the current controls in place
5. List any additional/new controls (if needed to further reduce the level of risk)
6. Use the risk matrix on the second page to approximate the risk score for the risk or hazard after new or additional controls have been implemented (residual risk)
7. Identify who is responsible for ensuring controls are implemented (bottom of final page) and their supervisor/manager.

| Step 1: Task (Name and describe) | Step 2: Risk / Hazard (What is the source of potential harm) (What is the situation with the potential to cause loss?) | Step 3: Current controls | Step 4: Risk score | | | Step 5: Additional / New controls (if needed) | Step 6: Residual risk | | |
|--|--|--|--------------------|------------|------------|--|-----------------------|------------|------------|
| | | | Consequence | Likelihood | Risk Score | | Consequence | Likelihood | Risk Score |
| Duty of Care | <p>Failure to adequately prepare and plan</p> <p>Failure to apply principles of risk management in planning stages</p> <p>Disruption to participants' accommodation</p> <p>Lack of supervision</p> | <ul style="list-style-type: none"> Planning completed well in advance of event and appropriate briefings provided to staff and students and parents. Individual schools to obtain informed consent from parents/guardians and travel with evidence of consent. (Individual schools) Ensure visiting teachers and coaches are monitoring the behaviour and wellbeing of all participating students. IGSA Code of Conduct applies to all students and staff. School staff directly responsible for the behaviour of their students | Major | Unlikely | Moderate | Nil | Major | Unlikely | Moderate |

| | | | | | | | | | |
|------------------|--|--|-------|----------|----------|-----|-------|----------|----------|
| Child Protection | | <ul style="list-style-type: none"> • All staff and volunteers, have WWC clearance – Individual schools responsible. Judges and adjudicators- IGSA responsibility. • All volunteers and staff to check in on arrival with the information desk. • Students are supervised in venues and at meal times by staff and coaches from MLC school and visiting schools. • If any incident is witnessed it must be recorded and reported to Director of Experiential Learning (DEL) or Deputy Principal (DP). | Major | Unlikely | Moderate | Nil | Major | Unlikely | Moderate |
|------------------|--|--|-------|----------|----------|-----|-------|----------|----------|

| | | | | | | | | | |
|--|--|--|-------|----------|----------|-----|-------|----------|----------|
| Transport | Students or staff may be injured arriving or leaving MLC School. | <ul style="list-style-type: none"> Individual schools are responsible for supervision of own students on arrival through to departure of MLC School. Use of public transport encouraged for visiting MLC School. Bus drop off on Friday 25 October will be after 3pm on Grantham St. Entry to the school will be via school gate 1. MLC School staff member will be on duty to direct visitors to the entry point. Students guides will be available. School buses will be parked in the Aquatic Centre carpark for the duration of the event. | Major | Unlikely | Moderate | Nil | Major | Unlikely | Moderate |
| Walking to and from transport/ destination | Struck by vehicles when crossing roads Fall | <ul style="list-style-type: none"> Control measures include; information on location of controlled or less dangerous crossing places; maintaining appropriate levels of supervision and students are aware of, and comply with rules. Staff member on crossing duty for peak entry times. Remain on pedestrian pathways and use pedestrian crossings at all times. Directions from Burwood and Strathfield train station included in | Major | Possible | Moderate | Nil | Major | Possible | Moderate |

| | | | | | | | | | |
|--|--|---------------------------------|--|--|--|--|--|--|--|
| | | information supplied from IGSA. | | | | | | | |
|--|--|---------------------------------|--|--|--|--|--|--|--|

