

Safety and Risk Assessments

Risk assessment

A risk assessment involves looking at what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment can help you work out: how urgently you need to act. The following risk assessment score table can be used to assist in risk assessment processes. Training is available as required. [Risk assessment - behaviour, safety and wellbeing](#)

RISK ASSESSMENT TEMPLATE

Use this template to document a risk assessment to manage health and safety hazards and risks. For more details on the risk management process refer to the [Managing Health and Safety Risks factsheet](#). Note: for risk assessments with curriculum activities refer to the [Managing Risks in School Curriculum Activities procedure](#).

Activity description:	
Conducted by:	Date:

Step 1: Identify the hazards

Biological (e.g. hygiene, disease, infection)			
Blood/bodily fluid	Virus/disease	Food handling	
Other/details:			
Chemicals (note: refer to the label and safety data sheet (SDS) for the classification and management of all chemicals)			
Non-hazardous chemical(s)	Hazardous chemical (refer to a completed hazardous chemical risk assessment)		
Name of chemical(s)/details:			
Critical incident – resulting in:			
Lockdown	Evacuation	Disruption	
Other/details:			
Energy systems – incident/issues involving:			
Electricity (incl. mains and solar)	LPG gas	Gas/pressurised containers	
Other/details:			
Environment			
Sun exposure	Water (creek, river, beach, dam)	Sound/noise	
Animals/insects	Storms/weather	Temperature (heat, cold)	
Other/details:			
Facilities/built environment			
Buildings and fixtures	Driveway/paths	Workshops/work rooms	
Playground equipment	Furniture	Swimming pool	
Others/details:			
Machinery, plant and equipment			
Machinery (fixed plant)	Machinery (portable)	Hand tools	Vehicles/trailers
Other/details:			
Manual tasks/ergonomics			
Manual tasks (repetitive, heavy)	Working at heights	Restricted space	
Other/details:			
People			
Students	Staff	Parents/others	
Physical	Psychological/stress		
Other/details:			
Other hazards/details:			

Step 2: Assess the level of risk

Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level.

DoE Risk Management Matrix					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical

Almost certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of consequence	Likelihood	Description of likelihood
1. Insignificant	No treatment required.	1. Rare	Will only occur in exceptional circumstances.
2. Minor	Minor injury requiring first aid treatment (e.g. minor cuts, bruises, bumps).	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle.
3. Moderate	Injury requiring medical treatment or lost time.	3. Possible	May occur within the foreseeable future, or within the project lifecycle.
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation.	4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle.
5. Critical	Loss of life, permanent disability or multiple serious injuries.	5. Almost certain	Almost certain to occur within the foreseeable future or within the project lifecycle.
Assessed risk level	Description of risk level	Actions	
Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.	
Medium	If an incident were to occur, there would be some chance that an injury requiring first aid would result.	Additional controls may be needed.	
High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.	
Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.	

Step 3: Control the risk

In the table below:

List the hazards/risks you identified in Step One.

Rate their risk level (refer to information contained in Step two to assist with this)

Detail the control measures you will implement to eliminate or minimise the risk.

Note: control measures should be implemented in accordance with the preferred **hierarchy of control**.

If lower level controls (such as administration or PPE) are to be implemented without higher level controls, it is important the reasons are explained.

Hierarchy of controls	
Most effective (High level) ↓ Least effective (Low level)	Elimination: remove the hazard completely from the workplace or activity.
	Substitution: replace a hazard with a less dangerous one.
	Redesign: changing a machine or work process to make it safer.
	Isolation: separate people from the source of the hazard.
	Administration: putting rules, signage or training in place to make a workplace safer.
	Personal protective equipment (PPE): protective clothing and equipment.

Description of hazards/risks	Risk level	Control measures (Note: if only administration or PPE controls are used, please explain why)
Other details:		
Submission		
This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined in Step Three. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety.		
Contact person:	Date:	
Indicate those others involved in the preparation of this risk assessment:		

Complete during and/or after the activity		Yes	No
Are the planned control measures sufficient and effective in minimising the level or risk?			
Have there been any charges to the planned control measures?			
Are further control measures required in future?			
Details:			
Review completed by:		Designation:	
Signature:		Date:	

All students require current, written permission from their parent or guardian to use a school trampoline. Students with Down Syndrome or certain other medical or orthopaedic conditions require a medical order giving clearance for trampoline use, in addition to parent permission.

These approvals are required because of the risk of injury that can arise from trampoline use.

Only one person may use a trampoline for jumping at the one time.

Staff sign the active student supervision trampoline use form each year.

Risk Assessment Score Table

		LIKELIHOOD OF THE BEHAVIOUR				
		How likely is it that the behaviour may occur again? Refer to the individual student's OneSchool data to determine the likelihood of the behaviour.				
		Rare May occur in exceptional circumstances.	Unlikely Unlikely to occur in some circumstances. For example, less than once per month*	Possible Possible to occur in some circumstances. For example, one to three times per month*	Likely Likely to occur. For example, one or more per week*	Almost certain Almost certain to occur. For example, daily*
IMPACT OF THE BEHAVIOUR	If the behaviour occurred, what would the impact be on the school community?	A behaviour that causes insignificant impact on the safety or wellbeing of others, self and/or the school community that causes minor disruption and does not lead to injury or physical harm.	Low risk	Low risk	Low risk	Low risk
	A behaviour that causes minor impact on the safety or wellbeing of others, self and/or school community that requires a response to de-escalate the situation or ensure the safety of the student or other people and/or reduce environmental risk.	Low risk	Low risk	Medium risk	Medium risk	Medium risk
	A behaviour that causes moderate impact on the safety or wellbeing of others, self and/or school community that has the potential to require an immediate response to avert an adverse outcome and reduce risk to the student or others.	Medium risk	Medium risk	Medium risk	High risk	High risk
	A behaviour that causes major impact on the safety or wellbeing of others, self and/or school community that has the potential to cause significant injury; or an outcome that requires an emergency first aid response/ medical treatment.	Medium risk	Medium risk	High risk	Extreme risk	Extreme risk
	A behaviour that causes serious and critical impact on the safety or wellbeing of others, self and/or school community that has the potential to cause serious injury that requires an emergency response, medical treatment, or a behaviour that is illegal.	Medium risk	High risk	High risk	Extreme risk	Extreme risk

*Principals will use their professional judgment in interpreting the impact of a particular behaviour in the context of the school environment, the impact on the community and the known risk variables.

RISK LEVEL	DEFINITION
Low risk	Behaviours that typically require a differentiated response Can be managed by routine procedures — mitigate and monitor, plan permanent controls in the long term
Medium risk	Behaviours that typically require a differentiated response Action by administration to mitigate risk — interim controls to be identified to reduce risk until permanent solutions are in place
High risk	Behaviours that typically require a focussed response Immediate action required by principal — prioritise behaviour management plan and risk assessment issues; monitor closely and review regularly
Extreme risk	Behaviours that typically require an intensive response Immediate action required by principal — emergency procedures in place e.g. call 000, school lockdown