Work Health and Safety
Risk assessment plan

School/workplace	
Principal/workplace manager	
Condition, task, activity or event	
Location	
Review date	
Prepared in consultation with	

		Date	
Assessed by		Date	
Approved by		Date	
WHS Risk Register update		Date	

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Risk management process

(insert rows as required)

Hazard(s)	Risk(s)	Risk rating	Control action(s)	Risk rating after controls	Responsible	Due	Complete
What presents the potential risk to health and/or safety?	What might happen, how likely is it and what could be the consequence(s)?	Apply WHS Risk Matrix	What action(s) will be taken to eliminate the risk(s) or at least reduce them to an acceptable level?	Apply WHS Risk Matrix	Who is responsible for putting controls in place?	When should the controls be put in place?	When were controls implemented?
Arrival and departure							
Supervision and absconding							
Bathrooms							
Mealtimes, allergies and health care planning							
Emergency evacuations							
Children's medication							

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Hazard(s)	Risk(s)	Risk rating	Control action(s)	Risk rating after controls	Responsible	Due	Complete
Access to first aid							
Playground use (including interaction with older students)							
Road safety (including carparks and moving vehicles)							
Hazards within the indoor and outdoor environment							
Access to emergency contacts							

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Risk matrix and evaluation

Table 1 – the WHS risk matrix

LIKELIHOOD (Probability)		CONSEQUENCE (Severity)				
		Insignificant 1 No treatment required.	**Minor 2** Injury/illness requiring first aid treatment only.	**Moderate 3** Injury/illness requiring hospitalisation on going treatment.	**Major 4** Life-threatening injury/illness or multiple hospitalisations.	**Critical 5** Death or multiple life-threatening injuries.
Almost certain 5	Expected to occur in most circumstances.	MEDIUM 5	HIGH 10	EXTREME 15	EXTREME 20	EXTREME 25
Likely 4	High probability of occurring in most circumstances.	MEDIUM 4	MEDIUM 8	HIGH 12	EXTREME 16	EXTREME 20
Possible 3	Might occur occasionally.	LOW 3	MEDIUM 6	HIGH 9	HIGH 12	EXTREME 15
Unlikely 2	Could occur at some time, doubtful.	LOW 2	MEDIUM 4	MEDIUM 6	MEDIUM 8	HIGH 10
Rare 1	May occur but only in exceptional circumstances.	LOW 1	LOW 2	LOW 3	MEDIUM 4	MEDIUM 5

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Table 2 – WHS risk evaluation

Risk level	Acceptability	Priority for action to control risk	Sign-off authority: school	Sign-off authority: other workplace
Low 1–3	Acceptable	PROCEED while monitoring existing controls. Manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Immediate supervisor or workplace manager
Medium 4–8	Tolerable	PROCEED with the activity and/or allow the hazard to persist only after identifying and implementing any additional controls reasonably practicable. Monitor all controls and manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Senior manager or director
High 9–14	Unacceptable	DO NOT PROCEED and/or allow the hazard to persist until all risks/hazards are identified and the most effective control methods are documented in a risk assessment. Seek support from the workplace manager and WHS Advisor or the Incident Report and Support Hotline.	Principal to sign off. Principal to talk to staff about eliminating or reducing the risk, and contact: • Health, Safety and Staff Wellbeing Directorate for review • Legal as required.	Executive Director or delegate to talk to staff about eliminating or reducing the risk and contact: • Health, Safety and Staff Wellbeing Directorate for review • Legal as required.
Extreme 15+	Unacceptable	STOP IMMEDIATELY and contact your WHS Advisor or the Incident Report and Support Hotline to plan a coordinated response in consultation with key subject matter experts to eliminate or control exposure to the hazard.	Principal to advise staff about eliminating or reducing the risk, and contact: • Director Educational Leadership for review • Health, Safety and Staff Wellbeing Directorate for review • Legal as required.	Executive Director or delegate to advise staff about eliminating or reducing the risk, and contact: • Health, Safety and Staff Wellbeing Directorate for review • Legal as required.

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Hierarchy of controls

CONTROL	EFFECTIVENESS	DESCRIPTION	EXAMPLES
ELIMINATION	BEST	**Eliminate** the hazard entirely.	Eliminating the risk of a fall from height by doing the work at ground level.
SUBSTITUTION	VERY GOOD	**Substitute** the hazard with safer options.	Replacing hazardous cleaning chemicals with equivalent non-toxic products.
ISOLATION	GOOD	**Isolate** the hazard from causing harm.	Placing a barrier around an area of wet floor as a slipping hazard.
ENGINEERING	GOOD	**Use engineering** controls to reduce the risk.	Installing guards, rails or handrails to prevent falls.
ADMINISTRATIVE	POOR	**Administrate** and document safe work practices.	Training workers in safe work procedures, Safe Operating Procedures.
PPE	WORST	**Protect** workers with Personal Protective Equipment (PPE).	Providing goggles and gloves to people handling hazardous chemicals.

Need help?

Speak to your Work Health Safety Advisor for support and advice or contact the Incident Report and Support Hotline on **1800 811 523.**

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