

Work Health and Safety Risk Register

School	Cessnock Public School	Principal	Merylun Burton	Endorsed date	February 2025	Inherent risk assessment						
Street address	Rawson Street Cessnock NSW 2325	WHS Advisor	Naomi Canard	Endorsed date		Likelihood	Likelihood Score (Fix)	Consequence	Cons. (Fix)	Risk score	Risk rating	Acceptability
Suburb/Town	Cessnock	Health and Safety Representative (HSR)		Endorsed date		Hazard and risk description						
Registration date	Hazard category	Hazard description	Hazard location	Risk	Likelihood	Likelihood Score (Fix)	Consequence	Cons. (Fix)	Risk score	Risk rating	Acceptability	
15/02/2025	Biological	<a href="#">Asbestos</a>	Refer to Asbestos Register for location (hardcopy available in administration; softcopy in AMS on the Web).	Possible exposure to asbestos with the potential to cause ongoing health conditions.	Unlikely	2	Moderate	3	6	MEDIUM	TOLERABLE	
15/02/2025	Biological	<a href="#">Allergens and health conditions</a>	Students / staff diagnosed with allergens or other health condition.	Possible health risks associated health management processes i.e., health care plan completion, administration of medication.	Likely	4	Major	4	16	EXTREME	UNACCEPTABLE	
15/02/2025	Equipment, Plant & Machinery	Confined Spaces Moving parts	An enclosed or partially enclosed space that is not designed to be occupied by a person i.e., vats, tanks, pits, pipes, ducts, flues, chimneys, silos, pressure vessels, underground sewers, wet or dry wells, shafts, shipboard spaces, void spaces or other similar enclosed or partially enclosed structures.	Risk to health and safety from – 1. an unsafe oxygen level, or 2. contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or 3. harmful concentrations of any airborne contaminants, or 4. engulfment.	Unlikely	2	Major	4	8	MEDIUM	TOLERABLE	
15/02/2025	Chemical	<a href="#">Dangerous Goods and Hazardous Substances</a>	GA shed, canteen, office, classrooms	Accidental exposure, spills, inhalation, explosion.	Possible	3	Major	4	12	HIGH	UNDESIRABLE	
15/02/2025	Manual Tasks & Ergonomic	<a href="#">Ergonomics</a>	Workspaces throughout school site.	Workspaces are not set up correctly resulting in injury.	Possible	3	Major	4	12	HIGH	UNDESIRABLE	
15/02/2025	Power Systems	<a href="#">Electrical</a>	Electrical equipment located throughout school site.	Common electrical hazards include but are not limited to: • frayed cords, cracked plugs or any other damage that exposes wiring or power supply • cords that are lying across walkways and/or other egress areas • inappropriate use of equipment • malfunctioning equipment, circuits and lights • overloaded or damaged extension cords, power boards and double adaptors • electrical equipment that has been exposed to the elements and/or come into contact with water and/or other liquids, including in storage or from wet hands • fire and/or explosion.	Possible	3	Major	4	12	HIGH	UNDESIRABLE	
15/02/2025	Multiple	<a href="#">Excursions (Domestic) i.e., water activities, overnight, interstate, sporting, etc.</a>	Multiple - excursions are in most cases offsite.	Common hazards related to domestic excursions may include but are not limited to: • allergens including those that may cause anaphylactic reaction • aquatic and alpine activities • child protection issues • overnight excursions • lack of appropriate communication • emergency events such as evacuations and lockdowns • emergencies and/or natural disasters such as bushfire, flood • environmental such as air quality, extreme temperatures • inadequate or inappropriate equipment • extreme weather conditions • food and drink hazards • lost student, staff and/or volunteer • manual hazardous tasks • wildlife and potential animal-related risks • cultural sensitivity and respect when visiting sacred or culturally significant sites • security and safety in crowded public areas • medical emergency • sports and other physical activities • student behaviour • lack of supervision • traffic and road conditions • training and qualifications	Likely	4	Major	4	16	EXTREME	UNACCEPTABLE	
