

Braeside Education Centre - Activity Risk Assessment



Braeside Education
Centre

Assessment of:		Self-led Evening Activities: Talent show, Disco, Cinema.		Venue:	Braeside education centre - Lecture room, lounge, library, Shackleton		
Assessor:		Josh Simons		Date:	Jan 2026	Review Date:	Jan 2027
ID	Hazards Identified le: what can cause harm?	Persons at Risk le: who could be harmed by the hazard?	Current Risk Factor (High, medium or low) le: determine the level of risk	Actions to be Taken to Minimize each Risk le: what action can you take to lower the level of risk		New Risk Factor (High, medium or low) le: risk factor after action taken to minimize the risk	
❖ General							
1	Slips trips & falls	All Participants	Medium	<ul style="list-style-type: none"> • All groups are briefed on: <ul style="list-style-type: none"> ○ Shoes to be worn inside. ○ No running inside 		Low	
2	Splinters from wood floors	All Participants	Medium	<ul style="list-style-type: none"> • Groups are briefed on old floor that may give splinters so shoes must be worn inside. 		Low	
3	Behaviour	All Participants	Medium	<ul style="list-style-type: none"> • School staff to monitor behaviour and group are not to be left unattended 		Low	
4	Over crowding	All Participants	Low	<ul style="list-style-type: none"> • Appropriate size room to be used for size of group. 		Low	
5	Equipment Failure	All Participants	Low	<ul style="list-style-type: none"> • All Electrical equipment used to be pat tested. 		Low	
6	Inexperienced staff	All Participants	Medium	<ul style="list-style-type: none"> • Guidance to be given to school staff of expectations high staff to student ratio. 		Low	
❖ Talent show							
7	Misuse of stage	All Participants	Medium	<ul style="list-style-type: none"> • School staff to be always present to monitor use. 		Low	

Braeside Education Centre - Activity Risk Assessment

8	Props	All Participants	Low	<ul style="list-style-type: none"> School staff to be always present to monitor use. 	Low
❖ Cinema room					
9	Broken equipment (chairs)	All Participants	Low	<ul style="list-style-type: none"> Chairs and table to be checked on a regular basis. 	Low
10	Appropriate lighting for access & egress	All Participants	High	<ul style="list-style-type: none"> Room to be set up for school with appropriate walkways. School asked to keep a light on in room. 	Medium
11	Inappropriate film	All Participants	High	<ul style="list-style-type: none"> School staff to supply own film for students to watch. 	Low
❖ Disco					
12	Loud Music	All Participants	Medium	<ul style="list-style-type: none"> Briefing to school staff on how to use sound equipment and levels to be kept to. 	Low
13	Running inside	All Participants	High	<ul style="list-style-type: none"> School staff to supervise behaviour and to enforce Braeside's rules. 	Medium
14	Improper use of room furnisher	All Participants	Low	<ul style="list-style-type: none"> School staff to supervise behaviour and to enforce Braeside's rules. 	Low
15	Flashing lights	All Participants	High	<ul style="list-style-type: none"> Light can be turn to still and school staff will be aware if any medical issues. 	Low
16	Excitement to heighten other risks	All Participants	High	<ul style="list-style-type: none"> School staff to supervise behaviour and to enforce Braeside's rules. 	Medium