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|---|---|---|--------------|----------|----------|-----|-------|----------|----------|
| <p>Medical Emergency</p> <p>Please see list or emergency and hospital locations in Appendix 1</p> | <p>An attendee may suffer a medical episode</p> <p>Lack of appropriate first aid equipment and experience</p> | <ul style="list-style-type: none"> • Notify DEL or DP if serious medical concern. • Phone number of MLC School staff supplied in the information pack and on display during the day in case of emergency. • An unknown medical emergency will be addressed by the procedures in the specific location however, it is noted that all MLC School staff are trained in First Aid and a MLC school nurse will be onsite to provide minor first aid support throughout the event. • Each individual school is responsible for the needs of their own students, including the provision of first aid and specific safety equipment. | Catastrophic | Possible | High | Nil | Major | Possible | Moderate |
| <p>Health Matters</p> <p>First aid or hospitalisation as appropriate</p> | Allergic reactions | <ul style="list-style-type: none"> • Visiting schools will be responsible for their students from own school to have a list of any student with a food or other related allergy that may cause an anaphylactic reaction. | Major | Unlikely | Moderate | Nil | Major | Unlikely | Moderate |

| | | | | | | | | | |
|-----------------|--|---|-------|-------------------|------|-----|---------|----------|--------|
| | <p>Illness: upset tummies/nausea</p> <p>Illness: Temperature, Dehydration. High temperature indoors may lead to dehydration.</p> <p>Inappropriate lighting, Insufficient space, adequate ventilation</p> | <ul style="list-style-type: none"> Catering is available for purchase for all guests and visitors. Catering is provided for competitos on Friday night and staff for both days by Cater care and the Pizza boys. Both catering companies are accredited providers engaged to supply food, ensuring that relevant food-handling guidelines are adhered. Safe food handing procedures in place by all food providers. All students to bring own medications for serious known allergies. Conditions including asthma and allergies. All foods will be labelled. Students encouraged to remain hydrated throughout the event. MLC School to ensure that appropriate venue space is allocated for the event. Adequate preparation areas allocated have adequate ventilation and lighting. | | | | | | | |
| Natural Hazards | <p>Extreme weather</p> <p>Fire</p> <p>Natural disaster</p> | <ul style="list-style-type: none"> Emergency exits clearly sign posted and emergency procedures distributed to all visiting schools prior to event via the event app. | Major | Medium likelihood | High | Nil | Serious | possible | medium |

| | | | | | | | | | |
|------------------------|--|--|-------|----------|----------|-----|-------|----------|----------|
| | Wet weather | <ul style="list-style-type: none"> • Each visitng staff member given an emergency contact lanyard. • DEL and DP to know who to contact e.g. SES equivalent, in the event of a disaster. • Individual schools to establish chain of contact for the parents/guardians of participants in the event of an emergency • Contact MLC School Principal immediately. • Follow the advice of local authorities and emergency services in the event of natural disasters. • Events will be moved indoors if the weather becomes wet. • Slippery when wet signage used when deemed appropriate. | | | | | | | |
| Fire related incidents | Fire, either structural or bush/grass related may impact upon safety | <ul style="list-style-type: none"> • The venue will enact its Emergency Management Procedures • Follow emergency evacuation plan as directed by MLC School staff. | Major | Unlikely | Moderate | Nil | Major | Unlikely | Moderate |
| Lockdown | Intruder enters the school property or incident in local area. | <ul style="list-style-type: none"> • Follow emergency evacuation plan as directed by MLC School staff. | Major | Unlikely | Moderate | Nil | Major | Unlikely | Moderate |

| | | | | | | | | | |
|---|---|--|-------|----------|----------|-----|-------|----------|----------|
| Students or staff with pre-existing health conditions | Physical wellbeing and safety (medical emergency) Staff/student become hospitalised Psychological wellbeing of students | <ul style="list-style-type: none">Each individual school will be responsible for the wellbeing of their students during the event. | Major | Unlikely | Moderate | Nil | Major | Unlikely | Moderate |
|---|---|--|-------|----------|----------|-----|-------|----------|----------|

Prepared by: Sarah Jauncey
Position: Director of Experiential Learning. Date: October 2024

Communicated to all staff involved? Yes Y No

Responsible Manager: Signature.

Monitor and Review-Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

Evaluation:.....
.....

Supervisor.....Date.....