15/02/2025	Multiple	<a href="#">Principal endorsed activities i.e., fetes, P&amp;C Events, electoral events, other high risk and sporting activities.</a>	Multiple - activities can be onsite and offsite	Elements of domestic excursion risks above would apply	Likely	4	Major	4	16	EXTREME	UNACCEPTABLE	
15/02/2025	Multiple	Incursions / Variations of Routine (VOR) including medium to high risk curriculum activities i.e., gardening, cooking	Curriculum activities onsite	Elements of domestic excursion risks above would apply to incursions/VOR, use of hand tools, gardening tools, science equipment and cooking utensils. Possible exposure to hazardous substances (gardening).	Possible	3	Minor	2	6	MEDIUM	TOLERABLE	
15/02/2025	Environmental	Sun Safety Heat exposure	Activities onsite and offsite Excursions and incursions School camps Sports events	Sun stroke Dehydration Skin irritation and blistering Headache / migraine	Possible	3	Major	5	15	EXTREME	UNACCEPTABLE	
15/02/2025	Slips, Trips and Falls	<a href="#">Fall from height</a>	Storage facilities, playground equipment, buildings (balconies etc.), roofs, use of ladders	Ladders, incomplete scaffolds, falling off a tractor or other vehicle, a roof edge or falling through fragile roof sheeting are the major causes of injuries.	Possible	3	Critical	5	15	EXTREME	UNACCEPTABLE	
15/02/2025	Environmental	Fire and or explosion	Fire and explosion has the potential to occur anywhere on the school site.	Fire and explosion can be caused by various triggers, including, but not limited to, gas leaks, arson, electrical faults or explosions. Flames, smoke, heat and gases from a fire pose a risk to life and can cause damage to property.	Possible	3	Major	4	12	HIGH	UNDESIRABLE	

15/02/2025	Multiple	<a href="#">First Aid</a>	First aid has the potential to occur anywhere on the school site.	First aid processes, procedures and facilities are not in place to provide immediate support to persons suffering from an injury or illness.	Likely	4	Major	4	16	EXTREME	UNACCEPTABLE
15/02/2025	Equipment, Plant & Machinery	<a href="#">Noise</a>	Common noise related hazards may include but are not limited to: <ul style="list-style-type: none"> <li>continuous or intermittent noise that impacts a person's comfort such as from audio-visual (AV) equipment, construction machinery, traffic and/or power tools</li> <li>maintenance work on school grounds and/or farms i.e., whipper snippers, tractors and lawnmowers</li> <li>equipment used in laundries and kitchens, industrial arts, science and music rooms</li> <li>shouting, screaming and loud conversation</li> <li>large groups in school halls or other enclosed spaces</li> <li>construction works</li> </ul>	The results of being exposed to hazardous noise include, but are not limited to, acute and/or chronic injury and illnesses, including: <ul style="list-style-type: none"> <li>temporary and/or permanent full or partial hearing loss</li> <li>tinnitus</li> <li>physical injuries and accidents because of compromised ability to concentrate, communicate and/or perceive danger</li> <li>physical and/or psychological injuries caused by mental stress, pain in various body parts, headache, earache, fatigue, depression and anxiety</li> <li>exacerbation of existing conditions, including heart conditions, attention deficit hyperactivity disorder (ADHD), autism spectrum disorder (ASD) and mood disorders.</li> </ul>	Likely	4	Moderate	3	12	HIGH	UNDESIRABLE
15/02/2025	Multiple	<a href="#">Playground and Play equipment</a>	School grounds	Slip, trip, and falls, fall from height, cuts, abrasions, fractures, superficial injuries, sprains, strains, insect bites, inappropriate use of equipment, sand in eyes, sunburn, heat stroke, dehydration.	Almost certain	5	Minor	2	10	HIGH	UNDESIRABLE
15/02/2025	Multiple	<a href="#">Tree management</a>	Various locations on school grounds	Serious injury or death, object fall from height	Likely	4	Critical	5	20	EXTREME	UNACCEPTABLE
