

## **PTool 5: Risk register template**

This template will help you consider the hazards/risks at your early learning organisation or service, and the controls needed.

The template is organised by areas of work and activity typical to an early learning service (eg, administration, food preparation, working with children), and under each of these you might consider risks relating to people, activity, environment, equipment, and design, plus any others relevant to your service and wider organisation.

### **HAGLEY COLLEGE RISK REGISTER**

The content of this risk register has been reviewed by [name of PCBU / officers] on [date].

The next review is scheduled to take place on [date].

Signed: [signature of authorised person/s]

Name: [name of authorised person/s]

HAZARD IDENTIFICATION		RISK ASSESSMENT			CONTROL METHOD			REVIEW	
Hazard	Description of likely injury/illness	Likelihood of injury or illness	Consequence	Risk rating	Eliminate, Minimise, Other control	How the control will be put in place	By whom By when	Review date	Control effective? Further control needed?
<b>ADMINISTRATION</b>									
Interactions with hostile parents	Could lead to stress and/or physical harm	rare	moderate	moderate	Minimise by administrative controls Minimise by ensuring parents make an appointment	Have a procedure Year Adviser and other key staff training Training of admin staff	Key staff involved in discipline  Ongoing	Annual & after incidents	
RSI – overuse injuries	Repetitive typing /administration tasks	rare	moderate	low	Minimise	Ensure work station is set up for individual Regular breaks Variety of tasks Provide OOS training	Admin staff	Annual & after incidents	
<b>WORKING WITH CHILDREN / PROFESSIONAL DUTIES</b>									
High noise levels	Contribute to high stress levels	likely	minor	moderate	Minimise	Identify high noise areas such as technology machinery and gyms. Utilise ear protectors around machinery Vary activities where possible	Key staff in high noise areas	Annual & after incidents	
Workload -stress	Stress from workload	likely	minor	low	Minimise	Identify 'hotspots' in the year such as around reporting and reduce any extras during that time such as PLD Encourage staff to use their non contact time for their wellbeing when they wish Ensure staff are sufficiently			

						trained for all aspects of their job			
<b>INDOOR</b>									
Slippery foyer area, main reception and Science block	High foot traffic in the wet from outside to inside the foyer area makes the area slippery Sprains, strains, abrasions and concussion	likely	moderate	moderate	Minimise	Clear wet floor signage Floor cleaner that is non slip Mats strategically placed at entrance	All staff, students and visitors	After incidents and twice yearly	
Temperature in Classrooms	Dehydration and heat related head aches	rare	minor	minor	Minimise	Use of fans and regular breaks for a drink. Prompt students to bring a full drink bottle to class. Open windows to full extent.	Students and staff	After incident and annually	
Trip hazard when using a cord between wall and laptop	Sprains, grazes, strain	rare	minor	minor	Minimise	Track the cord away from where the teacher moves mostly. Make sure the cord is long enough and if possible secure to floor	Staff and students	After incident	
Ramp in main building foyer	Trips, slips and sprains and strains, broken bones, embarrassment of falling in a very public place	Rare but near misses observed	minor	minor	Minimise	The ramp is carpeted so looks different to rest of floor	Staff, students, visitors	After incident	
Injury sustained through not following classroom practices/instructions	Trips, sprains, bruises, strains	Rare	Minor	Minor	Minimise and educate	Prompt students with behavioural expectations on a regular basis	Staff and students	After incident	

<b>Gymnasiums</b>									
Injury sustained through activity (PE, Sport, Recreation)	Sprains, strains, grazes, dislocations, breaks, concussion	rare	Minor-major	Minor	Minimise and Educate	Educate students about injury prevention Equipment management Clear instructions for students	Staff and Students and any outside hire users	Termly and as required for equipment	

						<p>Gyms are screened per term for wear and tear as is equipment and at other key times such as before the Gym circuit</p> <p>PE staff first aid trained</p> <p>Appropriate clothing and footwear and hair tied back as preventative measures are enforced</p> <p>Supervision in Gyms at all times.</p>		and site checks and extra where needed	
Weight Training Room	Strains, Sprains, impact injury, broken bones from dropped equipment,	Rare	Minor	Low	Minimise, educate	<p>Regular screening of equipment for wear and tear and damage</p> <p>Educate students on appropriate technique</p> <p>6 week lead in programme around technique and movements to prepare for weight</p> <p>Actively supervise the space</p> <p>Limit numbers to 5</p> <p>Warm up, warm down and stretching as part of a session</p> <p>Spotting technique is taught and implemented for free weights</p> <p>Keep the room locked when unsupervised</p> <p>Report damage to equipment to sports co-ordinator</p>	Staff, students, outside hire	Equipment check twice termly and after an incident	
Archery Equipment and Space	Impact wound, grazes, strains, emotional trauma of a near miss or injury	Rare	Minor to Major	Low	Minimise and Educate	<p>Gear is stored in a locked cupboard at all times that can only be accessed by PE staff</p> <p>Archery equipment can only be used by a group with a staff member that has undergone the</p>	Trained staff and students who sign up for Archery as sport	Equipment check before each session	

