

Risk management plan proforma

Health and Safety Directorate

Name of workplace: Wollongong West Public School			Name of workplace manager: Michelle Barnes			
Risk assessment focus: Vehicles on and around site						
Location/activity	Hazard identification type/ Causes	Current Controls	Risk Matrix Score	Elimination or Control Measures	Who	When
Start and finish of school	Increased vehicle movement and student activity.	n/a	4	Clear dismissal procedures for students (see Care and Supervision Plan)	Teachers	Before and after school
	Traffic volume on surrounding roads of school	Children's crossing on Phillips Avenue. Traffic light operated pedestrian crossings on Crown Street and Mount Keira Road.	3	Ensure teacher supervision at crossings at 3pm each day (see Care and Supervision Plan) Ensure crossings are operated under guidelines of council and RMS. Road safety education a component of all classroom programs	Principal Class Teachers	Ongoing Each term and as needed

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				each term.		
	Parents parking illegally at drop off and pick up times.	n/a	3	<p>Requests to council for a Ranger to patrol the area.</p> <p>Communicate with parents through newsletter and Skoolbag app about the importance of following parking restriction guidelines.</p> <p>Individual parents approached face-to-face as required.</p>	Principal Principal	As needed Ongoing
Access and exit from school gates.	Pedestrians using driveway to enter and exit the school.	n/a	3	<p>Signage indicating no pedestrian entry.</p> <p>Communicate with parents through newsletter and Skoolbag app about the importance of following parking restriction guidelines.</p> <p>Individual parents</p>	Principal	Immediately

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				<p>approached face-to-face as required.</p> <p>Driveway safety education a component of all classroom programs.</p>	Class teachers	Each term and as needed.
	Parents use driveway as a drop off and pick up area.	A clear pedestrian pathway is provided adjacent to the driveway.	3	<p>Communicate with parents through newsletter and Skoolbag app about the importance of following parking restriction guidelines.</p> <p>Individual parents approached face-to-face as required.</p> <p>Requests to council for a Ranger to patrol the area.</p>	Principal.	Ongoing
Driveway	Student accessing driveway, eg. Retrieving ball.	Supervision – playground duty	3	Playground duty roster includes playgrounds surrounding driveway (See Care and Supervision	Principal	Immediately

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				Plan) Including information about safe play as part of road safety education program. Playground is considered an out of bound area.	Class teachers Principal	Each term and as needed. Ongoing
	Vehicles using driveway at speed during school hours.	Speed bumps installed and children's crossing signage displayed.	3	Signage displays speed limit for driveway. Educate visitors, including contractors, and communicate safety guidelines (see Guidelines for Pedestrian Safety Around Driveway) Deliveries and contractors to park in loading zone before second driveway gate.	Principal Principal and administration staff Principal and administration staff	Immediately As needed As needed
Driveway	Visibility impaired at bend in driveway.	Round mirror installed on blind corner.	3	Mirror maintained	Principal	Ongoing

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Access by vehicles to playground.	Vehicles can access playground areas.	n/a	5	<p>Vehicles prohibited from entering school playground areas during outdoor play time.</p> <p>Communicate with contractors about access to work areas.</p> <p>A vehicle accessing school grounds during class-time must have an adult spotter.</p> <p>Second driveway gate to be locked between the hours of 8:30am and 3:30pm.</p>	<p>Principal</p> <p>Principal and administration staff</p> <p>Principal and administration staff</p>	<p>Immediately</p> <p>As needed</p> <p>As needed</p>
Ride-on mowers	Interaction between students and mowers		3	Mowing undertaken during class time.	General Assistants	Ongoing
Students riding bicycles	Interaction between bikes and pedestrians. Interaction between	n/a	3	Bicycles to be dismounted and wheeled through gate and playground	Principal	Ongoing

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	bikes and vehicles.			to bike rack. Separate entrance and exit points form school for bikes and vehicles. Including information about safe play as part of road safety education program.	Class teachers	Each term and as needed
Poor weather conditions	Decreased visibility Slippery conditions	n/a	3	Communicate with employees, visitors and parents about the increased risk during poor weather conditions.	Principal	Ongoing

<p>Relevant additional information reviewed and attached: Yes (Care and Supervision Plan, Playground Duty Roster, Guidelines for Pedestrian Safety Around Driveway)</p> <p>Plan prepared by: Michelle Barnes Position: Principal</p> <p>Prepared in consultation with: All staff</p>	<p>Date: 20 August 2018</p> <p>Communicated to: All staff, parents and community members</p>
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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.

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