

RISK ASSESSMENT FOR EMERGENCIES: GUIDANCE AND CHECKLIST

How to conduct a risk assessment process for emergencies

Read the ***guidance in the risk assessment process for emergencies*** - how to conduct a risk assessment for emergencies

Use the quick ***risk assessment checklist*** to identify what emergencies you need to plan for and to develop appropriate strategies for controlling risks.

You must document your risk assessment, the strategies and the implementation of the strategies

If you require any assistance, contact School Care on 8463 6562 or your Regional Office.

Guidance in the risk assessment process for emergencies

Workplaces should plan for **all emergencies** that may affect their workplaces. Emergencies that are considered:

Very likely or likely (eg bushfires for workplaces in proximity to bushland) **should be given highest priority**.

Unlikely to occur at a workplace (for example, bomb threats at a school with no history of bomb threats occurring) **should still be planned for**.

Not likely to occur at a workplace or are very unlikely do not require specific planning. Circumstances change over time and all possible emergencies need to be **considered as part of the monitoring and review process**.

Hazard Identification

An emergency is an event, actual or imminent that endangers or threatens to endanger life, property or the environment. Because of the nature of emergencies, they have the potential to result in death or serious injury. Workplaces should consider the following when completing their risk assessments.

Layout of workplace – Consider the age and type of buildings that may pose a risk during emergencies eg timber buildings during bushfires. Consider the surrounding grounds, access and egress to the workplace.

Geographical location – The location of the workplace needs to be considered. Neighbouring properties eg industrial sites or major highways or railways can pose a risk through chemical fires, explosion or toxic fumes. Natural hazards such as rivers, bushland or cliffs can also pose a risk to the workplace.

Climate – Consider the risks posed by severe storms (including gales), heat, cold, fog or other climatic conditions.

Security threats – consider the potential for security threats including bomb threats, suspicious mail, intruders, riots or violence behaviour of students or others associated with students in the workplace.

People – Consider aspects of people that may present a hazard or require special planning such as the age of students, the nature of participants such as maturity, age and skill, child protection issues, medical conditions or disabilities.

Biological or chemical threat/spill – Consider release of substances in a room, outdoors and localised or released in the surrounding community.

Off site emergencies – this includes transport (eg bus) accidents when people from the workplace are travelling to and from events and incidents during excursions and school camps eg lost students and teachers.

Communicable diseases – this includes communicable diseases that require a coordinated response from the workplace or community.

Other – Consider other emergencies that may impact on the workplace based on previous events or other information.

Emergency services – may include SEC, CFS, SAPOL or agency with specialised expertise

Risk Elimination or Control – completing the risk assessment checklist is part of the emergency management process.

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed		Likelihood – is an estimate of how probable it is for the hazard to cause harm.		
Legend				
1 and 2 High risk; deal with the hazard immediately 3 and 4 Moderate risk; deal with the hazard as soon possible 5 and 6 Low risk; deal with the hazard when able				

