



*Compass Toastmasters Club*  
*Club No. 7893, Area 12, Western Division, District 69*

**Risk Assessment Plan**  
**For Youth Leadership Workshop at Faith Lutheran College,**  
**Plainland on Saturday 19 May 2007**

1. **Number of people taking part**  
14 students from Faith Lutheran College, Plainland  
1 female teacher from Faith Lutheran College, Plainland  
4 Toastmasters (3 male and 1 female) from Compass Toastmasters Club
2. **Age and gender mix**

Year level	Males	Females	Total
8	1	2	3
10	1	6	7
11	0	2	2
12	0	2	2
Totals	2	12	14
3. **Age range of student participants**  
12 to 17 years of age
4. **Environment/venue where the program takes place is appropriate**  
Youth Leadership Workshop conducted at Faith Lutheran College, Plainland mainly in the library with one other nearby classroom used for workshop sessions. The open Tuckshop area used for morning tea and lunch breaks.
5. **Being aware that children and young people should not be left unattended**  
Students will be in groups which are constantly supervised by at least two Toastmasters.
6. **Provision of information to parents, carers and children/young people on the Youth leadership Workshop**  
Information has been provided by Compass Toastmasters Club to Faith Lutheran College which then forwarded the information to parents and carers as well as informing their students.
7. **Awareness of drop off/pick up arrangements for the children/young people involved**  
All the students are to be delivered to the school by parents or carers between 8.30 and 9.00 a.m. for the Workshop which commences at 9.00 a.m. Students will be collected by Parents or carers straight after the Workshop concludes at 3.15 p.m. Some parents will be present at the latter part of the Workshop to listen to their children's speeches. The four Toastmasters and one teacher will be present at the school from 8.15 a.m. and not depart until the last student is collected.