15/02/2025	Multiple	<a href="#">Sharp objects</a>	Canteen, GA, TAS, Agriculture, Science, First Aid (administration of some medications may involve sharps), sports equipment i.e., javelin, branches, discarded prohibited items.	Injuries and illnesses that may occur relating to sharp objects may include but are not limited to: <ul style="list-style-type: none"> <li>cuts and abrasions</li> <li>poisoning</li> <li>allergic reactions and anaphylaxis</li> <li>needle stick injuries</li> <li>psychological.</li> </ul>	Possible	3	Moderate	3	9	HIGH	UNDESIRABLE
15/02/2025	Multiple	<a href="#">Sporting and Physical Activities</a>	Activities can occur both onsite and at offsite venue locations.	Risks associated with domestic excursion risk management. Injuries and illnesses that may occur during sporting activities i.e., breaks, sprains and strains, health episodes, drowning, concussion, fatigue etc.	Likely	4	Major	4	16	EXTREME	UNACCEPTABLE
15/02/2025	Slips, Trips and Falls	<a href="#">Slips, trips and falls</a>	Multiple locations throughout the school site.	The consequences of slips, trips, and falls can be serious, such as: <ul style="list-style-type: none"> <li>cuts, abrasions and bruises</li> <li>bone fractures and breaks</li> <li>dislocations</li> <li>other musculoskeletal damage</li> <li>head injury</li> <li>paralysis</li> <li>psychological injury if the injury is traumatic and/or results in permanent disability.</li> </ul>	Likely	4	Moderate	3	12	HIGH	UNDESIRABLE
15/02/2025	Equipment, Plant & Machinery	<a href="#">Vehicles on School Grounds</a>	Multiple location throughout the school with vehicle access.	Injuries and illnesses that may occur from vehicles on school grounds include but are not limited to: <ul style="list-style-type: none"> <li>fatalities</li> <li>cuts and abrasions</li> <li>sprains and strains</li> <li>breaks or fractures</li> <li>crush injuries</li> <li>concussion</li> <li>traumatic event.</li> </ul>	Possible	3	Major	4	12	HIGH	UNDESIRABLE
15/02/2025	Multiple	<a href="#">Working Alone or in isolation</a>	Access to school site after hours or during term breaks.	Injuries and illnesses may include but are not limited to: <ul style="list-style-type: none"> <li>cuts, abrasions and bruises</li> <li>bone fractures and breaks</li> <li>dislocations</li> <li>other musculoskeletal damage</li> <li>head injury</li> <li>psychological.</li> </ul>	Possible	3	Major	4	12	HIGH	UNDESIRABLE
15/02/2025	Biological	<a href="#">Mould and mildew</a>	Reoccurring in some areas of the school.	Young children, older people and people with compromised immune systems are most at risk and exposure to mould/mildew can cause serious illness. Symptoms may include but are not limited to: <ul style="list-style-type: none"> <li>allergic reaction</li> <li>asthma attack</li> <li>fungal infections</li> <li>respiratory illness</li> <li>headache</li> <li>fatigue</li> </ul>	Possible	3	Moderate	3	9	HIGH	UNDESIRABLE
15/02/2025	Equipment, Plant & Machinery	<a href="#">Vocational education and training</a>	Various offsite locations	Injuries and illnesses may include but are not limited to: <ul style="list-style-type: none"> <li>Contact with moving parts or sharps</li> <li>Burns</li> <li>Fire and explosion</li> <li>Exposure to fumes and dust</li> <li>Temperature and moisture</li> </ul>	Possible	3	Moderate	3	9	HIGH	UNDESIRABLE
15/02/2025	Multiple	<a href="#">Community use of school facilities</a>	Various offsite locations	<ul style="list-style-type: none"> <li>the proposed use of the site including accessibility requirements</li> <li>known specific risks and proposed mitigations such as lighting after hours, security, insurance, manual handling, use of ladders, storage, electrical, food preparation, heating/cooling, use of gas facilities, first aid, emergencies and fire safety</li> <li>facilities are fit for purpose</li> <li>roles and responsibilities of the organisers and any volunteers</li> <li>details of the supervision of any children in the grounds (including play equipment areas and toilets)</li> <li>car parks and traffic control</li> <li>emergency medical plans</li> <li>safe working statements or risk management plans</li> <li>age of participants and child protection/working with children check.</li> </ul>	Possible	3	Moderate	3	9	HIGH	UNDESIRABLE
