

**School Safety**

Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

**THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT**

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

**CLIENT OR PRINCIPAL CONTRACTOR DETAILS**

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	



RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	

  

Risk Rating & Required Action:	
<b>4A</b>	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

  

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	No injury	no schedule impact	Deviation caught and corrected on site

  

**Notes on Hierarchy of Controls:**  
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

*aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.*

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Governance, Leadership & WHS Due Diligence	<ul style="list-style-type: none"> <li>Lack of clear WHS governance structure leading to fragmented safety responsibilities across the school</li> <li>Insufficient principal and senior leadership due diligence in line with WHS Act 2011 obligations</li> <li>Inadequate resourcing for WHS (time, budget, competent personnel)</li> <li>Failure to integrate WHS into school strategic and operational planning</li> <li>Poor safety culture where staff and contractors perceive WHS as a compliance exercise only</li> <li>Lack of documented WHS objectives, targets and performance indicators</li> <li>Inadequate oversight of hazards specific to schools such as ball games near roadways, glasswork, PE activities, heavy machinery and work near children</li> </ul>	4A	<ul style="list-style-type: none"> <li>Establish a documented WHS governance framework endorsed by the School Board/Principal that defines roles, responsibilities and reporting lines in accordance with the WHS Act 2011</li> <li>Implement a formal WHS due diligence program for senior leaders including induction, refresher training and annual WHS competency assessments</li> <li>Allocate budget and FTE for a competent WHS coordinator/advisor to support implementation and monitoring of the WHS management system</li> <li>Embed WHS objectives and key controls into the school's strategic plan, annual improvement plan and staff performance development processes</li> <li>Develop and promote a written WHS policy signed by the Principal that specifically references key school risks (e.g., playgrounds, PE, design technology machinery, medication administration, traffic interface)</li> <li>Schedule standing WHS as a regular agenda item at leadership and governance meetings, with documented actions and follow-up</li> <li>Conduct annual WHS management system reviews (internal or external) and report outcomes and improvement actions to the Principal and governing body</li> <li>Include leading indicators (e.g., completion of inspections, training, risk assessments) and lag indicators (e.g., incident rates) in a WHS performance dashboard for leadership review</li> </ul>	2M
2. WHS Risk Management & Planning System	<ul style="list-style-type: none"> <li>Absence of a structured risk management process for identifying and assessing school-wide hazards</li> <li>Risk assessments completed only for excursions or high-profile events and not for routine school operations</li> <li>Inconsistent consideration of risks associated with ball games, entering roadways or other dangerous areas</li> <li>Inadequate risk assessment for PE and sporting programs, including contact sports, high-intensity activities and environmental conditions</li> <li>Failure to systematically assess risks in specialist areas such as design and technology rooms, heavy machinery use and glasswork in art classes</li> <li>Poor integration of risk assessment outcomes into planning, budgeting and scheduling decisions</li> </ul>	4A	<ul style="list-style-type: none"> <li>Implement a documented school-wide WHS risk management procedure aligned with WHS Act 2011 and relevant Codes of Practice</li> <li>Maintain a WHS risk register covering all major school activities and facilities including playgrounds, traffic interface, PE, science, art, design &amp; technology, medication administration and contractor work near children</li> <li>Require formal, documented risk assessments for high-risk programs (e.g., PE, ball sports near boundaries, glasswork, heavy machinery operations, excursions) and for any novel or one-off activities</li> <li>Include environmental conditions (heat, humidity, wet surfaces, UV exposure) and student-specific vulnerabilities (age, disability, behavioural issues, medical needs) in all relevant risk assessments</li> <li>Integrate risk assessment outcomes into timetabling, facility allocation, supervision planning and resource purchasing decisions</li> <li>Establish a scheduled review cycle for risk assessments (e.g., annually, or after significant change or serious incident)</li> <li>Provide training for key staff on hazard identification, risk assessment and selection of appropriate control measures using the hierarchy of control</li> <li>Ensure risk assessments and associated controls are accessible to all relevant staff through a centralised WHS management system or intranet</li> </ul>	2M

