

SAFETY Risk Assessment and Management Plan



Name of workplace: Brewongle EEC

Workplace manager: Steven Body

Activity, event or task: Incursions

Date of activity: Year round

Situation List the details of the activity, event or task	Anticipate What could go wrong?	Find out		Eliminate or control		Talk others Controls to be actioned by who?	You When do you need to review the control?
		What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating		
Travel	Arrival / departure of vehicles	Park in staff carpark at host school	3	Speed limits, parking and safety signs displayed	5	BEEC Staff School teachers	Arrival/ Departure
	Arrival/ Departure of vehicles	Students moving around vehicles	4	School teachers to ensure no student access near moving vehicles	5	BEEC Staff	Arrival/ Departure
	Staff not signed in	Ensure staff sign in to school and digitally check in	3	Reminder in program notes	5	BEEC Staff	Arrival/ Departure
Equipment	Inappropriate use of equipment	BEEC staff to provide clear instructions and demonstrations	4	Equipment to be labelled with instructions regarding use	5	BEEC Staff	Before and during BEEC scheduled activities
	Faulty equipment	BEEC staff to assess equipment prior to use	5	Faulty equipment is set aside and labelled for repair or disposal and not used Turn radios on and check in with office and other users before	6	BEEC Staff	Before and during BEEC scheduled activities
	Dangerous equipment eg water/soil testing chemicals, needles for weaving	Staff to instruct students in use of equipment. Plastic weaving needles used to reduce risk of puncture wound. Needles are not sharp.	4	Always used in a controlled setting under strict guidance. MSD Sheets are in testing boxes.	5	BEEC Staff	Before and during BEEC scheduled activities
	Safe storage of equipment at recess and lunch	School to ensure safe storage / supervision of equipment.	4	Determine where safe storage is to be located on arrival at school	5	BEEC Staff	Before and during BEEC scheduled activities

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Situation	Anticipate	Find out		Eliminate or control		Talk others	You
List the details of the activity, event or task	What could go wrong?	What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating	Controls to be actioned by who?	When do you need to review the control?
Medication	Administering of medication / first aid	Schools to provide necessary medication and trained staff to administer	5	Schools to ensure that staff member is trained in administration of medication	5	School teachers	During visit
	Appropriate medication available	Ensure students bring medication with them	5	Ensure students bring medication with them and BEEC to maintain Ventolin and Epi-pen in date	5	School teachers	During visit
	Appropriate first aid available	BEEC to take First-Aid kit to school	6	School to maintain First-aid and provide main first-aid response	5	BEEC Staff School teachers	During visit
	Students at risk ie; allergy, asthma, anaphylaxis, behavioural issues	Notification on arrival at school of medication/behavioural issues	3	School staff to maintain duty of care and monitor students throughout the visit	5	School teachers	During visit

Relevant information attached: Yes No

You should report, monitor and review:

Prepared by: **Position:** **Plan review date:**

Reviewed by: **Position:** **Review date:**

Sign off Authority: **Position:** **Contact no.:** **Signature:**

Prepared in consultation with:

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Communicate to - *List all staff, communicate in all staff meeting, sign off OR attach agenda and attendance sign on sheet*

Name	Signature	Date

Name	Signature	Date

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Sign-off authority - Based on highest residual risk

Likelihood criteria

Qualitative criteria	Description
<i>Hazard is:</i>	
Very likely	Will probably occur in most circumstances
Likely	Might occur occasionally
Unlikely	Could happen at some time
Very Unlikely	May happen only in exceptional circumstances

Consequence criteria

Category	Impact
Extreme	Death or permanent injury
High	Long Term illness
Medium	Medical attention and several days off
Low	First aid needed

Risk rating matrix

Consequence criteria	Likelihood criteria <i>Hazard is expected to occur</i>			
	Very Likely	Likely	Unlikely	Very unlikely
Extreme	1	1	2	3
High	1	2	3	4
Medium	2	3	4	5
Low	3	5	5	6

	Acceptability	Sign-Off Authority	
		Schools	Corporate
1	Unacceptable	Principal to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Director Educational Leadership for review Health and Safety Directorate for review, and Legal as required. 	Executive Director or delegate to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
2	Undesirable	Principal to sign off. Contact <ul style="list-style-type: none"> Health and Safety Directorate for review Legal as required. 	Executive Director or delegate to sign off. Contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
3 & 4	Tolerable	School Principal or delegate	Senior Manager or Director
5 & 6	Acceptable	School Principal or delegate	Immediate Supervisor or Workplace Manager