15/02/2025	Multiple	<a href="#">Safety and security of school site</a>	School grounds / perimeter	<ul style="list-style-type: none"> <li>Absconding behaviours</li> <li>Unauthorised entry onto school premises, intruders, threats, assault, stalking and intimidation</li> <li>Offensive behaviour on or near school premises</li> <li>Stray animals i.e., dogs, kangaroos</li> <li>Disposal of prohibited items i.e., vapes, alcohol bottles</li> <li>Property damage and vandalism</li> </ul>	Likely	4	Moderate	3	12	HIGH	UNDESIRABLE
15/02/2025	Psychosocial	Harmful to the health of workers and compromise their wellbeing.	Staff, students, parents and contractors	Can include (but not limited to) stress, fatigue, bullying, violence, aggression, harassment and burnout, which can be harmful to the health of workers and compromise their wellbeing.	Likely	4	Major	4	16	EXTREME	UNACCEPTABLE

Existing controls Review suggested existing controls and remove if not applicable.	Additional controls	Residual risk assessment							Action	Status	Person(s) Responsible	Action date	Review date
		Likelihood	Likelihood Score (Fix)	Consequence	Cons. (Fix)	Risk score (Fix)	Risk rating	Acceptability					
Asbestos Management Plan School Asbestos Management Process School Asbestos Register Asbestos hygienist testing Emergency Management Procedures Incident Notification and Reporting Policy and Procedures Workplace Inspections Control and management of asbestos in NSW Public Schools e-learning WHS Induction for employees e-learning WHS Induction/Safety Briefing (Contractors and Visitors) Local Workplace Safety Procedures for Independent Contractors	Review register each year to ensure current version is readily available for contractors and General Assistant.  Control and management of asbestos in NSW Public Schools e-Learning is completed by relevant staff.	Unlikely	2	Minor	2	4	MEDIUM	TOLERABLE	Annual review of asbestos register and check copy is readily accessible in administration office. Discuss with General Assistant.	IMPLEMENTED	Principal	1/03/2025	1/03/2026
Anaphylaxis and Allergy Procedures for Schools Allergy and Anaphylaxis Management within the Curriculum Individual Healthcare Plans ASCIA Action Plans (Anaphylaxis and Allergies) First Aid Procedures / First Aid Plan Incident Notification and Reporting Policy and Procedures WHS Induction for employees e-learning WHS Induction/Safety Briefing Contractors and Visitors Mandatory training including Anaphylaxis Elearning and face to face, e-Emergency care, administration of prescribed medications. Risk Assessment Plan	Annual review of Individual health care plans and other required health specific plans i.e., ASCIA, asthma, diabetes, epilepsy etc. is completed as part of SAT. Allergens in the Workplace Risk Assessment Plan reviewed and communicated annually. School maintains EpiPen and medication expires in local system Specific training with third party providers for specific first aid needs i.e., epilepsy, diabetes is scheduled as required.	Possible	3	Minor	2	6	MEDIUM	TOLERABLE	Annual review and communication of Allergens in the Workplace Risk Assessment Plan.	IMPLEMENTED	Principal / First Aid Officer / SAM / SAO	1/03/2025	1/03/2026
Equipment Safety in Schools database Incident Notification and Reporting Policy and Procedures WHS Induction for employees e-learning WHS Induction/Safety Briefing Contractors and Visitors Local Workplace Safety Procedures for Independent Contractors SINSW Facilities management contracts Workplace Inspections	Maintenance and inspection schedule implemented Any maintenance/service unable to be done by GA school with contract professional	Rare	1	Minor	2	2	LOW	ACCEPTABLE	Maintenance schedule implemented	IMPLEMENTED	Principal	1/03/2025	1/03/2026