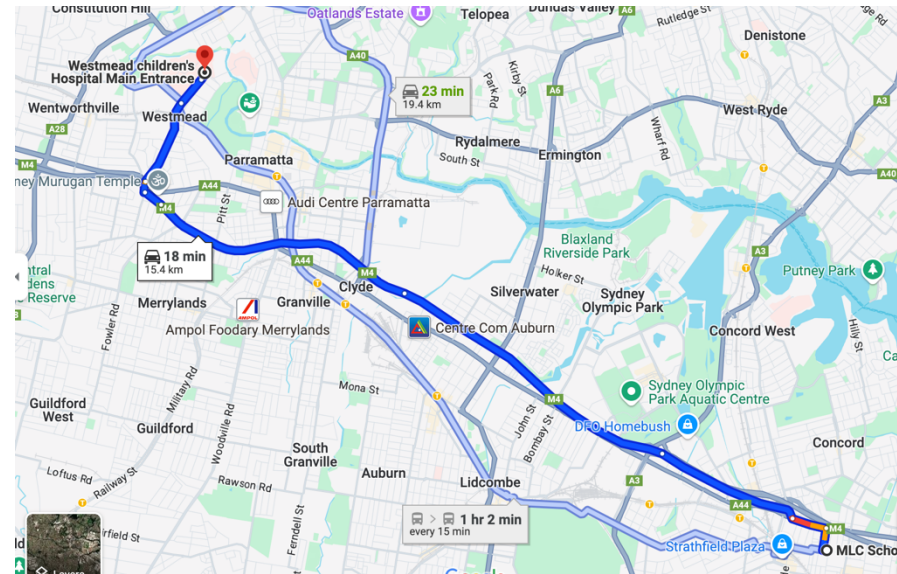
Responsible
Manager.....Date.....

Appendix 1 – Hospital

Westmead Children's Hospital

Address: Level 2, Block K/195 Hawkesbury Rd, Westmead NSW 2145

Phone: [\(02\) 7825 0000](tel:(02)78250000)



Royal Prince Alfred Hospital

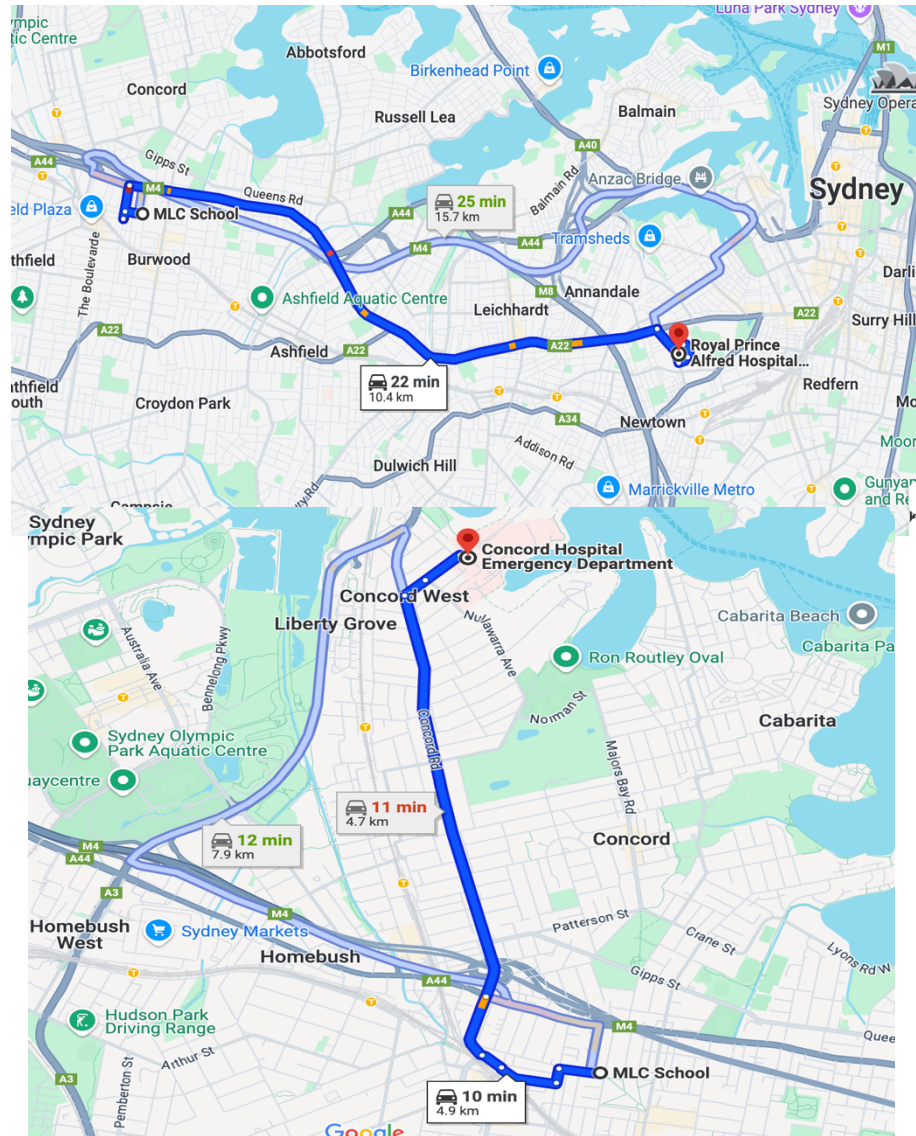
Address: Missenden Rd, Camperdown NSW 2050

