# Risk assessment template

*For student work experience placements*

This template is used to document a risk assessment to manage health and safety hazards and risks associated with the placement of a student in an organisation/business/location for the purposes of undertaking work experience.

It may be completed by the work experience coordinator or the work experience provider in consultation with the work experience coordinator, with a copy retained on file with the *Work experience placements for school students agreement* completed for this placement*.*

For more details on the risk management process refer to the [Managing Health and Safety Risks factsheet](https://education.qld.gov.au/initiativesstrategies/Documents/managing-health-safety-risks.pdf).

Completion of this template may be informed by [Curriculum Activity Risk Assessment (CARA) guidelines](https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines).

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| --- | --- |
| Description of workplace activities *(as outlined on the agreement form)*: Click or tap here to enter text. | |
| Conducted by: Click or tap here to enter text. | Date: Click or tap here to enter text. |

## Step 1: Identify the hazards

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Biological (e.g. hygiene, disease, infection)** | | | | | |
| Blood/bodily fluid | | Virus/disease | | Food handling | |
| Other/details: Click or tap here to enter text. | | | | | |
| **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) | | | |
| Name of chemical(s)/details: Click or tap here to enter text. | | | | | |
| **Critical incident – resulting in:** | | | | | |
| Lockdown | | Evacuation | | Disruption | |
| Other/details: Click or tap here to enter text. | | | | | |
| **Energy systems – incident/issues involving:** | | | | | |
| Electricity (incl. mains and solar) | | LPG gas | | Gas/pressurised containers | |
| Other/details: Click or tap here to enter text. | | | | | |
| **Environment** | | | | | |
| Sun exposure | | Water (creek, river, beach, dam) | | Sound/noise | |
| Animals/insects | | Storms/weather | | Temperature (heat, cold) | |
| Other/details: Click or tap here to enter text. | | | | | |
| **Facilities/built environment** | | | | | |
| Buildings and fixtures | | Driveway/paths | | Workshops/factories/work rooms | |
| Playground equipment | | Furniture | | Swimming pool | |
| Others/details: Click or tap here to enter text. | | | | | |
| **Machinery, plant and equipment** | | | | | |
| Machinery (fixed plant) | Machinery (portable) | | Hand tools | | Vehicles/trailers |
| Others/details: Click or tap here to enter text. | | | | | |
| **Manual tasks/ergonomics** | | | | | |
| Manual tasks (repetitive, heavy) | | Working at heights | | Restricted space | |
| Other/details: Click or tap here to enter text. | | | | | |
| **People** | | | | | |
| Students | | Workplace employees | | Customers/clients | |
| Physical | | Psychological/stress | |  | |
| Other/details: Click or tap here to enter text. | | | | | |
| **Other hazards/details:** | | | | | |
| Click or tap here to enter text. | | | | | |

## Step 2: Assess the level of risk

Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DoE Risk Management Matrix** | | | | | |
| **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:

1. List the hazards/risks you identified in Step One.
2. Rate their risk level (refer to information contained in Step two to assist with this).
3. Detail the control measures you will implement to eliminate or minimise the risk.

Note: 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 the reasons are explained.

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| **Hierarchy of controls** | |
| 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. |
| **Redesign**: changing a machine or work process to make it safer. |
| **Isolation**: separate people from the source of the hazard. |
| **Administration**: putting rules, signage or training in place to make a workplace safer. |
| **Personal protective equipment (PPE)**: protective clothing and equipment. |

### Hazards/risks and control measures

|  |  |  |
| --- | --- | --- |
| 1. **Description of hazards/risks** | 1. **Risk level** | 1. **Control measures (Note: if only administration or PPE controls are used, please explain why)** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other details: Click or tap here to enter text. | | |

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| **Submission** | |
| This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined in Step Three. Changes will be made to the activity if required, to manage any emerging risks to ensure safety. | |
| **Contact person:** Click or tap here to enter text. | **Date:** Click or tap here to enter text. |
| Indicate those others involved in the preparation of this risk assessment:  Click or tap here to enter text. | |