Chemical Safety in Schools Chemical Register / Safety Data Sheets First Aid Procedures Emergency Management Procedures Incident Notification and Reporting Policy and Procedures WHS Induction for employees e-learning WHS Induction/Safety Briefing Contractors and Visitors Local Workplace Safety Procedures for Independent Contractors Workplace Inspections STRETCH Manual Handling guidelines and training	Chemical Register is reviewed and updated annually (including Safety Data Sheets - no older than 5 years).  Chemical Register and Safety Data Sheets are readily available to all staff.	Unlikely	2	Insignificant	1	2	LOW	ACCEPTABLE	Chemical Register is reviewed and updated annually (including Safety Data Sheets - no older than 5 years).	IMPLEMENTED	Principal and GA	1/03/2025	1/03/2026
Incident Notification and Reporting Policy and Procedures First Aid Procedures Work health and safety hazard factsheet - Workstation use Workplace inspections	Workplace inspections are completed once per semester. Safety observations. Consultation i.e., agenda item to discuss with staff each semester.	Rare	1	Insignificant	1	1	LOW	ACCEPTABLE	<a href="#">Workplace inspections are completed once per semester.</a> <a href="#">Safety observations conducted adhoc by leaders.</a>	IMPLEMENTED	Principal / Leaders	1/03/2025	1/09/2025
SINSW Electrical tagging and testing contract SINSW Facilities management contracts SINSW Residual Current Devices replacement program Emergency Management Procedures First Aid Procedures Incident Notification and Reporting Policy and Procedures Infection Control Procedures Workplace Inspections	Workplace inspections are completed once per semester. Safety observations. Consultation i.e., agenda item to discuss with staff each semester.	Unlikely	2	Moderate	3	6	MEDIUM	TOLERABLE	<a href="#">Workplace inspections are completed once per semester.</a> <a href="#">Safety observations conducted adhoc by leaders.</a>	IMPLEMENTED	Principal / Leaders	1/03/2025	1/09/2025
Excursions Policy Excursion Planning and Management Procedures Sport and Physical Activity Policy Sport Safety Guidelines Risk Assessment Plan Emergency Management Procedures First Aid Procedures Infection Control Procedures Anaphylaxis and Allergy Procedures for Schools Allergy and Anaphylaxis Management within the Curriculum Individual Healthcare Plans Incident Notification and Reporting Policy and Procedures Student Behaviour Policy Student Behaviour Procedures Child Protection Policy Working with Children Check Policy	Risk Assessment is developed and/or reviewed for currency prior to each excursion. Risk Assessment is communicated to all staff and volunteers attending excursion. Risk Assessments are stored in easily accessible location.	Unlikely	2	Moderate	3	6	MEDIUM	TOLERABLE	Risk Assessment is developed and/or reviewed for currency prior to each excursion. Risk Assessment is communicated to all staff and volunteers attending excursion. Risk Assessments are stored in easily accessible location.	IMPLEMENTED	Principal / Excursion Coordinator	1/03/2025	Prior to each excursion.
Principal endorsed activities procedures Sport and Physical Activity Policy Risk Assessment Plan P&C Risk Assessment Plan for P&C run event P&C Insurance Cover P&C Event Registration (event is on P&C event calendar) Incident Notification and Reporting Policy and Procedures Emergency Management Procedures First Aid Procedures Infection Control Procedures Child Protection Policy Working with Children Check Policy	Principal endorsed activities checklist is completed Risk Assessment Plan is developed and/or reviewed for currency prior to each activity. If event is run by P&C, the P&C have developed a risk assessment plan and submitted to Principal for approval prior to event. Confirmation that P&C event has been registered. Risk Assessment is communicated to all staff and volunteers participating. Risk Assessments are stored in easily accessible location.	Unlikely	2	Moderate	3	6	MEDIUM	TOLERABLE	Risk Assessment is developed and/or reviewed for currency prior to each activity. Risk Assessment is communicated to all staff and volunteers participating. Risk Assessments are stored in easily accessible location.	IMPLEMENTED	Principal / event coordinator / P&C where required	1/03/2025	Prior to each activity.
