

Event	Public Speaking	Assessment Date	1/1/18
Assessed By	Karen Davidson	Approved By	

Locations	Hillcrest CC, Belgrave Heights CS, Heathdale CC (Melton Campus)	Activities	Public Speaking / Debating Activities Various – refer to calendar for dates
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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	
1.8	Inadequate ventilation	Y
1.9	Inhalation of dust	Y
1.10	Poor surfaces for activities – slips / trips / impact	
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	Y

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	Y

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	Y
6.13	Low level of physical fitness / strength	Y
6.14	Aggression between participants	Y
6.15	Aggression from crowd / public	Y
6.16	Contact between participants increasing risk	Y

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	
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	Y

8 OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY		
8.1	Dehydration	Y
8.2		
8.3		
8.4		
8.5		
8.6		
8.7		
8.8		
8.9		
8.10		

Risk Assessment – Public Speaking

Club/Society Name	CSEN Public Speaking	Number of persons involved	Approx 100
Nature of Activity	Various Activities	Frequency of Activity	Annually
Assessed By	Karen Davidson	Date	Various – refer to calendar

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Risk	Further Controls Required?	Who By	When
1.4	Trip during practice or games due to nature of sport	Areas must be kept tidy at all times and free of school bags and obstacles	Low			
1.9	Fall or slip caused by surfaces not swept	All surfaces must be swept / cleaned of debris before the start of the day.	Low			
2.8	Impact from equipment	Players are required to conduct themselves in accordance with the rules of CSEN Code of Conduct. If serious injury does occur then an ambulance must be called immediately by the coach or teacher responsible for each school team.	Low/Medium	All participating schools to have a First Aid kit available with ice. Injury reports required for all treated injuries to monitor occurrence. Any serious injury must be reported as soon as practicable to Karen Davidson (0425 701 182)	Coach / Teacher of team	
6.11,6.14,6.15 & 6.16	Lack of co operation from people at venue	Players, coaches, teachers and spectators are required to conduct themselves in accordance with the rules of the game and CSEN Code of Conduct.	Low/Medium			
5.11	Extremes of weather	Coaches and teachers will monitor conditions in relation to heat, storms and adverse weather. As activities are generally indoors, this should not be a big concern.	Low			
6.3 & 7.12	Poor activity delivery or organisation	School teachers and coaches will ensure that all players are briefed regarding: the organisation of the venue and intervene where necessary if problems occur during activities. The best equipment available will be used.	Low			
6.4, 6.5, 6.6	Ignorance of rules and / or procedures	CSEN Code of Conduct is clear as to expectations upon players. All participants and parents are aware of this Code.	Low	Rules published on CSEN website. Any rule updates or concerns discussed at CSEN Debating / Public Speaking Coordinators meeting	CSEN Coordinator	
6.5, 6.8	Child Safety Procedures	CSEN Child Safety Documentation is available at all venues. External officials organised by CSEN must sign the Child Safe register. Officials organised by individual schools must sign the school register. This register is to be forwarded to the CSEN CSO at the end of each term.	Medium	All schools to forward a copy of the schools Child Safety Register to be kept on file by CSA. CSA will also retain the registers from each activity that outside officials are sought.	CSA CSO	
8.1	Sun Sense / Dehydration	All students are expected to bring their own water bottles. Most activities are indoor so	Low			

		sunburn risk is minimal.				
7.2	Transport to and from your activity	Responsibility is with the individual schools.	Low			
7.3	Food Poisoning	Students are to bring any food required for lunches, snacks etc from home or purchase from canteen available at venues	Low			
6.12, 6.13	Differences in skill and ability levels	As Debating / Public Speaking is non-contact, differences in skill and ability levels is not seen as a safety issue.	Low			
1.1, 2.2	Inappropriate Lighting, Playing surface too hard or soft	Check that there is sufficient light provided by venues being used. These are professional venues.	Low			
6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9	Organisation of Workshop / Heat Days	Schools participating are responsible for students enrolled at their school. CSA is responsible for the appointment of the convener to run each day.	Low / Medium	Check all details with Individual Schools prior to each day	Individual School / Team coordinators	
1.3, 1.6, 1.8, 1.11	Poor performing environment	As each venue is a dedicated performance area, these issues are considered of low concern.	Low			