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| **1. Background Information** |
| **School/Workplace:** | Adelaide Wind Orchestra Incorporated | **Date:** | 24/03/2019 |
| **Title of Assessment:** | Adelaide Wind Orchestra Child Safety Risk Assessment | **Name of person conducting assessment:** | Ben Bersten, President, Adelaide Wind Orchestra |
| **Purpose:** The purpose of this risk assessment is to manage the risk associated with Adelaide Wind Orchestra’s events involving the participation of children and to create a child-safe environment. As Adelaide Wind Orchestra membership is not open to children, this statement only applies to occasional events of the organisation where minors are invited to rehearse and perform with the Adelaide Wind Orchestra. |

| **2. Risk Assessment** |
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| **Identify and list Hazards** | **List Current Risk Controls** | **Risk Rating** | **List Additional Controls** *(if any - where current controls are not adequately managing the level of ris*k**)** |
| **1** | **Unscreened adults participating in the same event**  | Child safe environments Information andawareness for visitors, staff, and volunteers.Adequate monitoringand supervision by cleared staff and volunteers at all times. | Medium | **Post-event review of child safety policy and risk assessment (Performance Management)**  |
| **2** | **Recruitment of an inappropriate person** | Child Safety Policy, Code of Conduct must be read and signed by all responsible staff and volunteers. A valid DCSI clearance must be provided before work can commence. | Low | **Post-event review of child safety policy and risk assessment (Performance Management)** |
| **3** | **No organisational culture****of child safety** | Clear reporting procedures as determined by policy. Child Safety Policy, Code of Conduct must be read and signed by all responsible staff and volunteers. A valid DCSI clearance must be provided before work can commence. | Medium | **Post-event review of child safety policy and risk assessment (Performance Management). Further organisational training to be provided to responsible staff and volunteers.** |
| **4** | **Inappropriate behaviour****is not reported and****addressed** | Clear reporting procedures and a child safety policy signed by all staff and volunteers. | Medium | **Post-event review of child safety policy and risk assessment (Performance Management)** |

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| Consequence - Evaluate the consequences of a risk occurring according to the ratings in the top row

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| **Descriptor** | **Level** | **Definition** |
| **Insignificant** | **1** | No injury |
| **Minor** | **2** | Injury/ ill health requiring first aid |
| **Moderate** | **3** | Injury/ill health requiring medical attention |
| **Major** | **4** | Injury/ill health requiring hospital admission |
| **Severe** | **5** | Fatality |

3. Risk Matrix – Using the matrix calculate the level of risk by finding the intersection between the likelihood and the consequences

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| **Likelihood** | **Consequence** |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost Certain** | Medium | High | Extreme | Extreme | Extreme |
| **Likely** | Medium | Medium | High | Extreme | Extreme |
| **Possible** | Low | Medium | Medium | High | Extreme |
| **Unlikely** | Low | Low | Medium | Medium | High |
| **Rare** | Low | Low | Low | Medium | Medium |

 | Likelihood - Evaluate the likelihood of an incident occurring according to the ratings in the left hand column

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| **Descriptor** | **Level** | **Definition** |
| **Rare** | **1** | May occur somewhere, sometime (“once in a life time / once in a hundred years”) |
| **Unlikely** | **2** | May occur somewhere within the Department over an extended period of time |
| **Possible** | **3** | May occur several times across the Department or a region over a period of time |
| **Likely** | **4** | May be anticipated multiple times over a period of timeMay occur once every few repetitions of the activity or event |
| **Almost Certain** | **5** | Prone to occur regularlyIt is anticipated for each repetition of the activity of event |

4. Risk Level/Rating and Actions

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| **Descriptor** | **Definition** |
| **Extreme:** | Notify **Workplace Manager and/or Management OHS Nominee** immediately. Corrective actions should be taken immediately. Cease associated activity. |
| **High:** | Notify **Workplace Manager and/or Management OHS Nominee** immediately. Corrective actions should be taken within 48 hours of notification. |
| **Medium:** | Notify **Nominated employee, HSR / OHS Committee**. Nominated employee, OHS Representative / OHS Committee is to follow up that corrective action is taken within 7 days. |
| **Low** | Notify **Nominated employee, HSR / OHS Committee**. Nominated employee, HSR / OHS Committee is to follow up that corrective action is taken within a reasonable time. |

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