Risk Assessment Plan Emergency Management Procedures First Aid Procedures Infection Control Procedures Anaphylaxis and Allergy Procedures for Schools Allergy and Anaphylaxis Management within the Curriculum Individual Healthcare Plans Incident Notification and Reporting Policy and Procedures Student Behaviour Policy Student Behaviour Procedures	Risk Assessment is developed and/or reviewed where required. Risk Assessment is communicated to all staff supervising the activity. Risk Assessments are stored in easily accessible location.	Rare	1	Insignificant	1	1	LOW	ACCEPTABLE	WHS Risk Assessment reviewed annually and communicated to all staff. WHS Risk Assessments are stored in easily accessible location.	IMPLEMENTED	All Staff	1/03/2025	1/03/2026
Risk Assessment Plan Emergency Management Procedures First Aid Procedures Individual Healthcare Plans Incident Notification and Reporting Policy and Procedures Student Behaviour Policy Student Behaviour Procedures	Risk Assessment is developed and/or reviewed where required. Risk Assessment is communicated to all staff supervising the activity. Risk Assessments are stored in easily accessible location. Reminders for water bottles to be part of excursions kits, water provided where possible. Take breaks, rest in shade, sip water frequently.	Unlikely	1	Minor	1	1	LOW	ACCEPTABLE	Risk Assessment is developed and/or reviewed for currency prior to each activity. Risk Assessment is communicated to all staff and volunteers participating. Risk Assessments are stored in easily accessible location.	IMPLEMENTED	All Staff	1/03/2025	Prior to each activity.
First Aid Procedures WHS Induction/Safety Briefing Contractors and Visitors Local Workplace Safety Procedures for Independent Contractors Workplace Inspections Incident Notification and Reporting Policy and Procedures Emergency Management Plan Risk Assessment Plan Safety Alert and Fact Sheet First Aid Procedures	Risk Assessment for the GA for after hours / school holidays / working alone. Communicate fact sheet and safety alert as required i.e., planned activities where height is an identified risk.	Unlikely	2	Moderate	3	6	MEDIUM	TOLERABLE	Annual review and communication of Working Alone Risk Assessment.	IMPLEMENTED	Principal	1/03/2025	1/03/2026
e-Emergency care training CPR training for a substantial portion of staff Emergency Management Procedures Emergency drills Student behaviour support plan Incident Notification and Reporting Policy and Procedures	Annual review of training register actioned on SAT. Emergency evacuation drills are scheduled once per semester as part of the SAT.	Unlikely	2	Minor	2	4	MEDIUM	TOLERABLE	Reviewed and updated as per SAT. No further action required.	IMPLEMENTED	Principal	1/03/2025	1/09/2025

<p>First Aid Procedures First Aid Plan e-Emergency care training CPR training for a substantial portion of staff Provide first aid training for First Aid Officer. Emergency Management Procedures Emergency Management Plan Individual Healthcare Plans and Response Health specific support plans i.e., ASCIA Action Plan (Anaphylaxis and Allergies), asthma management plan, epilepsy First Aid Seizure Management Plan etc. Incident Notification and Reporting Policy and Procedures</p>	<p>Annual review of First Aid Plan is completed as part of SAT. Any new or transferring students (or staff) to have health care review upon enrolment. Annual review of training register / SCOUT Compliance Report is completed as part of SAT.</p>	Possible	3	Minor	2	6	MEDIUM	TOLERABLE	Reviewed and updated as per SAT. No further action required.	IMPLEMENTED	Principal	1/03/2025	1/03/2026
<p>Safe Operating Procedures (SOP) Safe Work Method Statements (SWMS) Incident Notification and Reporting Policy and Procedures SINSW Facilities management contracts Workplace Inspections Tree Management Guidelines</p>	<p>PPE is readily available where required and reviewed annually as part of SAT. Signage / instruction / SOP's are displayed for equipment where PPE is required to be used.</p>	Unlikely	2	Minor	2	4	MEDIUM	TOLERABLE	Reviewed and updated as per SAT. No further action required.	IMPLEMENTED	Principal	1/03/2025	1/03/2026
