

Risk Assessment



Relevant Australian Standards & Legislation

This checklist is designed in accordance with the following national and state-based standards:

- Work Health and Safety Act 2011 (Cth)
- Work Health and Safety Regulation 2011 (QLD)
- Australian Consumer Law under the Competition and Consumer Act 2010 (Cth)
- Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs)
- Mental Health First Aid Australia Instructor Agreement & Delivery Guidelines
- Disability Discrimination Act 1992 (Cth)
- Safe Work Australia Codes of Practice

Course Title / Type:

Date(s): _____

Times: _____

Venue Name & Address:

Delivery Format:

☐ In-Person

☐ Online Instructor(s):

Number of Participants (Expected): _____

Client/Organisation (if applicable) _____

Special Notes or Requirements:

Mindshift 4 Life

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0491614531

<https://www.mindshift4life.com.au/>

ABN: 57 487 527 752

Risk Assessment



Venue Safety

- ☐ Venue is clean, well-lit, and free from trip hazards
- ☐ Emergency exits are clearly marked and accessible, and communicated to participants
- ☐ Fire extinguishers and first aid kits are available, and communicated with participants
- ☐ Venue is wheelchair accessible and suitable for mobility needs (if required)
- ☐ Toilets and hygiene facilities are functional and accessible, and communicated to participants

Notes:

Mental Health Safety

- ☐ Content warnings prepared and communicated
- ☐ Breaks and self-care encouraged throughout the session
- ☐ Quiet space available for participants who may need time out
- ☐ Referral information available (e.g. Lifeline, Beyond Blue)
- ☐ Instructor prepared to respond to distress or disclosures sensitively

Notes:

Technology & Equipment

- ☐ Internet connection tested and stable
- ☐ Devices and platforms tested prior to session
- ☐ Backup plan in place for technical issues
- ☐ Participants informed of tech requirements in advance

Notes:

Accessibility & Inclusion

- ☐ Accessibility needs requested and reviewed prior to course
- ☐ Materials available in alternative formats if needed
- ☐ Delivery style inclusive of diverse learning needs and cultural backgrounds

Notes:

Risk Assessment



Emergency Preparedness

☐ Emergency procedures for venue known and communicated with participants

Notes:

Infectious Disease Control (if applicable)

☐ Hand sanitiser and cleaning supplies available

☐ Venue complies with current public health guidelines

☐ Participants advised not to attend if unwell

☐ Contact tracing or attendance register maintained (if required)

Notes:

Other

☐ Working phone available to contact emergency services

☐ Instructor aware of any participant medical conditions or allergies

Notes:

Instructor Declaration

☐ I confirm this checklist has been completed and appropriate controls are in place

☐ I am prepared to deliver this course in a safe, inclusive, and trauma-informed manner

Instructor

Name: _____

Date: _____

Signature: _____

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