EMERGENCY RISK ASSESSMENT MANAGEMENT CHECKLIST

Tick hazards that may affect your workplace	Nature of emergency/hazard	Risk associated with hazard	Risk rating refer to risk assessment matrix	Key prevention measures include	Key response measures	Recovery measures
<input type="checkbox"/>	Bomb threats and suspected devices	<p>History of bomb threats for workplace</p> <p>Person seeking to cause disruption to workplace</p> <p>Examinations or other significant events in the workplace</p>		<p>All staff inspect their respective work area for any articles that are unusual, suspicious or unaccounted for</p> <p>Have processes in place for taking details of bomb threats using</p> <p>This will assist emergency services in assessing the threat</p>	<p>Record as much information as possible for bomb threat</p> <p>Do not touch, tilt or tamper with a known or suspected explosive or incendiary device</p> <p>Call emergency services</p> <p>If a device is located, or the information gathered by the Police indicates that it is warranted, the Police will determine that buildings should be evacuated</p>	<p>Reoccupation of the workplace should only occur following discussion with the senior police officer at the scene. The workplace manager should then:</p> <ul style="list-style-type: none"> • provide staff and students with accurate information about the current situation unless there is a legal issue that prevents this occurring • implement procedures to resume workplace activities • assess the need for, and arrange, counselling support • review the emergency plan
<input type="checkbox"/>	Bushfire	<p>Bushfire prone areas are those that can support a bushfire or are likely to be subject to bushfire attack. These are generally areas consisting of or close to bushfire hazards such as forest or grasslands.</p>		<p>Have firebreaks maintained and garden rubbish, native shrubs and tree branches kept well clear of buildings</p> <p>Liaise regularly with SA Fire Brigades and Conduct fire drills</p> <p>Liaise with School Care 8463 5977 about emergency procedures</p> <p>Back burn bush area adjacent to the workplace; clear gutter of dry leaves/other debris</p>	<p>Notify Fire Brigade</p> <p>Check taps are working; fill available containers with water; leave sprinklers on; bring hoses and tap fittings indoors</p> <p>Remove flammable items from windows - Stay clear of windows and Listen to radio for local information</p> <p>Evacuate only if lives are endangered or by direction of the SA Fire Brigades, or SA Police</p>	<p>Implement the workplace emergency plan recovery strategy</p> <p>Re-open the workplace</p> <p>Arrange counselling for those affected and return the workplace to normal as soon as possible</p> <p>Property damaged work with School Care 8463 5977, emergency and Asset Services 1800 810 076</p> <p>Review the emergency plan</p>

Tick hazards that may affect your workplace	Nature of emergency/hazard	Risk associated with hazard	Risk rating (refer to risk assessment matrix)	Key prevention measures include	Key response measures	Recovery measures
<input type="checkbox"/>	Death at the workplace or during a DECS activity	Major accident during DECS activities including excursions due to inadequate risk controls Lack of emergency planning Insufficient follow-up of incidents including near misses		Safety program for workplace Awareness of OHS responsibilities for staff Communication and consultation Risk management programs in place Emergency planning complete Incident management and investigation processes in place	Call emergency services and School Care 8463 5977 Take steps to ensure safety of other students Isolate the victim, cordon off area and do not cover victim Notify relevant Principal, Regional Director and School Care 8463 5977 Make arrangements with Police for parents/ carers/ next of kin to be notified	Arrange immediate counselling and support for staff and students Provide simple, factual information about the death to all affected School and campus activities should resume or continue as normally as possible Review emergency plan
<input type="checkbox"/>	Death of staff or student (not work related)	Major accident or event impacting on a community (eg motor vehicle accident) Any death of a staff member or student, including ex students, which is sudden or unexpected		Not applicable	Appropriate procedures need to be identified for assisting staff and students deal with the grieving process and to help students (particularly younger students) to understand their reactions to the death. Affected staff may contact DECS EAP - Converge International 1800337068, or School or Regional counselling services for students	School and campus activities should continue as normally as possible. Simple, factual information about the death should be provided to all those affected. Review the emergency plan