<p>SINSW Playground Equipment Guidelines Restricted Equipment List Workplace Inspections First Aid Procedures First Aid Plan Infection Control Procedures Incident Notification and Reporting Policy and Procedures</p>	<p>Supervision. Sun safety policy. Daily visual inspection i.e., fallen branches, animal dropping, prohibited items. Regular inspection of playground equipment and grounds (using inspection checklist). Maintenance of school grounds.</p>	Possible	3	Minor	2	6	MEDIUM	TOLERABLE	<a href="#">Recommended to complete inspection checklist once per semester (great if you could complete each term).</a>	IMPLEMENTED	Principal / GA	1/03/2025	1/09/2025
<p>SINSW Tree Management guidelines Annual tree assessment Workplace inspections Bushfire Mitigation Program Incident Notification and Reporting Policy and Procedures Daily observations</p>	<p>Daily visual inspection i.e., fallen branches, animal dropping, prohibited items. Maintenance of school grounds. Annual tree assessment.</p>	Possible	3	Minor	2	6	MEDIUM	TOLERABLE	<a href="#">Annual tree inspection.</a>	IMPLEMENTED	Principal / GA / SINSW	1/03/2025	1/03/2026
<p>First Aid Procedures First Aid Plan Student behaviour support plan Infection Control Procedures e-Emergency Care Training Incident Notification and Reporting Policy and Procedures Workplace Inspections Risk Assessment Plan Sports and Physical Activities Policy Sports Safety Guidelines Risk Assessment Plan Emergency Management Procedures Emergency Management Plan First Aid Procedures First Aid Plan Infection Control Procedures Incident Notification and Reporting Policy and Procedures Anaphylaxis and Allergy Procedures for Schools Individual Health Care Plans ASCIA Action Plans (Anaphylaxis and Allergies)</p>	<p>Supervision. Regular review of student behaviour support plans. Annual review of First Aid Plan is completed as part of the SAT.</p>	Unlikely	2	Minor	2	4	MEDIUM	TOLERABLE	Reviewed and updated as per SAT. No further action required.	IMPLEMENTED	Principal	1/03/2025	1/03/2026
<p>Risk Assessment Plan Sports and Physical Activities Policy Sports Safety Guidelines Risk Assessment Plan Emergency Management Procedures Emergency Management Plan First Aid Procedures First Aid Plan Infection Control Procedures Incident Notification and Reporting Policy and Procedures Anaphylaxis and Allergy Procedures for Schools Individual Health Care Plans ASCIA Action Plans (Anaphylaxis and Allergies)</p>	<p>Review of Risk Assessment Plan prior to activity. Supervision, demonstration and instruction. Daily visual inspection of school facilities used for activities i.e., equipment inspection, fallen branches, animal dropping, prohibited items. First aid kit readily accessible.</p>	Unlikely	2	Moderate	3	6	MEDIUM	TOLERABLE	Risk Assessment Plans and processes are reviewed prior to activity.	IMPLEMENTED	All staff	1/03/2025	1/03/2026
<p>STRETCH Manual Handling guidelines and training Workplace Inspections First Aid Procedures First Aid Plan Incident Notification and Reporting Policy and Procedures</p>	<p>Liaison with local ASO to determine additional controls when required i.e., slip resistant materials, handrails etc.</p>	Unlikely	2	Minor	2	4	MEDIUM	TOLERABLE	<a href="#">Recommended to complete inspection checklist once per semester (great if you could complete each term).</a>	IMPLEMENTED	Principal / GA	1/03/2025	1/09/2025
<p>Road Safety Education Program Emergency Management Procedures Emergency Management Plan First Aid Procedures First Aid Plan Risk Assessment Plan</p>	<p>Plans and processes are reviewed annually and on an as required basis i.e., construction sites.</p>	Unlikely	2	Insignificant	1	2	LOW	ACCEPTABLE	Reviewed and updated as per SAT. No further action required.	IMPLEMENTED	Principal	1/03/2025	1/03/2026