						<p>appropriate training to teach archery</p> <p>A safety net catches the arrows behind the targets</p> <p>Signs on the gym doors indicate archery in progress and do not enter</p> <p>Instructions for students are thorough and follow a set process. Cannot move in front of line until whistle to retrieve arrows</p> <p>Supervision 1:6</p>			
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Science Laboratories									
General Science Laboratory Safety Requirements	All injuries and loss of process	Rare	Minor - Major	Low	Minimise and Educate	<p>Safety rules taught at beginning of the year through an induction process</p> <p>Regular reminders and signage</p> <p>Safety equipment such as must have closed toe shoes and wear safety glasses</p> <p>No eating or drinking in a lab</p> <p>Long hair tied back for experiments</p> <p>Access to chemical shower</p> <p>First aid and eye wash stations</p> <p>All experiments require a risk management plan in advance to be signed off by HOD</p>	Science Staff and Lab technician	Ongoing and daily basis and after incident	
Equipment Breakage/Accidental Spillage	Cuts and Grazes	Rare	Minor	Low	Minimise and Educate	<p>Keep floor area clear of bags and other belongings</p> <p>Educate around carrying glass</p> <p>Science Laboratory safety requirements such as</p>	Science Staff and Lab technician	Ongoing and daily basis and after incident	

						closed toe shoes			
Heat related injuries	Steam or contact burns	Rare	Minor	Low	Minimise and Educate	First aid on hand Education around safe handling of hot things and chemicals Gloves, shoes and safety glasses as protective equipment	Staff and students	Ongoing and after incident	
Electricity related injuries	Electric shock and or near miss	Rare	Minor-Major	Low	Minimise and Educate	Educate students around safety and risk and emphasise the importance of following instructions Anti shock carpet 12V DC outlets isolated by a transformer	Staff and Students	Ongoing and after incident	
Chemical handling in the Science Labs	Burns and other related chemical induced injuries	rare	moderate	low	Minimise	Develop and review procedures for the use and storage of chemicals Replace toxic chemicals with non toxic substitutes if possible Keep chemicals in a locked storage area Use with good ventilation Comply with appropriate procedures as outlined by the MOE Separate key for chemical access	Science staff and support staff	After incidents and twice yearly	

<b>Practical Design Subjects</b>									
Textiles Rooms	Burns Cuts Needle sticks Trips and slips	Likely	Minor	Low	Minimise	Pre learning around use of equipment Treatment through first aid Record of health and safety practices as an Achievement Standard at L1-3 Class routines around wiping feet and tidy work station	Staff and students	Termly and after specific incidents	

						Machines and cords are against wall. Annual electrical servicing Safe storing and carrying of pins/scissors			
Hospitality/Cooking	Cuts Burns Heat related stress/injury Noisy environment	Likely	Minor/Moderate	Low	Minimise and educate	Pre learning around use of equipment including knife skills. Units available to support this learning in 11/12HOS Safety equipment used all the time and correctly– oven mitts Regular checking and maintenance of all equipment. Use of gas – Can’t light the gas without ventilation at both ends of room and rangehood. Teacher lights the stove in some cases. Encourage ventilation and hydration Awareness of noise, consider staff teaching time in H1 and balance with other rooms.	Staff and Students	Termly and after specific incidents	
Hard Materials	Noisy environment Cuts /Scratches Dust Paint on clothes/gear Sprains – Trip hazards Bruises – bumping into vices, edge of table Strains from lifting Personal use of ear buds	Likely	Minor	Low	Minimise and Educate	PPE gear – ear muffs, safety glasses, dust masks, aprons Clear instructions on lifting technique – 2 x standards to support health and safety in the workshop (L1/L2) Instructions and supervision around machine use Bags are away from workshop First aid available, easily located	Staff and students, anyone in the room	Machines are checked regularly – 2-3 times a week use dependant Scan room for hazards and using students to identify	