Tick hazards that may affect your workplace	Nature of emergency/hazard	Risk associated with hazard	Risk rating (refer to risk assessment matrix)	Key prevention measures include	Key response measures	Recovery measures
<input type="checkbox"/>	Earthquake/collapse of building	<p>Most casualties result from falling objects and debris because the shocks can shake damage or demolish buildings and other structures.</p> <p>Over a period of time structures are weakened and may fail</p>		<p>Know your area's earthquake history</p> <p>Identify the age of buildings.</p> <p>Identify any long term structural weakness occurring. Notify Asset Services 1800 810 076 and School Care 8463 5977</p> <p>Large historic artefacts/monuments over entrances that may fall during an earthquake must be avoided during an earthquake and alternative evacuation routes selected</p>	<p>Immediately evacuate the building, if possible, in case of collapse. Staff and students should take personal belongings in their immediate possession with them and proceed to the evacuation assembly area (well clear of the building, but not under trees)</p> <p>Staff and students should not delay evacuation procedures by collecting other personal belongings not in their immediate possession</p>	<p>Provide counselling for those affected by the incident</p> <p>Seek support immediately from emergency services</p> <p>Do not re-enter the workplace until safe to do so.</p> <p>Confirm with emergency services, Asset Services 1800 810 076, School Care 8463 5977 and the emergency plan</p>
<input type="checkbox"/>	Electrical hazard	<p>Electrocution from faulty electrical wiring or equipment, frayed chords, bad connections, overload of power boards or other electrical fault</p> <p>Use of high risk electrical equipment such as handheld equipment (eg power tools, hair dryers, commercial kitchen appliances)</p>		<p>Ensure testing of electrical equipment</p> <p>Encourage reporting of all electrical faults</p> <p>Consider electrical safety as part of OHS risk assessment and risk management programs</p> <p>Encourage general safety precautions</p>	<p>Isolate the area/hazard and provided it is safe, the following can be performed:</p> <ul style="list-style-type: none"> • if domestic electricity is involved switch off the current; do not cut the cable • if high voltage electricity is involved (such as fallen power cables), wait until the current is disconnected • ensure you - any bystanders are safe • do not touch the person or any conducting material which is also in contact until the current is disconnected • act immediately to arrange first aid and to contact emergency services. Warn any onlookers of the danger • ensure any faulty equipment is tagged to prevent use 	<p>Implement procedures to resume workplace activities, which include arranging counselling support for anyone seriously affected by the incident</p> <p>Notify Asset Services 1800 810 076</p> <p>Review the emergency plan</p>

Tick hazards that may affect your workplace	Nature of emergency/hazard	Risk associated with hazard	Risk rating (refer to risk assessment matrix)	Key prevention measures include	Key response measures	Recovery measures
<input type="checkbox"/>	Explosion	<p>Inadequate maintenance of gas facilities</p> <p>Damage to gas pipes or gas outlet</p> <p>Faulty portable LPG gas tanks</p> <p>Fire in the workplace</p> <p>Proximity to industrial areas of major transport links (eg road, railway)</p>		<p>Maintain facilities regularly</p> <p>Ensure that students understand the potential risks associated with gas and are trained to use gas in a safe way as part of their learning activities</p> <p>Ensure proper maintenance of gas facilities</p> <p>Ensure fire precautions in place.</p>	<p>Raise the alarm</p> <p>Notify Emergency Services – 000 (Police, Fire Brigade or Ambulance, as necessary)</p> <p>Consider evacuation as explosion may have weakened building structure or damaged electrical wiring</p> <p>Notify School Care 8463 5977</p>	<p>Implement procedures to resume workplace activities, which include arranging counselling support for anyone seriously affected by the emergency</p> <p>Manage the media</p> <p>Review the emergency plan</p>
<input type="checkbox"/>	Fire	<p>Evacuation plans not clearly communicated or not regularly tested</p> <p>Staff and students are not aware or are unclear on evacuation procedures and warden responsibilities in case of fire</p> <p>Trees around buildings drop leaves and branches, blocking gutters and cluttering grounds</p>		<p>Educate staff and students about workplace fire prevention and safety</p> <p>Conduct fire drills</p> <p>Liaise with emergency services</p> <p>Develop evacuation arrangements (liaison with local bus or relevant transport company)</p> <p>Conduct fire safety audits</p> <p>Develop bush fire management plan located on web site</p> <p>http://www.decs.sa.gov.au/assetservices/pages/topiclisting/bushfires/</p>	<p>Assist all persons to evacuate</p> <p>Alarm: raise the alarm and follow the emergency procedures</p> <p>Contain: close doors close to the fire</p> <p>Extinguish: attempt to extinguish the fire (only if you are trained and it is safe to do so)</p> <p>Notify School Care 8463 5977</p>	<p>Secure the site. Do not enter the damaged site. Fires can rekindle from hidden, smouldering remains. Beware structural damage caused by fire. Damaged roofs and floors may be subject to collapse</p> <p>Arrange counselling for staff and students affected by the fire</p> <p>Implement Business Continuity Plans</p> <p>Return the workplace to normal as soon as possible</p> <p>Review the emergency plan</p>