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	<ul style="list-style-type: none"> <li>Risk controls not documented, reviewed or communicated effectively to all affected parties</li> </ul>			
3. Traffic Management, Access & Ball Games Near Roadways	<ul style="list-style-type: none"> <li>Poor separation of student play areas from vehicle access roads and car parks</li> <li>Ball games positioned near roadways or car parks leading to students chasing balls into traffic or other dangerous areas</li> <li>Inadequate physical barriers between playgrounds/ovals and external roads</li> <li>Lack of clear procedures for managing drop-off and pick-up zones and bus bays</li> <li>Insufficient supervision of students during arrival, recess, lunch and departure periods near vehicle interfaces</li> <li>Visitors and contractors accessing school grounds without clear traffic and access guidance</li> <li>Inadequate signage, line marking, speed control and lighting in car parks and internal roads</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop a documented school traffic management plan addressing vehicle, pedestrian and cyclist movements, including interfaces with playground and ball-game areas</li> <li>Prohibit ball games in designated exclusion zones adjacent to roads, car parks or other dangerous areas, supported by clear line marking and signage</li> <li>Install suitable physical barriers (e.g., high mesh fencing, ball-stop fencing, gates, bollards) between ball-play areas and playground roadways or car park</li> <li>Implement designated pedestrian routes and crossings within school grounds with high-visibility markings and signage</li> <li>Introduce speed limits within school property and use traffic calming measures such as speed humps and chicanes as appropriate</li> <li>Establish written procedures and supervision plans for morning and afternoon pick-up/drop-off, including staff allocation, marshalling points and contingency for bad weather</li> <li>Provide traffic management induction and site maps to all contractors, bus operators and regular delivery drivers</li> <li>Schedule regular inspections of fencing, signage, line marking, lighting and gates near play areas and traffic interfaces, with documented maintenance requests for defects</li> </ul>	2M
4. Supervision, Behaviour Management & Student Movement	<ul style="list-style-type: none"> <li>Inadequate active supervision of students in playgrounds, corridors and high-risk areas</li> <li>Lack of clear supervision ratios for different age groups and activities, including PE and ball games</li> <li>Poorly defined or inconsistently enforced behaviour expectations leading to unsafe play or misuse of equipment</li> <li>Inadequate systems to manage high-risk behaviours, bullying or aggression that may escalate into physical harm</li> <li>Uncontrolled student movement near high-risk areas such as car parks, heavy machinery rooms, glasswork areas and kitchens</li> <li>Insufficient communication between staff during transitions (e.g., between</li> </ul>	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	class and PE, or from classroom to specialist rooms)		[REDACTED]	
5. Physical Education, Sport & Outdoor Activities	<ul style="list-style-type: none"> <li>Lack of documented risk assessments for PE programs and sporting activities including high-impact or contact sports</li> <li>Use of unsuitable or poorly maintained sports equipment and playing surfaces</li> <li>Inadequate warm-up, stretching and progressive skill development increasing risk of musculoskeletal injury</li> <li>Insufficient consideration of weather conditions (heat, UV, storms, wet surfaces) during outdoor activities</li> <li>Inadequate supervision and instruction for high-risk activities (e.g., gymnastics, athletics, contact sports, water-based activities)</li> <li>Failure to consider student fitness levels, medical conditions and individual capability when planning activities</li> <li>Crowded or poorly designed activity areas leading to collisions or contact with fixed structures</li> </ul>	4A	[REDACTED]	2M
6. Design & Technology, Workshops and Heavy Machinery	<ul style="list-style-type: none"> <li>Inadequate guarding, isolation and emergency stop systems on heavy machinery used in design and technology classes</li> <li>Lack of formal competency assessment and supervision systems for students using machinery and power tools</li> <li>Inadequate maintenance and inspection of machinery, extraction systems and electrical installations</li> <li>Poor workshop layout leading to congestion, trip hazards and unsafe material handling</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>• Insufficient control over access to workshops, machinery and hazardous substances outside supervised class times</li> <li>• Failure to integrate manufacturer instructions and relevant Australian Standards into local procedures</li> <li>• Inadequate management of noise, dust and fumes generated by machinery and processes</li> </ul>		[REDACTED]	
7. Science, Art & Glasswork Safety Management	<ul style="list-style-type: none"> <li>• Use of glassware and sharp tools in art and science without appropriate controls</li> <li>• Inadequate procedures for glass cutting, kiln use or handling of hot materials in art classes</li> <li>• Poor storage, labelling and segregation of chemicals, glazes and other hazardous substances</li> <li>• Inadequate ventilation and controls for fumes, dusts and aerosols in art and science rooms</li> <li>• Lack of clear emergency procedures for spills, burns, cuts and lacerations</li> <li>• Inconsistent risk assessments for glasswork and experimental activities involving heat or chemicals</li> <li>• Inadequate waste disposal systems for broken glass, sharps and hazardous waste</li> </ul>	3L	[REDACTED]	1L
8. Medication Management & Prescription Drug Administration	<ul style="list-style-type: none"> <li>• Incorrect administration of prescription medication to students (wrong dose, wrong time, wrong student)</li> <li>• Lack of documented medical management plans for students with chronic conditions or complex medical needs</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Inadequate storage and security of prescription and non-prescription medications on site</li> <li>Poor communication between parents, medical practitioners and school staff about medication changes</li> <li>Untrained staff administering medications or responding to medical emergencies</li> <li>Inadequate record keeping of medication administration leading to errors or disputes</li> <li>Failure to consider medication side effects, such as drowsiness or behavioural changes, in activity planning (e.g., PE, excursions)</li> </ul>		[REDACTED]	
9. Child-Related Work, Safeguarding & Work Near Children	<ul style="list-style-type: none"> <li>Workers, volunteers or contractors without appropriate Working With Children Check (WWCC) or equivalent clearances</li> <li>Insufficient supervision and oversight of contractors working near children's facilities or in occupied areas</li> <li>Inadequate child protection and safeguarding policies, leading to risk of abuse, grooming or inappropriate contact</li> <li>Lack of clear protocols for one-on-one interactions between adults and students</li> <li>Poorly controlled access to classrooms, toilets, change rooms and play areas by non-school personnel</li> <li>Failure to respond appropriately to disclosures or suspicions of harm or neglect</li> </ul>	4A	[REDACTED]	2M