						<p>Power cords are located from the ceiling to avoid trip hazards</p> <p>Barriers placed to easily locate any trip hazards</p> <p>Non use of stools in the work place</p> <p>Students don't use equipment they are not familiar with</p> <p>Use student led refresher on using the machines after breaks</p> <p>Requirements for each machine – You measure and prepare and teacher will cut.</p> <p>Students educated through supported challenge in line with student confidence levels.</p> <p>Dust is managed through masks, extraction unit and air filtration.</p> <p>Area swept and tidied at end of each lesson and student education around clean up as you go.</p> <p>Students must have closed toe shoes</p>		<p>hazards at the beginning of every class</p>	
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<b>OUTDOOR</b>									
Duty staff / conflict with students/public	Contribute to high stress and feelings of being unsafe	rare	minor	low	Minimise	<p>Record incidents where duty staff have felt unsafe</p> <p>Do duty with a partner and stay together</p> <p>Have contact numbers for key staff to ring in an emergency or when further support is needed</p> <p>Support staff in follow up to</p>	All duty staff	Annual and after incidents	



						an event Key staff respond quickly to need for help and support Identify key areas and ensure experienced staff are on duty at key times (eg Friday lunch)			
Carpark	Pedestrian hit by car or near miss Car accident involving one or more vehicles	rare	high	moderate	minimise	Clear speed signage, controlled flow of traffic, designated drop off and pick up zone Promote active transport amongst staff and students	All staff and students using carpark and drive to and from school or are dropped off in carpark	Annual and after incidents	
Moving between Champion St and Hagley for staff dual located	Traffic accident due to rushing between sites when fatigued or stressed	rare	high	moderate	minimise	Allowing enough time for transit Staff awareness of risks Looking after general wellbeing	Staff teaching between two sites	Monthly	
Basketball Court	Injury sustained through PE, Recreation and/or Sport	rare	minor	minor	minimise	Duty staff roster includes the front court so the space is actively supervised by staff Keep the court well maintained Sectioned off from carpark Added a walkway to avoid students having to walk through games and compromising the safety of both groups	Students, PE staff and duty staff	Monthly by grounds team	
<b>OFFSITE – EDUCATION OUTSIDE THE CLASSROOM</b>									
Education Outside the Classroom Covered by Policy and Procedures  See <a href="#">here</a> for EOTC checklist and <a href="#">here</a> for school	Vary from minor injuries, loss of process, emotional injury to significant injury and death	rare	Minor - major	Moderate	Minimise	Review policy and procedures annually Induct new staff appropriately and remind existing staff of good practice in EOTC	All staff planning or taking students on trips	Evaluate each EOTC event and review procedure annually and after incident	

processes									
<a href="#">EOTC Policy</a>									
<b>HEALTH AND HYGIENE MANAGEMENT</b>									
Cleaning products	Skin burns Poisoning	rare	major	significant	Minimise by isolation and clear training for cleaners	Procedure for use and storage eg. lock away when not in use; wear gloves, eye protection, masks; don't use when children in vicinity; label products clearly	All cleaning staff  Ongoing	Daily hazard check	
Cleaning work completed thoroughly and to a high standard	Students and staff exposed to bacteria through inadequate cleaning practices	likely	moderate	moderate	Minimise	Train and induct cleaners Spot checks implemented by Line Manager	All cleaning staff  Ongoing	Daily checks	
<b>FOOD PREPARATION</b>									
Café staff follow good practice in managing hygiene in accordance with the City Council annual certificate of registration									
<b>EMERGENCY MANAGEMENT</b>									
As prepared by Harrison Tew  Find full emergency procedures <a href="#">here</a> and 2020 Lockdown procedures <a href="#">here</a>	Includes lockdown, fire, earthquake and other incidents that may require students and staff vacating the school or staying locked in school depending where the risk is located	rare	major	moderate	Minimise	Regular staff training and induction of new staff to emergency procedures	All staff and students	Twice yearly with Harrison Tew and after any incident where emergency procedures were implemented including drills	
<b>FACILITIES / PROPERTY MANAGEMENT</b>									
Outside hire of facilities	Risk when using gym from sprains	rare	minor	minor	Minimise	Detailed Health and Safety information in application	All outside users of	After incidents and	

	to strains Unsupervised?					process to use school facilities outside of school hours Security Camera footage	facilities	annually	
Physical and emotional safety of librarian working at night	Isolated environment that could lead to someone coming into library and making it unsafe for staff and students	rare	Moderate/high	Moderate	Minimise	Have Ryan cleaning in the student centre from 7-8pm so there is another staff member in the vicinity. Staff members park as close as possible to the library Panic button in the café/library Regular check in's with staff about their feelings of safety	Rowan to liaise a meeting	After incidents and once a term	