Phone: [\(02\) 9515 6111](tel:(02)95156111)

Concord Hospital

Address: Hospital Rd, Concord NSW 2138

Phone: [\(02\) 9767 5000](tel:(02)97675000)





Risk Warning

(Under Section 5M of Civil Liability Act 2002)
On Behalf of IGSA and participating IGSA Member Schools listed below:

Abbotsleigh
Ascham School
Brigidine College
Canberra Girls Grammar School
Danebank School
Frensham
Kambala
Kincoppal-Rose Bay
Loreto Kirribilli
Loreto Normanhurst
Meriden School

MLC School
Monte Sant' Angelo
Mount St Benedict
NEGS
OLMC Parramatta
PLC Armidale
PLC Sydney
Pymble Ladies' College
Queenwood
Ravenswood
Roseville College

Santa Sabina College
SCEGGS Darlinghurst
Stella Maris College
St Catherine's School
St Scholastica's College
St Patrick's College
St Vincent's College
Tangara School
Tara
Wenona

Festival of Speech 2024

The Association of Heads of Independent Girls' Schools NSW, trading as **IGSA** (Independent Girls' Schools Association) organises many inter school activities with our members' schools such as Festival of Speech during the course of the year.

IGSA administers and convenes inter-school activities such as the IGSA Festival of Speech in which many students, parents, teachers, volunteers, adjudicators, officials and spectators participate. Students participating in these activities take part in practice and in competitions.

IGSA and its members' schools expect students to take responsibility for their own safety by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards students from their own and other schools, spectators, officials, property and grounds.

IGSA expects parents, spectators and other participants to behave in a safe and responsible manner, to comply with the Codes of Conduct and to set a good example for the girls.

While MLC School and IGSA take measures to make Festival of Speech as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these activities, whether at practice or in actual events.

Such injury can occur while the student is engaging in or watching, travelling to and from, adjudicating or volunteering at Festival of Speech. The injury may result from a student's actions, the actions of others, the state of the premises or equipment failure (e.g. a collapsed stage during a competition).

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

It is the responsibility of IGSA members' schools to ensure that all staff and volunteers undertaking duties at any IGSA event have the required "Working with Children" clearance.

Association of Heads of Independent Girls Schools' New South Wales Inc. Trading as Independent Girls' Schools Association (IGSA)
ABN 81 660 358 175

LG1 56 Delhi Rd
North Ryde NSW 2113 www.igsa.nsw.edu.au 02 9888 9477

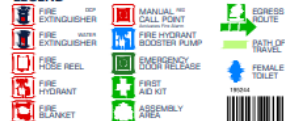
EVACUATION DIAGRAM



12 PARK RD, BURWOOD, NSW 2134



LEGEND



JUNIOR SCHOOL LEVEL 1

SITE MAP / ASSEMBLY AREA



PROCEED TO ASSEMBLY AREA

EMERGENCY PROCEDURES

- R** REMOVE people from the danger area. Safety to self, scene and survivors, in that order.
- A** ALERT all occupants and ensure an alarm has been raised.
- TO RAISE AN ALARM**
Activate Manual Call Point
- C** CONFINE the Smoke and Fire. Keep doors + windows closed to restrict the spread of the fire.
- E** EXTINGUISH the fire. Attempt to extinguish the fire if trained and it safe to do so. Otherwise EVACUATE on the first sign of smoke and fire.