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<input type="checkbox"/>	Flood	Floods are a natural occurrence on low lying land close to rivers and creeks. While the pattern of flooding varies, there are few communities that do not have some flood risk. The State Emergency Service (SES) is responsible for responding to floods in SA		<p>Prepare a flood plan covering actions needing to be undertaken always, when a flood is likely, during a flood and after a flood</p> <p>Prepare an Emergency Kit consisting of at least a portable radio with spare batteries, a torch with spare batteries, a first aid kit and manual, waterproof bags, emergency contact numbers, waterproof footwear with non-slip soles, waterproof and puncture resistant gloves, cleaning products and boxes</p> <p>Inform staff and students of the flood risk</p>	<p>Notify all staff and students of the flood warning</p> <p>During school hours - coordinate the safe return of students.</p> <p>Outside of school hours – close the school and notify students and staff of the temporary closure</p> <p>Direct all staff to evacuate via a safe evacuation route before property is flooded</p> <p>Avoid driving or walking through floodwaters (these are the main causes of death during flooding)</p> <p>Notify School Care 8463 5977</p>	<p>Decide when to reopen the workplace in consultation with emergency services</p> <p>Implement procedures to resume workplace activities, which include arranging counselling support for anyone seriously affected by flooding</p> <p>Review the emergency plan</p>
<input type="checkbox"/>	Fumes/chemical spill/contamination by hazardous materials	<p>Proximity to industrial areas or major transport routes</p> <p>Procedures for safe management of chemicals at workplaces not clearly implemented</p> <p>Audit of chemicals at the workplace not sufficient for compliance with relevant legislation</p>		<p>Check your workplace regularly to identify any equipment, operations or procedures that have the potential to result in a spill</p> <p>Ensure material safety data sheets (MSDS) for all hazardous substances used are at hand</p>	<p>Notify emergency services (Fire Brigades -000) and the workplace manager</p> <p>Clear immediate area</p> <p>Turn off all equipment including electrical equipment, air handling system and gas supply</p> <p>Close all doors (do not lock)</p> <p>Consider evacuation</p> <p>Notify School Care 8463 5977</p>	<p>Arrange clean up of chemicals with assistance of relevant emergency services</p> <p>Decide when to reopen the workplace, in consultation with local emergency services</p> <p>Provide counselling for those affected by the incident</p> <p>Review the emergency plan</p>

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<input type="checkbox"/>	Gas leak	<p>Insufficient maintenance of gas facilities</p> <p>Damage to gas pipes or gas outlet</p> <p>Faulty portable LPG tanks</p>		<p>Ensure gas is used in a safe way in all workplaces</p> <p>Ensure students understand the potential risks associated with gas and are trained to use gas in a safe way as part of their learning activities</p> <p>Ensure proper maintenance of gas facilities</p>	<p>Notify emergency services (fire brigade - 000) and person in charge</p> <p>Consider evacuation (full or partial) and assist all persons to evacuate, where possible</p> <p>Turn off all equipment including electrical equipment, air conditioning systems and gas supply</p> <p>Extinguish or remove any ignition source</p> <p>Close all doors (do not lock)</p> <p>A staff member should be designated to meet the fire brigade and direct them to the incident location</p> <p>Notify neighbouring premises down wind or down hill, where necessary</p> <p>Notify School Care 8463 5977</p>	<p>Decide when to reopen the workplace, in consultation with local emergency services</p> <p>Implement procedures to resume workplace activities, which include arranging counselling support for anyone seriously affected by the incident.</p> <p>Review the emergency plan</p>

