

SAFETY Risk Assessment and Management Plan



Name of workplace:	Wyong Public School	Workplace manager:	
Activity, event or task:	Book Fair 2022	Date of activity:	28.6.2022

Situation	Anticipate	Find out	Risk rating	Eliminate or control	Residual risk rating	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?
Pre - planning communications	Students forget their online payment note/receipt or money on the days outlined	A note has been sent home, also a notification via Class Dojo and the Skool Bag App and posters around school. Email to staff communicating event information.	2	Staff reminded at communication and stage meetings, email and staff noticeboard.	low		Weeks prior to event
Debrief with participants/volunteers/staff	An evacuation, lockdown Trips, falls, medical emergency	Teachers and other staff members set expectations for safe operations while moving around Book Fair to avoid injury. Trips or falls on library lower stairs	4	Evacuation procedures explained where possible, particularly in the event of. Display evacuation procedures beside sign in. Direct visitors and students to use ramp entry to inclusively cater for all people. All students walk when participating in Book Fair.	Medium		At the beginning of Book Fair - meeting scheduled 17/6/2022

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Staff Qualifications	Staff or students have anaphylaxis reaction or require CPR	All teachers attending have current CPR and Epipen training	3	Teachers are aware of students who have an emergency care plan.	low		
Volunteers WWCC	Visitors don't sign in and there is an evacuation.	All visitors sign in at the yellow/green desk at the entry door of iCentre	2	Families and visitors are reminded as they enter to sign in at the sign on.	medium		If an emergency occurs
Emergency Contacts	Students become ill or injured.	Emergency contacts are accessible from the front office if needed.	2	Contact numbers are available from administration staff.	medium		Duration of finals.
First Aid/ Allergens	Teachers, visitors or students have allergic reactions.	Staff hold current certifications in e-Emergency Care, Anaphylaxis and if required CPR	2	Class teachers are aware of the students in their class who may present a health risk and will act accordingly following school procedures	medium		If an emergency occurs
Student Behaviour	Students misbehave or	Staff follow DEC Student Behavior Policy	2	Students advised verbally of appropriate conduct during Book Fair.	medium		During Event

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	the student becomes defiant in the Book Fair space.			Staff recognise and praise positive behaviour.			
Student Supervision	Students abscond from the iCentre.	Staff adhere to department policy (line of sight)	2	Students advised to stay in Book Fair so that the class teacher can maintain visual contact with students at all times	medium		Duration of event

Relevant information attached: Yes No

You should report, monitor and review:

Prepared by:

Position:

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Plan 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

Likelihood criteria

Likelihood criteria	Description
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

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

Sign-off authority - *Based on highest residual risk*

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. • 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. • Legal as required.
2	Undesirable	Principal to sign off and contact	Executive Director or delegate to sign off and contact:

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		<ul style="list-style-type: none"> Health and Safety Directorate for review. Legal as required. 	<ul style="list-style-type: none"> Health and Safety Directorate for review. 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.

Risk rating matrix

Consequence criteria <i>How serious would it be</i>	Likelihood criteria <i>How likely is it 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

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***Note:** For International Excursion risk assessments, all Plans must be signed off by the respective Executive Director.