# Risk assessment – Maintenance of areas

# outside of school grounds

*Use this template to document a risk assessment and risk management process to identify, assess and manage health and safety hazards   
and risks related to maintenance and mowing of areas outside the school grounds.*

*For more details on the risk management process refer to* [*Health and safety risk management*](http://education.qld.gov.au/health/safety/managing/risk.html)*.*

***Note****: Further resources (e.g. SOP) refer to:* [*http://education.qld.gov.au/health/safety/hazards/equip-resources.html*](http://education.qld.gov.au/health/safety/hazards/equip-resources.html)*.*

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| --- | --- |
| Activity description:   * *where the activity will occur* * *what maintenance activities will be undertaken* | |
| To be conducted by: | Date/s: |

**Step 1: Identify the hazards**

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| **Machinery, plant and equipment** ❖ *This equipment requires conditional registration if used outside of school grounds.* | | |
| Mower (push) | Tractor slasher ❖ | Mower (ride on) ❖ |
| Brush cutter/whipper sniper | Trailers / equipment /other tools | Other |
| Comments / details: | | |
|  | | |
| **Environment** | | |
| Sun exposure | Weather / storms | Temperature (heat, cold) |
| Animals / insects | Sound / noise | Other |
| Comments / details: | | |
|  | | |
| **Terrain** | | |
| Slope | Driveway / paths | Water (waterways, run off, culverts) |
| Ground cover / projectiles | Obstacles | Other |
| Comments/ details: | | |
|  | | |
| **Manual tasks / ergonomics** | | |
| Manual tasks (repetitive, heavy) | Vibration | other |
| Comments/ details: | | |
|  | | |
| **People / pedestrian traffic** | | |
| Students | Staff | Parents / Others |
| Visitors / contractors | Other |  |
| Comments/ details: | | |
| **Vehicles:** | | |
| Traffic (adjacent roads) | Parked cars | Other vehicle traffic (bikes etc.) |
| Comments/ details: | | |
|  | | |
| **Fuel / energy** | | |
| Petrol / diesel | Electricity | Battery powered |
| Comments/ details: | | |
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| **Other chemicals**  **Note**: Refer to the label and Safety Data Sheet (SDS) for the classification and management of all chemicals. | | |
| Non-hazardous chemical(s) | Hazardous chemical (Refer to a completed [hazardous chemical risk assessment](http://education.qld.gov.au/health/docs/chemical-risk-assessment-template.docx)) | |
| Name of chemical(s) / Details: | | |
|  | | |
| **Biological** (e.g. hygiene, infection control) | | |
| General rubbish/waste | Discarded products (blood/fluids) | Other |
| Comments/ details: | | |
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| **Other Hazards / details** | | |
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**Step 2: Assess the level of risk**

* List the hazards/risks you identified in **Step 1** in the Hazards/risks and control measures table (next page).
* Consider the hazards identified and use the risk assessment matrix below as a guide to assess the risk level
* Note the risk level for each hazard (see column titled Risk level)

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| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Consequence** | | | | |
| Insignificant | Minor | Moderate | Major | Critical |
| Almost certain | Medium | Medium | High | Extreme | Extreme |
| Likely | Low | Medium | High | High | Extreme |
| Possible | Low | Medium | Medium | High | High |
| Unlikely | Low | Low | Medium | Medium | High |
| Rare | Low | Low | Low | Low | Medium |

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| --- | --- | --- | --- | --- |
| **Consequence** | **Description of consequence** |  | **Likelihood** | **Description of likelihood** |
| 1. Insignificant | No treatment required |  | 1. Rare | Will only occur in exceptional circumstances |
| 2. Minor | Minor injury requiring First Aid treatment  (e.g. minor cuts, bruises, bumps) |  | 2. Unlikely | Not likely to occur within the foreseeable future, or within the project lifecycle |
| 3. Moderate | Injury requiring medical treatment or lost time |  | 3. Possible | May occur within the foreseeable future, or within the project lifecycle |
| 4. Major | Serious injury (injuries) requiring specialist medical treatment or hospitalisation |  | 4. Likely | Likely to occur within the foreseeable future, or within the project lifecycle |
| 5. Critical | Loss of life, permanent disability or multiple serious injuries |  | 5. Almost certain | Almost certain to occur within the foreseeable future or within the project lifecycle |

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| **Assessed risk level** | | **Description of risk level** | **Actions** |
|  | Low | If an incident were to occur, there would be little likelihood that an injury would result. | Undertake the activity with the existing controls in place. |
|  | Medium | If an incident were to occur, there would be some chance that an injury requiring First Aid would result. | Additional controls may be needed. |
|  | High | If an incident were to occur, it would be likely that an injury requiring medical treatment would result. | Controls will need to be in place before the activity is undertaken. |
|  | Extreme | If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result. | Consider alternatives to doing the activity.  Significant control measures will need to be implemented to ensure safety. |

**Step 3: Control the risk**

In the table below detail the control measures you will implement to eliminate or minimise the risk.

Control measures should be implemented in accordance with the preferred **hierarchy of control**.   
If lower level controls (such as Administration or PPE) are to be implemented without higher level controls, it is important that the reasons are explained.

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| --- | --- |
| **Hierarchy of control** | |
| Most effective (High level)  Least effective  (Low level) | **Elimination**: remove the hazard completely from the workplace or activity |
| **Substitution**: replace a hazard with a less dangerous one (e.g. a less hazardous chemical) |
| **Redesign**: making a machine or work process safer (e.g. raise a bench to reduce bending) |
| **Isolation**: separate people from the hazard (e.g. safety barrier) |
| **Administration**: putting rules, signage or training in place to make a workplace safer  (e.g. induction training, highlighting trip hazards) |
| **Personal Protective Equipment (PPE)**: Protective clothing and equipment (e.g. gloves, hats) |

**Hazards/Risks and Control Measures**

| **1. Description of hazards / risks** | **2. Risk level** | 1. **Control measures**   (**Note:** if only Administration or PPE controls are used, please explain why.) |
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| Other details: | | |

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| **Submission** | |
| This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined in **Step 3**. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety. | |
| **Contact person:** | Date: |
| **Principal endorsement:** | Date: |
| Indicate others involved in the preparation of this risk assessment. | |

**Step 4: Monitor and review controls**

| Complete during and/or after the activity. | | **Yes** | **No** |
| --- | --- | --- | --- |
| 1. Were the planned control measures sufficient and effective in minimising the level of risk? | |  |  |
| 2. Were there been any changes to the planned control measures? | |  |  |
| 3. Are further control measures required in future? | |  |  |
|  | |  |  |
| Review completed by: | Date: | | |
| Comments: | | | |