<p>Emergency Management Procedures Emergency Management Plan First Aid Procedures First Aid Plan Risk Assessment Plan Work Plan i.e., for GA</p>	<p>After hours / term break communication plan and roster (to ensure no one is onsite alone). Regular communication of Risk Assessment Plan Emergency contacts are up to date. Annual review of all plans and processes.</p>	Unlikely	2	Minor	2	4	MEDIUM	TOLERABLE	Risk Assessment Plan and work plans are reviewed each term and communicated to all staff.	IMPLEMENTED	Principal	1/03/2025	1/06/2025
<p>Hazard Reporting procedures CENTRAL Issues Log Hazard Report Form Action Plan (when required) Risk Assessment Plan (when required) Incident Notification and Reporting Policy and Procedures Workplace inspections Ventilation Scheduled regular cleaning Maintenance of air conditioners (SINSW)</p>	<p>Action Plan will be developed in instances when mould is identified. Regular workplace inspections. Daily observations by all staff.</p>	Unlikely	2	Insignificant	1	2	LOW	ACCEPTABLE	Action Plans developed for remediation activities are monitored until completion. Workplace inspections conducted each semester. Daily observations reported to leader/Principal	IMPLEMENTED	All staff	1/03/2025	1/03/2026
<p>Vocational Education Training (VET) guides and forms Workplace/venue emergency management and first aid plan Workplace/venue provides training and instruction</p>	<p>Ensure VET processes are completed i.e., accidents, insurance, prohibited activities</p>	Unlikely	2	Minor	2	4	MEDIUM	TOLERABLE	VET processes are completed in timely manner.	IMPLEMENTED	Principal	1/03/2025	1/03/2026
<p>Sharing of School Facilities policy and implementation procedures Community User Agreement Community User Risk Assessment Plan Community User induction / consultation requirement Community User First Aid arrangements Community User health care and medical management needs Community User infection control arrangements Community User emergency procedures requirements Child Protection Declaration Working with Children Check Policy Workplace Inspection Checklist</p>	<p>Community use of school facilities management tool is followed. Liaison with SINSW for implementation of Community User Agreement. Regular workplace inspections. Regular consultation and communication in accordance with agreed consultation arrangement.</p>	Unlikely	2	Minor	2	4	MEDIUM	TOLERABLE	Review community user agreement in consultation with SINSW annually or on an as required basis.	IMPLEMENTED	Principal	1/03/2025	1/03/2026
<p>Student Behaviour Support Plans Emergency Management Procedures Emergency Management Plan First Aid Procedures First Aid Plan Risk Assessment Plan Incident Notification and Reporting Policy and Procedures FMWeb Notification Induction and safety briefing for visitors / contractors Workplace Inspection Checklist School Security Unit advisory service Inclosed Lands Act Signage Legal issues bulletin 2 - Offensive behaviour on or near departmental premises Legal issues bulletin 27 - Assault, harassment, stalking and intimidation of students and staff at school Legal issues bulletin 58 - Unauthorised entry onto departmental premises</p>	<p>Emergency drill completed once per semester and if required, on a more regular basis i.e., each term. Daily observations / visual inspection of grounds prior to start of day (picking up discarded items). Clear identification of staff and visitors. Staff to raise alarm if any person/s are observed onsite that can not be easily identified. Serious incidents to be reported to DEL. Risk assessment plan to be developed if required.</p>	Possible	3	Minor	2	6	MEDIUM	TOLERABLE	Risk Assessment Plan reviewed and communicated annually.	IMPLEMENTED	Principal	1/03/2025	1/03/2026
<p>Inductions, meetings, escalation methods part of consultation, EAP</p>	<p>Check-ins by Principal</p>	Unlikely	2	Moderate	3	6	MEDIUM	TOLERABLE	Noticeboard updated frequently, WHS and psychosocial issues an agenda item on meetings	INCOMPLETE	Principal / Leaders	1/03/2025	1/03/2026