

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

mindshiftlife9@gmail.com

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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