



Risk Register – School Accommodation

Risk Title and Description	Risk Causes and Consequences	Existing Controls	Current Risk Assessment - with existing controls				Treatment	Target Risk Assessment -after treatments		
			Effectiveness of existing controls	Current Risk Consequence	Current Risk Likelihood	Current Risk Rating		Consequence	Likelihood	Risk Level
<p>Falling from Height</p> <p>Description: There is risk of injury due to falling from a height</p>	<p>Causes: Falling from play equipment</p> <p>Falling from top bunk</p> <p>Consequence: Injury Hospitalisation</p>	<ul style="list-style-type: none"> ● Staff to ensure students under the age of 9 or with limited mobility DO NOT access the Top Bunk at any time ● Guard Rails & entire Bunk to be regularly checked & maintained by BSSOEC Staff ● Staff to fully supervise students accessing the Playground Environment at all times 	Effective	Major	Rare	Medium				
<p>Falling off furniture</p> <p>Description: Risk of injury due to participant falling off furniture</p>	<p>Causes: Inappropriate use of furniture</p> <p>Consequence: Injury</p>	<ul style="list-style-type: none"> ● Briefed not to sit on the very end of dining benches ● Students briefed on inappropriate use of furniture 	Effective	Moderate	Unlikely	Medium				

<p>Manual Handling</p> <p>Description: There is a risk of injury to a participant due to moving and lifting equipment</p>	<p>Causes: Lifting and moving equipment</p> <p>Moving student while providing care</p> <p>Consequences Injury</p>	<ul style="list-style-type: none"> ● Ensure gear is lifted and moved appropriately – consider 2 person lifting practices ● Follow DET guidelines while moving and lifting students while providing care ● Use hoist when needed 	Effective	Moderate	Unlikely	Medium				
<p>Slips and Trip</p> <p>Description: There is a risk of injury to a participant due to slips and trips</p>	<p>Causes: Wet surfaces</p> <p>Incorrectly stored equipment</p> <p>Clothing on floors</p> <p>Running on uneven surfaces</p> <p>Electrical Cords</p> <p>Consequences Injury</p>	<ul style="list-style-type: none"> ● No Running in the building ● Any spillage/ after shower to be immediately mop up under the supervision of staff ● Electrical Cords must be covered or clearly marked to ensure tripping does not become a hazard ● Storage of Luggage & Gear to be under the Beds to ensure a clear walkway at all time ● Daily inspections to ensure the tidiness of the room ● When not in use all clothing, towels, furniture, bags & objects are to be safely stored away in appropriate storage locations 	Effective	Moderate	Possible	Medium				
<p>Burns/Scalds</p> <p>Description: There is a risk of burn to a participant</p>	<p>Causes: Cooking in kitchen, BBQ, campfire</p>	<ul style="list-style-type: none"> • Students to be fully supervised when assisting with preparing meals • A clear the area prior to hot pots & pans being moved in the kitchen 	Effective	Major	Unlikely	Medium				

	<p>Lightening wood heaters or campfires</p> <p>Falling on fires</p> <p>Preparing hot water</p> <p>Consequences Injury Hospitalisation</p>	<ul style="list-style-type: none"> • Staff to supervise the preparation of hot water • No running during campfire sessions • Students will be taught how to correctly strike a match • Students must demonstrate how to strike a match safely before doing so • Strictly only one student Lighting the fire at any one time – other students must be seated or at a safe distance from the fire pit • The BBQ is only accessed and used under strict Staff Supervision 								
<p>Sexual Harassment</p> <p>Description:</p>	<p>Causes: Inappropriate contact or communication with a student</p> <p>Inappropriate sexual behaviour between students</p> <p>Consequences</p>	<ul style="list-style-type: none"> • More than 1 staff member to supervise shower sessions • No male staff to assist female student with hygiene practices • Staff to set showering schedule to separate male and female students • Male and Female students to be designated separate bedrooms 	Effective	Major	Rare	Medium				
<p>Lost Student</p> <p>Description:</p>	<p>Causes: Wandering away from accommodation</p>	<ul style="list-style-type: none"> • Staff to fully supervise students during waking hours • Doors to be locked during the night • Students briefed to ask before leaving the building 	Effective	Major	Unlikely	Medium				

	<p>Consequence: Injury Stress</p>	<ul style="list-style-type: none"> • Visiting staff to sleep in the same bedroom as students who are known for wandering • 								
<p>Gas Leak Description</p>	<p>Causes: Gas left on kitchen stove BBQ gas left on</p> <p>Consequence: Illness Hospitalisation</p>	<ul style="list-style-type: none"> • Stove and Hot plates are turned off immediately once cooking is complete • It is recommended that when the BBQ is no longer required that the BBQ is turned off by turning off the gas tap. • A minimum of one (1) gas tap is pad locked and not accessible without the key 	Effective	Moderate	Rare	Low				
<p>Car Park Description</p>	<p>There is a risk of injury to a participant due to Vehicle accident in the Car Park</p> <p>Causes:</p> <p>Consequences injury</p>	<ul style="list-style-type: none"> • Staff to drive safely at all times • Staff to be aware of students within the car park • Staff with students in the car park are to be aware of moving vehicles & ensure students are safe at all times • Staff reversing a vehicle at any time MUST have a 2nd staff member outside & at the rear of the vehicle / trailer to ensure it is safe for the vehicle to move backwards • Students to stop playing Basketball and move to another location while vehicles are moving 	Effective	Major	Rare	Moderate				