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| **Name of School:** | **Name of Project Manager:** | |
| **Risk assessment focus:** | | **Project:** |
| **Description of work:** | | |

| **Location/activity** | **Hazard identification type/ Causes** | **Current Controls** | [**Risk Matrix Score**](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/procedures-and-tools/risk-assessment-matrix) | **Elimination or Control Measures** | **Who** | **When** |
| --- | --- | --- | --- | --- | --- | --- |
| Temporary Construction Fencing / Barricading as required | Fence secured from falling over  No Signage - unsafe access  Students able to gain access | Nil | 3 | Initial meeting to discuss site security: signage, secure at all times; students informed of out of bounds; communication to whole of community. | Principal  &  P & C | Prior to commencement |
| Services disturbed | Burst water mains  Electrical cable disturbed  Gas lines disturbed  Sewer lines disturbed | Nil | 5 | Dial before you dig  Services search | P&C | Prior to commencement |
| Hazardous materials | Lead  Asbestos  Contaminated soils | School Asbestos Register (AMS) | 5 | Refer to School Asbestos Register | Principal  &  P&C | Prior to commencement |
| Minor Excavation | Damaging concealed services | Nil | 4 | Dial before you dig  Services search | Principal  &  P&C | Prior to commencement |
| Communication protocols not followed | Contractor not following protocols discussed and agreed to | Nil | 3 | Start-up meeting to clarify school site specific and WHS issue.  Regular and scheduled meetings between P&C contractor and principal.  Contact numbers exchanged between principal and P&C contractor. | Principal  &  P&C | At all times  Prior to commencement |
| Scope change without approval | Unexpected costs  Work not to Educational Facilities Standards Guidelines (EFSG)  Work not to school requirements | Nil | 3 | Start-up meeting with a clear written scope of works signed and agreed to by all parties. | P&C | At all times |
| **WWCC** | Inappropriate behaviour  Potential sex offenders in proximity to students | Principals WWCC Register | 2 | As per DoE guidelines: Appendix 5 completed; 100 points of ID sighted.  [APPENDIX 5](https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Appendix-5-Declaration-for-volunteers-and-non-child-related-contractors_FINAL.pdf)  Clarify site areas to be used by P&C Contractor; provide site map indicating toilets that can be accessed.  The P&C must ensure all workers are aware that children are near the site and language and apparel must be appropriate at all times.  No smoking on site at any time. | Principal  P&C  P&C  Contractor | Prior to commencement  At all times  Prior to commencement  At all times |
| **Budget**  Scope changes increase budget  Variations increase budget | No financial contingency for unforeseen variations. | Nil | 3 | P&C retains monies for possible variations. The P&C have to be aware that their budget will include the risk.  Discuss expectations of the work to be done with the contractor to ensure a clear understanding of the project.  Variations to contract to be approved by principal in writing. | P&C  P&C | At all times  As required |
| Weather impacts work schedule | Long work delays due to inclement weather | Nil | 3 | Contingency in program of work - allow a few extra days. | P&C | At all times |
| Latent Conditions | Unforeseen circumstances, e.g. lead in soil, unknown asbestos | Nil | 2 | Manage as arises | P&C | At all times |
| Excessive Noise | Excavators, jack hammers,  Grinders etc.. | Nil | 3 | Manage as need arises | Principal | As required |
| Vehicles on site | Unregulated vehicle access to school site | Nil | 2 | Communicate vehicle safety requirements when organising contractors.  Set and enforce speed limits.  Outline travel paths for heavy vehicles, parking of construction vehicles and pedestrian access.  P&C Contractor to notify principal of any deliveries occurring during school hours. | P&C  Principal  Principal | Prior to work commencing  Prior to work commencing  As required |
| Vehicles on site - proximity to students | Student hit by a vehicle | Nil | 2 | Erect temporary fencing; safety signage.  Communicate changed conditions to school community.  Supervision of students | P&C  Principal  Principal | Prior to work commencing  Prior to work commencing  At all times |
| Grounds damaged by vehicle access | Damage to grounds and playgrounds – grooves, divots | Nil | 3 | Dilapidation Report – photographic evidence (before and after) completed by the contractor and provided to the principal.  Photographs of grounds taken prior to work commencing. | P&C  Principal | At all times  Prior to work commencing |
| School Security  (security keys not returned) | Cost of replacing security keys  Unknown persons with access to school site | Record retained of all keys on loan (purpose, name and contact number) | 1 | Start-up meeting record keys that have been issued and arrange a collection time. | Principal | Prior to work commencing |
| Interruption to services – water, power, gas | No water for toilets and general hygiene  No power for general lighting and regular IT use  Loss of school work time | Nil | 4 | Principal approval required prior to services being interrupted.  Liaise with contractor to determine appropriate times for services to be interrupted. As far as possible keep this to out of school hours.  Have bottled water on hand.  Communicate to all staff, students and community the time services will be interrupted and the time services will be resumed. | Principal  &  P&C  Principal  Principal | As required |
| School Evacuation | Fire, Lockdown, Lockout procedures required,  Current project restricts the normal evacuation process | Nil | 3 | Contractor’s site supervisor to be inducted into school evacuation, lockdown and lockout procedures.  Contractor’s supervisor will then in turn induct contractor’s workers.  Alternate evacuation process developed and communicated to the staff | Principal  P&C Contractor Supervisor | Prior to commencement  Prior to commencement |
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| Relevant additional information reviewed and attached: Yes No  Plan prepared by: Position:  Prepared in consultation with: | Date:  Communicated to: |
| **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 (e.g. nature of the workplace, student group)

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| **Risk Assessment Matrix** | | | | |  | **Legend (as a guide only)** | |
| ***How serious could the injury be?*** | ***How likely is it to be that serious?*** | | | |  | **1** | Extreme risk; action to rectify the hazard should commence immediately |
| Very likely | Likely | Unlikely | Very unlikely |  |
|  | **2** | High risk; action to rectify the hazard should occur within 48 hours |
| Death or permanent injury | **1** | **1** | **2** | 3 |  | **3** | Medium risk, action to rectify hazard should occur within 7 days |
| Long term illness or injury | **1** | **2** | 3 | 4 |  | **4** | Low risk; action to rectify hazard should occur within 14 days |
| Medical attention & several days off | **2** | 3 | 4 | 5 |  | **5 & 6** | Minimal risk, action to rectify hazard should occur within 21 days |
| First aid needed | 3 | 4 | 5 | 6 |  |  |  |
| **Severity** – is how seriously a person could be harmed | **Likelihood** – is an estimate of how probable it is for the hazard to cause harm. | | | |  |  |  |