

RISK ASSESSMENT FORM: Safety in Action Week 2024

Date: June 2024

Assessed by: Martin Preisig

Location/ Scenario: Road Safety - Technology Centre

No	Activity/Plant/ Materials	Hazard	Persons in Danger	Existing Controls	Severity 1 2 3 4 5	Likelihood 1 2 3 4 5	Initial Rating	Additional Control measures	Final Rating	Review Date
1	Collect first group at meeting point & return last group to meeting point at the end of session.	Students getting knocked down, trips and falls	Students, Teachers, Helpers	N/A	2	2	4	Traffic control as children cross the road, escort the group	1	End of each day July 2024
2	Enter class	Trap fingers in door	Students	N/A	1	1	1	Hold open door	1	End of each day July 2024
3	In class	Trip over cables	Students/adults	N/A	1	1	1	Tape wires and warn – Guide visitors in small groups to area with no wires	1	End of each day July 2024
4	In class	Trips falls over tables chairs	Students	N/A	1	2	2	Move tables chairs out of the way. Visitors escorted in small groups away from any hazards	1	End of each day July 2024
5	In class	Jostle and push each other	Students	N/A	1	2	2	Supervision	1	End of each day July 2024
6	Need to leave class to go to the toilet	Getting lost, falls, trap fingers in door	Students	N/A	1	1	1	Teacher/parent to escort	1	End of each day July 2024
7	Leave class	Trap fingers in door	Students	N/A	1	2	2	Escort Students to next venue if no teacher present to supervise	1	End of each day July 2024

Risk Rating Formula: Severity x Likelihood

Severity : 5 = Fatality
4 = Major Injury or illness
3 = “3 day” injury/illness
2 = Minor injury/illness
1 = First Aid injury/illness

Likelihood : 5 = Almost Certain
4 = Very Likely
3 = Likely
2 = Unlikely
1 = Very unlikely