

Risk management plan proforma

ABC High School

Name of workplace: ABC High School, Penrith			Name of workplace manager: Principal			
Risk assessment focus: Trade Readiness Program Bricklaying 16 th to 20 th March 2020						
Location/activity	Hazard identification type/ Causes	Current Controls	Risk Matrix Score	Elimination or Control Measures	Who	When
K Block & FG09	<ul style="list-style-type: none"> - getting to / from venue - disruption to normal timetabled lessons 	<ul style="list-style-type: none"> - Normal school policy in relation to travel to and from school 	6	<ul style="list-style-type: none"> - written permission from parents to participate in Trade Readiness Bricklaying program - DP to inform Executive and staff of program two weeks before. - TAFE Teacher & DP will remind students of expectations & terms of acceptance / 	<ul style="list-style-type: none"> DP HT TAS TAFE Teacher SLSO 	2 weeks before commencement of course

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				<p>participation into program</p> <ul style="list-style-type: none"> - SLSO will assist TAFE Teacher in delivering of program & assistance to students 		
People Interactions	<ul style="list-style-type: none"> -TAFE staff & ABC School staff -student disagreements, fights -Emergencies (evacuations, lock downs) 	<ul style="list-style-type: none"> -School Code of Conduct - Emergency evacuation plan 	5	<ul style="list-style-type: none"> - DP & TAFE Teacher will remind students of school code of conduct & expectations - Inappropriate behaviour to be addressed as per ABC School's policy & procedures. - TAFE Teacher to provide WWCC 	DP HT TAS TAFE Teacher	Each day of program

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				<ul style="list-style-type: none"> - TAFE Teacher to be given instruction on school emergency evacuation procedures. - Student roll to be generated & student attendance recorded at beginning & end of day. Absentees notified immediately to office. 		
Equipment usage	<ul style="list-style-type: none"> - hand tools - accidents, minor slips, trips, falls 	<ul style="list-style-type: none"> - all tools have been tagged & tested for safe usage - First Aid Kits in place & identified. - First Aid Officer on site & contactable 	5	<ul style="list-style-type: none"> - Explicit safety instructions (H&S) delivered by TAFE Teacher prior to handling of any equipment - All participants to wear appropriate footwear & clothing - Hat, sunscreen & high viz vest worn when working outdoors 	TAFE Teacher	Each day of course

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				<ul style="list-style-type: none"> - Controlled measure of students in work space. 15 maximum in course. - First Aid Kit kept in K & F Block - First Aid Officer on premises and mobile number provided 		
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Relevant additional information reviewed and attached: Yes No Plan prepared by: _____ Position: _____ Prepared in consultation with: _____	Date: _____ Communicated to: _____
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Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

*Note assessments of risk vary with the particular circumstances (eg. nature of the workplace, student group)