

Generic Risk Assessment

Ref No: (e.g. Asset or Purchase Number)		Site	Star of the Sea
Date of assessment:		Department/Area:	Marine Discovery Centre (MDC)
Identify/describe activity, equipment, area or event you are assessing:			
Excursion visits from other Schools/Kindergartens			

Item	Step 1: Identify the hazard/s:	Step 2: Assess the risks:	Step 3 & 4: Reducing the risk:	Step 5: Monitor & review:
	A hazard can be defined as a source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to environment, or a combination of these	When conducting a risk assessment, YOU MUST consider what could happen if someone is exposed to a hazard (consequences), the likelihood of it happening and how long the worker is exposed to the hazard.	What are the most suitable controls to reduce the risk? Use 'Hierarchy of Control' from top down and combine multiple controls if needed to reduce risk to as low as reasonably practicable. Hierarchy of controls Level 1: – Eliminate the hazards Level 2: – Substitute the hazard with something safer Level 3: – Reduce the risk through engineering controls Level 4: – Reduce the exposure to the hazard through administrative controls Level 5: – Use personal protective equipment	How will the risk be monitored and who has the responsibility? Record review date

Item No.	What could cause harm? (Refer to the "What Could Cause harm" document in the Resources Tab on the CSH&W Website)	What could go wrong? (Refer to the "What Could Go Wrong" document in the Resources Tab on the CSH&W Website)	Controls	Additional Controls	Date completed	Review method & position/ person responsible	Review Date
1.	Crossing Seaview Road	Child/adult could be hit by moving car	Visiting Class Teachers at front and back of group Parents/Volunteers walk on road side of children Traffic Lights are turned on Marine Leader is at front with Class Teacher	If only one class is visiting, the Class Teacher is stationed at the front.		Carmen Bishop	
2.	Dog on beach	Dog attacks child/adult	Visiting Class Teachers are responsible for their class at all times.	Marine Leaders/Volunteers assist Class Teacher(s) with children standing with the Teacher(s)		Carmen Bishop	
3.	Child/Adult picks up sharp object	Child/Adult cuts hand	Marine Leader highlights not to pick up sharp objects eg Razor Shells and syringes	Marine Leaders/Volunteers assist Class Teacher(s) with ensuring sharp objects are not picked up		Carmen Bishop	

Item No.	What could cause harm? (Refer to the "What Could Cause harm" document in the Resources Tab on the CSH&W Website)	What could go wrong? (Refer to the "What Could Go Wrong" document in the Resources Tab on the CSH&W Website)	Controls	Additional Controls	Date completed	Review method & position/ person responsible	Review Date
4.	Slip, trips, falls	Child/Adult could fall over at beach, yard and/or inside MDC	Children are with at least one supervising adult on the beach and MDC. Children are supervised by their Class Teacher(s) at Recess and Lunch breaks.	Marine Leaders remind children to stay with their supervising adult and they are instructed not to play on the rocks or in the water.		Carmen Bishop	
5.							

Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).

Completed by: Leanne Cenzato

Signature:

Date:

In consultation with: Kelly Manera

Signature:

Date:

Risk Assessment Authorised by: Matt Perry

Signature:

Date:

REVIEW/FEEDBACK Please circle Yes or No								
Were the controls effective	YES	NO	Were there any unforeseen hazards or issues	YES	NO	Were there any incidents	YES	NO
DETAILS			DETAILS			DETAILS		

The following section is to be completed after the completion of task or activity.

NAME:

SIGNATURE:

DATE: