**Risk Register**

**Vehicular Transportation of Students**

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| **Identified Potential Threats and Hazards** | **Description of Risk** | **Current Risk Control Measures Implemented at our School** | **Risk Rating**  **(Refer to OHS Risk Management Procedure)** | | | **Treatments to be Implemented**  **Measures to be taken by our school to eliminate or reduce impact of the risk** | **Revised Risk Rating**  **After implementing Treatments** | | |
| **Consequence** | **Likelihood** | **Risk Level** | **Consequence** | **Likelihood** | **Risk Level** |
| Operating Environment | **Description:**  There is a risk of accident due to weather conditions.  **Causes:**   * Hit by lightening * Bushfire * Flooding/rising water * Poor visibility * Snow | * Monitor weather and warnings prior to and during activities * Develop alternative route, escape routes and shelter location * Staff trained and aware of severe weather events | **Major** | **Unlikely** | **Medium** |  |  |  |  |
| Operating Environment  (Alpine Winter) | **Description:**  There is a risk of accident due to Slippery adverse conditions.  **Causes:**   * Snow * Ice * White out * Inexperienced other drivers | * Vehicle must carry winter driving kit (See resource coordinator) * Fit snow chains when directed or when conditions dictate * Staff trained in hazardous area driving for all Alpine destinations except Lake Mtn. * Avoid towing a trailer behind bus. | **Major** | **Unlikely** | **Medium** |  |  |  |  |

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| Operating Environment | **Description:**  There is a risk of injury occurring while moving in and around the vehicle  **Causes:**   * Vehicle runs into someone * Injury resulting from body part being outside of vehicle * Hitting head getting into/out of vehicle * Tripping getting into/out of vehicle * Inadequate restraint inside vehicle | * Participants informed about the requirement to wear seatbelts * Participants to keep all body parts inside the vehicle whilst moving * Driver to be aware of people around the vehicle * Participants warned about the risk of injury whilst getting into/out of vehicle when necessary ie icy, wet or loose surfaces. | **Moderate** | **Unlikely** | **Medium** |  |  |  |  |
| Operating Environment | **Description:**  There is a risk of injury due to other road traffic  **Causes:**   * Vehicle or driver in dangerous position while chain fitting, performing maintenance or stopped for any other reason | * When required, the vehicle will be stopped in a position that is far enough off the road to avoid other road traffic and where practical will be visible from a distance of at least 200m. Traffic cones or reflectors should be positioned on the road to aid visibility | **Moderate** | **Rare** | **Low** |  |  |  |  |
| Driver Behaviour | **Description:**  There is a risk of injury due to vehicle accident  **Causes:**   * Not driving to conditions * Vehicle malfunction * Inexperienced driving * Inexperience driving with trailers | * Drivers should drive appropriately for the conditions of the road at the time * Drivers to adopt defensive practice’s 2-3 second rule, make their vehicle visible, keep eyes moving. * Vehicles will be appropriately maintained, checked prior to each day’s use and drivers will report any defects as soon as they are detected * Inexperienced drivers will take appropriate precautions to ensure their safety and that of their passengers. This may include having an experienced driver with them in the vehicle * Drivers will attempt as best as possible to avoid other road users * Drivers will be aware of possible wildlife crossing, especially in rural areas at night, and drive appropriately | **Major** | **Unlikely** | **Medium** |  |  |  |  |
| Driver Fatigue | **Description:**  There is a risk of injury due to driver fatigue and or distraction  **Causes:**   * Driver distraction – fatigue, eating or drinking, using UHF radio, loud students * Not driving to conditions | * Drivers should ensure that they are adequately rested prior to driving * Drivers should eat and drink prior to commencing driving * Driving should stop at regular intervals for food, drink and rest stops <https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-and-rest-requirements/standard-hours> * Filling out log books in accordance with National Heavy Vehicle Regulator. <https://www.nhvr.gov.au/safety-accreditation-compliance/fatigue-management/work-diaries-and-record-keeping/work-diaries> * Where possible another staff member should be present in the vehicle to manage student behaviour * Drivers should drive appropriately for the conditions of the road at the time | **Severe** | **Rare** | **Medium** |  |  |  |  |
| Wildlife on Road | **Description:**  There is a risk of accident/injury due to striking wildlife  **Causes:**  Wildlife on road | * Drivers will be aware of possible wildlife crossing, especially in rural areas at night, and drive accordingly |  |  |  |  |  |  |  |
| Items inside vehicle | **Description:**  There is a risk of injury due to incorrectly stowed equipment  **Causes:**   * Incorrectly stowed items * Equipment not strapped * Items in vehicle when passengers are also travelling in vehicle | * All equipment that may cause injury will be securely packed into vehicles * Passengers will not travel in the back of vehicles with unsecured equipment | **Moderate** | **Rare** | **Low** |  |  |  |  |
| Mechanical Environment | **Description:**  Accident or breakdown due to faulty mechanical components  **Causes:**   * Bus not regularly checked * Drivers not recording defect information in maintenance book | * Before departure drivers to visually check general condition of vehicle, tyres, and fuel. * Weekly vehicle checks conducted in accordance with school check sheet. * Weekly vehicle check to be filled out and filed * Drivers to report any defects and record information in maintenance book * If defect can’t be rectified and deems vehicle unsafe it will be removed from service until repair can be effected * Vehicles to undergo annual bus safety check by a licensed tester | **Major** | **Rare** | **Medium** |  |  |  |  |

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| Vehicle Incident | **Description:**  Vehicle stuck or unable to proceed due to environmental conditions and lack of appropriate equipment  **Causes**: Not carrying items such as snow chains, chocks etc. | * Drivers to check operational equipment that may be needed for intended route is in the vehicle. i.e. drag chains, snatch straps, first aid kit. * Vehicles traveling to alpine environments must check and take the equipment as listed in the snow folder * Drivers trained to correctly use vehicle operational equipment | **Minor** | **Possible** | **Medium** |  |  |  |  |
| Hazardous Chemicals and Dangerous Goods | **Description:**  There is a risk of injury or illness due to exposure of these items.  **Causes:**   * Inhalation of fuel vapour * Inhalation of dangerous exhaust fumes | * Refuelling station well ventilated and located away from main buildings * Vehicles should be in well ventilated areas when running | **Minor** | **Rare** | **Low** |  |  |  |  |
| Manual Handling | **Description:**  There is a risk of injury from inadequate manual handling  **Causes:**   * Loading/unloading heavy items from vehicles * Trailer handling | * Ensure load size are less than 20kg * Have at least two people carry heavy loads * Maintain adequate manual handling techniques * Always use the jockey wheel when moving trailers | **Minor** | **Possible** | **Medium** |  |  |  |  |

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| Pre- Existing Medical Conditions | **Causes:**  Injury or illness due to a pre-existing medical condition | * Staff to be aware of students medical summary sheets containing information from medical forms * Staff to ask students on arrival if there are any further medical issues they should be aware of * Participants should be informed to participate within their limitations and carry any required medications * Staff to monitor that participants are acting within their stated limitations | **Major** | **Rare** | **Medium** |  |  |  |  |

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| **Extreme = Intolerable**  **(without Executive**  **Oversight)** | Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review. |
| **High = Tolerable**  **(with continual**  **Management**  **review)** | Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk. |
| **Medium = Tolerable**  **(with frequent risk**  **owner review)** | Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to *As Low As Reasonably Practical* (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered. |
| **Low = Acceptable**  **(with periodic**  **review)** | Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary. |

*DET Acceptability Chart*

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|  | | Consequence | | | | |
| Insignificant | Minor | Moderate | Major | Severe |
| Likelihood | Almost Certain | Medium | High | Extreme | Extreme | Extreme |
| Likely | Medium | Medium | High | Extreme | Extreme |
| Possible | Low | Medium | Medium | High | Extreme |
| Unlikely | Low | Low | Medium | Medium | High |
| Rare | Low | Low | Low | Medium | Medium |

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| **Likelihood** | **Description** | **Indicative Frequency** |
| **Almost Certain**  **(>95%)** | Expected to occur | Prone to occur regularly  Is anticipated for each repetition of the activity or event |
| **Likely**  **(66 - 95%)** | Probably will occur  (“no surprise”) | May be anticipated multiple times over a period of time  May occur once every few repetitions of the activity or event |
| **Possible**  **(26 – 65%)** | May occur at some stage | May occur several times across DEECD or a region over a period of time |
| **Unlikely**  **(5 – 25%)** | Would be surprising | May occur somewhere within DEECD over an extended period of time |
| **Rare**  **(<5%)** | May never occur | May occur somewhere, sometime (“once in a life time / once in a hundred years”) |

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| **Consequence** | **Health and Safety Consequence Description** |
| **Insignificant** | First aid only – no measurable impact or lost time |
| **Minor** | Medically treated injury  Peer support for stress event |
| **Moderate** | Hospital treatment (outpatient), less than 3 days lost time  Stress event requiring professional support |
| **Major** | Long term injury or illness (hospital admission)  Possible permanent disability  Stress event requiring clinical support |
| **Severe** | Fatality and/or permanent disability  Stress event requiring extensive clinical support for multiple individuals |

Note:

1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.

2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken window)