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10. Facilities, Grounds, Play Equipment & Environmental Conditions	<ul style="list-style-type: none"> <li>Poorly maintained buildings, playgrounds and sports fields leading to slips, trips, falls and structural failures</li> <li>Inadequate inspection and maintenance programs for play equipment, shade structures and surfacing</li> <li>Insufficient shade and UV protection in outdoor learning and play spaces</li> <li>Uncontrolled vegetation, debris or litter that creates trip, fire or security risks</li> <li>Inadequate fencing and gates around the perimeter and specific high-risk areas (e.g., car parks, water bodies, steep gradients)</li> <li>Poor lighting in access ways, toilets, car parks and external areas used after hours</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
11. Contractor, Volunteer & Visitor Management	<ul style="list-style-type: none"> <li>Contractors performing high-risk work (e.g., construction, electrical work) without adequate coordination with school operations</li> <li>Volunteers undertaking work without appropriate induction, supervision or clarity of role boundaries</li> <li>Visitors roaming unsupervised in areas where children are present</li> <li>Lack of verification of contractor safety documentation, licences and insurances</li> <li>Insufficient communication of school-specific hazards (e.g., ball games near boundaries, traffic flows, student movement patterns) to external parties</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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			[REDACTED]	
12. Training, Information, Consultation & Communication	<ul style="list-style-type: none"> <li>• Staff unaware of WHS responsibilities, key school risks and emergency procedures</li> <li>• Inconsistent induction processes for new staff, temporary teachers and volunteers</li> <li>• Limited consultation with staff, health and safety representatives and students on WHS issues and changes</li> <li>• Poor communication of risk controls and changes to procedures for PE, workshops, glasswork and medication administration</li> <li>• Failure to consider language, literacy and cultural factors in WHS communications</li> </ul>	3H	[REDACTED]	1L
13. Emergency Preparedness, First Aid & Incident Management	<ul style="list-style-type: none"> <li>• Inadequate planning for emergencies such as fire, medical events, violent incidents, extreme weather or hazardous material releases</li> <li>• Insufficient first aid resources and trained personnel for the size and profile of the school</li> <li>• Poorly practised evacuation and lockdown procedures, leading to confusion in real events</li> <li>• Inadequate incident reporting and investigation processes resulting in missed opportunities to address systemic issues</li> <li>• Failure to integrate high-risk areas (PE fields, workshops, science labs, art rooms) into emergency planning and drills</li> </ul>	3H	[REDACTED]	1L

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			[REDACTED]	
14. Psychosocial Health, Workload & Wellbeing	<ul style="list-style-type: none"> <li>• High workload and time pressure on staff impacting decision-making and supervision quality</li> <li>• Exposure of staff to aggression, conflict or distressing incidents involving students or parents</li> <li>• Inadequate support mechanisms for staff managing complex student behaviours or medical needs</li> <li>• Poor change management when introducing new programs, infrastructure projects or WHS systems</li> <li>• Stigma or lack of confidentiality around reporting stress, fatigue or mental health concerns</li> </ul>	3H	<ul style="list-style-type: none"> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> <li>[REDACTED]</li> </ul>	1L

SAMPLE

**EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES**

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

**LEGISLATIVE REFERENCES**

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

**Queensland & Australian Capital Territory**

Work Health and Safety Act 2011  
 Work Health and Safety Regulations 2011  
 Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>  
 Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>  
 Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>  
 Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

**Victoria**

Occupational Health and Safety Act 2004  
 Occupational Health and Safety Regulations 2017  
 Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>  
 Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

**New South Wales**

Work Health and Safety Act 2011  
 Work Health and Safety Regulations 2025  
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>  
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

**Western Australia**

Work Health and Safety Act 2020  
 Work Health and Safety Regulations 2022  
 Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>  
 Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

**Northern Territory**

Work Health and Safety (National Uniform Legislation) Act 2011  
 Work Health and Safety (National Uniform Legislation) Regulation 2011  
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>  
 Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

**Safe Work Australia Links**

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>  
 Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

**South Australia**

Work Health and Safety Act 2012 (SA)  
 Work Health and Safety Regulations 2012 (SA)  
 Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>  
 Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

**Model Codes of Practice**

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

**Tasmania**

Work Health and Safety Act 2012  
 Work Health and Safety (Transitional and Consequential Provisions) Act 2012  
 Work Health and Safety Regulations 2012  
 Work Health and Safety (Transitional) Regulations 2012  
 Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>  
 Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.