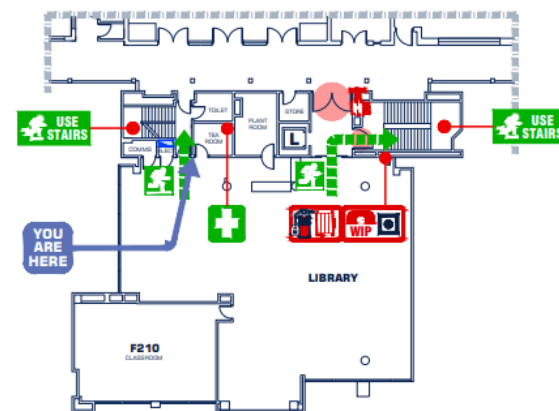


MLC School Burwood
Version Date: 28/05/2017
Revision Date: 28/05/2017
Rev: 2.0

EVACUATION DIAGRAM

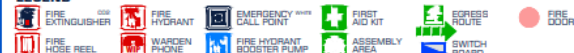


GRANTHAM STREET & ROWLEY STREET, BURWOOD, NSW 2134



ILC - LEVEL 1

LEGEND



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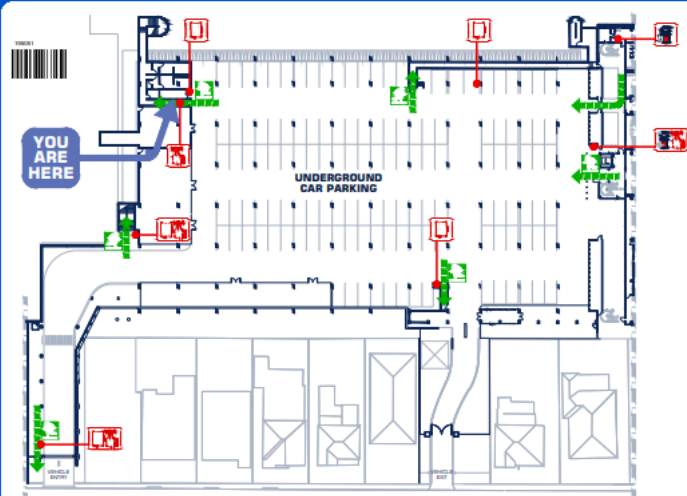
MLC School Burwood
Version Date: 28/05/2017
Revision Date: 28/05/2017
Rev: 2.0

SITE MAP / ASSEMBLY AREA



PROCEED TO ASSEMBLY AREA

EVACUATION DIAGRAM



CAR PARK

EMERGENCY PROCEDURES

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safetymaps
Let's make safety maps for everyone.
MLC School Burwood
Version Date: 28/05/2017
Folio: 20/03
Version: 1.0
Date: 2/10

SITE MAP / ASSEMBLY AREA

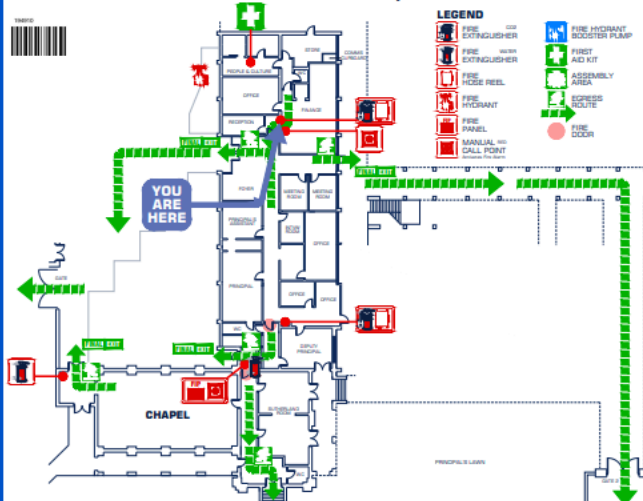


PROCEED TO ASSEMBLY AREA

EVACUATION DIAGRAM



PARK ROAD & ROWLEY STREET, BURWOOD NSW 2134



GROUND FLOOR ADMINISTRATION BUILDING

EMERGENCY PROCEDURES

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MLC School Burwood
Version Date: 28/05/2017
Folio: 20/03
Version: 1.0
Date: 2/10

