

# Risk Assessment: Mental Health First Aid Course



## 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) – for accessibility and inclusion
- Safe Work Australia Codes of Practice – for risk management and emergency planning

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: \_\_\_\_\_

## 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: \_\_\_\_\_

## 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: \_\_\_\_\_

## 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: \_\_\_\_\_

## Emergency Preparedness

- ☐ Emergency procedures for venue known and communicated with participants
- ☐ 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: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_