# 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:       |
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| **Environment** |
| [ ]  Sun exposure | [ ]  Weather / storms | [ ]  Temperature (heat, cold) |
| [ ]  Animals / insects | [ ]  Sound / noise | [ ]  Other |
| Comments / details:       |
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| **Terrain** |
| [ ]  Slope | [ ]  Driveway / paths | [ ]  Water (waterways, run off, culverts) |
| [ ]  Ground cover / projectiles | [ ]  Obstacles | [ ]  Other |
| Comments/ details:       |
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| **Manual tasks / ergonomics** |
| [ ]  Manual tasks (repetitive, heavy) | [ ]  Vibration | [ ]  other |
| Comments/ details:       |
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| **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:       |
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| **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:       |
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| **Biological** (e.g. hygiene, infection control) |
| [ ]  General rubbish/waste | [ ]  Discarded products (blood/fluids) | [ ]  Other |
| Comments/ details:       |
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| **Other Hazards / details** |
|       |

**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** |
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| 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: |