# Task Based Risk Management Form

**Issue Date:** April 2011  
**Last Reviewed:** April 2013  
**Next Review Date:** April 2015

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## 1. Background information

- **School/Workplace:** Briar Hill Primary School
- **Activity being assessed:** Winter Festival

## 2. Documentation

<table>
<thead>
<tr>
<th>Relevant Legislation/Standards/Documentation</th>
<th>Y / N</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Is the activity/task required to be registered or approved?</td>
<td>Y</td>
<td>Requires approval by the principal</td>
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<td>Are instruction manuals accessible?</td>
<td>N</td>
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<td>Is a Safe Work Procedure (SWP) required to be developed? (complete once risk assessment has been conducted)</td>
<td>N</td>
<td>Not a frequent event, SWP deemed not appropriate</td>
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**Key reference material:** N/A

Refer to Appendix A – Hazard Inspection Checklist for guidance on potential hazards.

## 3. Risk Assessment

<table>
<thead>
<tr>
<th>Identify Task</th>
<th>Identify Hazards</th>
<th>Risk Rating</th>
<th>Risk Control Measures</th>
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<tbody>
<tr>
<td>Think about the work area and each stage of the work to be performed.</td>
<td>Against each stage/item list the hazards that could cause injury/incident when performed</td>
<td>(refer to OHS Risk Management Procedure)</td>
<td>List the control measures required to eliminate or minimise the risk</td>
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<td>- Cleared area per Metropolitan Fire Brigade advice</td>
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<td>- Small contained fire pit approximately 55cm wide by 30cm deep on a stand with a wire cover.</td>
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<td>- Designated fire warden dedicated to fire supervision</td>
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| 4   | Fire Stick preparation.                                    | Firesticks that have been used had reservoirs of fuel that could leak causing a fire risk. | Minor      | Unlikely         | Low • Alternative firestick design selected that have no fuel reservoir  
• Wicks are drained and stored upside down for an hour before the event to eliminate fuel runs.  
• Lower temperature burn fuel selected  
• Students wear protective gloves  
• Firesticks are prepared and supervised by an experienced adult.  
• Firesticks have limited burn time  
• Firesticks are 'flared' by the supervising adult before the ceremony to burn excess fuel  
• Supervisor wears protective clothing. |
| 5   | Fire stick protection                                     | A risk exists for exposed skin to be scalded by a flame.                         | Moderate   | Unlikely         | Low • Written advice to parents for students to wear long sleeves and pants of natural, non-combustible fibres, covered shoes, hat/cap, any long hair tied up, and gloves.  
• Only supervising adults and Class 6 students who have extensively practised with the firesticks may handle them. |
| 6   | Designated Firestick Area                                 | People could walk in the way of firesticks                                       | Moderate   | Unlikely         | Low • Clearly demarcated no-go zone  
• Teachers directly supervise their classes and the event  
• Parents to directly supervise their other... |
<table>
<thead>
<tr>
<th>No</th>
<th>Activity</th>
<th>Description</th>
<th>Probability</th>
<th>Risk Level</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>First Aid Officer</td>
<td>Someone may require first aid treatment.</td>
<td>Moderate</td>
<td>Unlikely</td>
<td>Low</td>
</tr>
<tr>
<td>8</td>
<td>Night time in a playground</td>
<td>Playgrounds can be hazardous places when it's dark.</td>
<td>Major</td>
<td>Unlikely</td>
<td>Low</td>
</tr>
<tr>
<td>9</td>
<td>Night time at school</td>
<td>Younger children could get lost.</td>
<td>Insignificant</td>
<td>Possible</td>
<td>Low</td>
</tr>
<tr>
<td>10</td>
<td>Walking</td>
<td>Potential for slips, trips and falls due to uneven surfaces, foreign materials (sticks, tanbarks, stones etc.) and poor light.</td>
<td>Minor</td>
<td>Possible</td>
<td>Low</td>
</tr>
</tbody>
</table>

- **Control Measures**:
  - Access for Class 6 students is marked and kept clear.
  - Classes have designated observation areas.
  - Parents are instructed to be stationed closest to their youngest student.
  - Walking only policy.
  - A designated first aid officer.
  - Designated first aid station is near the oval’s steps and advised to attendees.
  - Play equipment is roped off and is out of bounds.
  - All advised - walking only, no running.
  - Parents advised beforehand to directly supervise their younger children at all times.
  - Parents advised in writing of these expectations, students are advised by teachers.
  - Designated ‘missing children’ spot at the top of the oval’s steps with a supervisor.
  - Parents are advised at the event, parents are instructed to in turn advise their children.
  - Green Team and/or House Captains to inspect and clear pedestrian routes.
  - Witches hats to mark immovable tripping hazards.
  - JSC and House Captains appointed with torches to illuminate tricky areas at the end of the event.
<table>
<thead>
<tr>
<th>No.</th>
<th>Task Description</th>
<th>Description</th>
<th>Risk Level</th>
<th>Likelihood</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Crowd management</td>
<td>Crowd may need direction and advice on movements and activities.</td>
<td>Minor</td>
<td>Likely</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Designated staff member will facilitate the event with a PA system.</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>• First aid station is near the steps and advised to attendees.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Explicit parent supervision expectations given.</td>
</tr>
<tr>
<td>12</td>
<td>Clean up spiral</td>
<td>Students could trip over the spiral greenery next day when playing on the oval.</td>
<td>Minor</td>
<td>Unlikely</td>
<td>Low</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• JSC and Green Team will remove the greenery Friday morning before morning tea recess.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Designated staff to remove other obstacles before school commences.</td>
</tr>
</tbody>
</table>

Assessment Conducted by: Roger Richards

Signature

Date: 9th June 2016