

RISK MANAGEMENT PROCESS AND FORM

The Process –

1. Breakdown the activity or program into individual activities (eg. Individual experiments, cooking a certain meal or dish, using a specific machine).

2. For each activity –
 - identify the risk level and teacher expertise from the relevant DOEM module
 - identify what risks there are, what harm may result, and to whom-consider **consequences**
 - enter what practices you currently have in place to reduce the **frequency** or **consequences** of injury
 - what further controls are possible-consider risk versus education outcome (does the activity justify the risk involved)
 - does the control measure actually introduce **new risk**?
 - identify and document **who** puts each control in to place and in what time frame

3. When considering ‘further controls’ start at the top of the following ‘hierarchy of control’- the higher on this list the more reliable the control.
 - Eliminate-the best option but often not practical
 - Substitute-eg lower risk activity with same educational outcome
 - Redesign-eg change the activity
 - Isolate-eg students only watch activity from a safe distance
 - Admin controls- students only allowed to undertake activity for 5 minutes per lesson eg noise levels over 85 Dba
 - Personal protective equipment (PPE) -eg gloves
 - Please note that PPE should only be used as a last resort as it is the least effective method of controlling risk

Review – this workplace health and safety risk assessment is to be reviewed if there is:

- an incident where staff or students are injured
- any staff member considers the level of risk has become unreasonable
- a change in staff or student mix
- a new activity is introduced
- a student’s or the students circumstances or behaviour changes
- there is new information on a student that may influence the risk assessment
- at regular intervals as determined by staff completing this risk assessment

<i>Activity</i>	<i>Potential Hazard</i>	<i>Risk/Consequences</i>	<i>Control Measure</i>	<i>DOEM Reference No. (If applicable)</i>

(Print, read and attach ALL relevant DOEM modules!)