SITE MAP / ASSEMBLY AREA



PROCEED TO ASSEMBLY AREA

EVACUATION DIAGRAM

MLC SCHOOL BURWOOD - 45 PARK ROAD, BURWOOD NSW 2134



FOR ALL EMERGENCIES

0000
EMERGENCY



EMERGENCY PROCEDURES

- R** REMOVE people from the danger area. Safety to self, scene and survivors, in that order.
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SITE MAP / ASSEMBLY AREA



PROCEED TO ASSEMBLY AREA

YOU ARE HERE



SENIOR CENTRE BLDG LEVEL 1 FLOOR PLAN

LEGEND

- FIRE EXTINGUISHER
- FIRE HYDRANT
- EMERGENCY DOOR RELEASE
- FIRE HYDRANT BOOSTER PUMP
- ASSEMBLY AREA
- EGRESS ROUTE
- PATH OF EGRESS
- FIRE DOOR
- ELECTRICAL PANEL
- EMERGENCY EXIT
- DISABLED TOILET

195166



safetymaps
Let Safetymaps Lead the Way

MLC School Burwood 389037
Issue Date: FEB 2023
Validation Date: FEB 2023
Rev: 2.0

EVACUATION DIAGRAM

MLC SCHOOL BURWOOD - 45 PARK ROAD, BURWOOD NSW 2134



FOR ALL EMERGENCIES

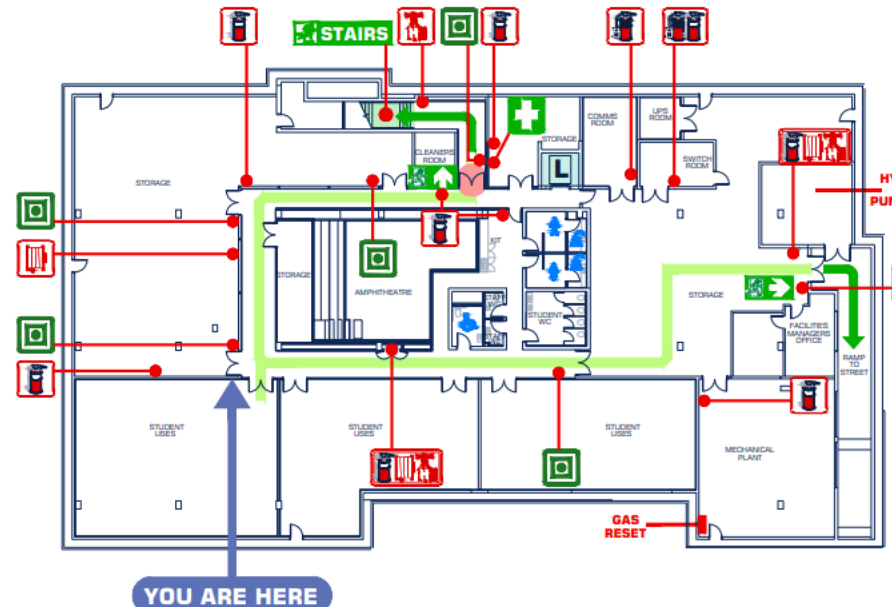
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EMERGENCY



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SITE MAP / ASSEMBLY AREA



SENIOR CENTRE BLDG - BASEMENT FLOOR PLAN

LEGEND

- | | | | | | |
|-------------------|--------------|---------------|----------------|---------------|----------------|
| FIRE EXTINGUISHER | FIRE HYDRANT | FIRST AID KIT | EMERGENCY EXIT | FEMALE TOILET | PATH OF EGRESS |
| FIRE EXTINGUISHER | FIRE HYDRANT | ASSEMBLY AREA | FIRE ALARM | DISABLED | |

safety