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<input type="checkbox"/>	Infectious diseases	<p>Lack of awareness of at the workplace</p> <p>Shared facilities increase risk of infectious diseases eg schools and TAFE colleges and campuses</p> <p>Difficulty of reliably identifying all persons carrying infectious diseases</p> <p>Food preparation with insufficient controls</p>		<p>Consistently apply standard precautions for infection control incorporating them into daily practice and use specific controls for particular situations</p> <p>Ensure all appropriate staff understand and apply Infection Control procedures</p> <p>Consultation with relevant persons and organisations eg local Public Health Units, parents, cleaners, etc</p>	<p>Encourage staff to report injuries and illnesses</p> <p>Encourage parents or carers to report infectious conditions to the school or facility if a student is absent due to illness</p> <p>Notify the local Public Health Unit if many students or staff are absent and appear to have similar symptoms, as outbreak may be occurring</p> <p>Staff should monitor students for signs of infectious disease and act promptly if an infectious disease is suspected</p> <p>Seek medical help early for people that may be suffering from an infectious disease</p>	<p>Liaise with the local Public Health Unit about the return of individuals or groups to the workplace</p> <p>Work with local Public Health Unit and Regional Office to return the workplace to normal as soon as possible</p> <p>Arrange counselling for anyone affected by the emergency</p> <p>Notify School Care 8463 5977</p> <p>Review the emergency plan</p>
<input type="checkbox"/>	Letter and parcel bombs-white powder letters	<p>Person wishing to inflict injury upon individuals in a workplace using an anonymous delivery method</p> <p>Receipt of high volumes of mail</p> <p>Current security climate relating to terrorism</p>		<p>Careful monitoring of incoming mail with thorough training and awareness of relevant staff</p> <p>Training of staff to recognise letter or parcel bombs</p>	<p>Do not tamper with or shake suspicious envelope</p> <p>Contact emergency services</p> <p>Evacuate all or part of workplace</p> <p>For suspected white powder letters, do not handle the package or attempt to clean up the suspicious substance, isolate persons who may have been contaminated, turn off fans and isolate air conditioning</p> <p>Notify School Care 8463 5977</p>	<p>Reoccupation of the workplace should only occur following discussion with the senior police officer at the scene</p> <p>Implement procedures to resume workplace activities</p> <p>Assess the need for, and arrange, counselling support</p>

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<input type="checkbox"/>	Pedestrian accidents	Proximity to major roads Insufficient pedestrian safety awareness training for students or staff Insufficient traffic controls in place		Traffic controls (pedestrian crossings, traffic controllers etc) Liaison with local council and Roads and Traffic Authority Issue rules in writing to parents regarding safe drop-off and pick-up of students eg no double parking, no vehicles inside the school, no allowing children to get out of vehicles on the roadside, not reversing etc	In the event of a pedestrian accident, the following procedures shall be followed: Notify Emergency Services – 000 (Police, Fire Brigade, Ambulance as required) Apply first aid using standard precautions ie avoid direct contact with blood and bodily fluids Notify parents or carers Report the incident as soon as possible in accordance with DECS procedures	Arrange counselling for those affected by the incident Return the workplace to normal as soon as possible Review pedestrian arrangements as a matter of urgency Review the emergency plan Notify School Care 8463 5977
<input type="checkbox"/>	Serious violence	The violence occurring at the workplace may be greater if you have not considered risk factors and developed prevention strategies, for example if: <ul style="list-style-type: none"> there is no way of knowing whether people apart from staff and students are authorised to be on site clear standards for students' behaviour and communication are not in place 		Check security strategies eg School Watch Program, access to premises and signs Crime prevention workshops Monitoring of incidents Development, practice and review of lockdown and lockout procedures Notify School Care 8463 5977	Contact emergency services Contact Principal, Regional Director and School Care on 8463 5977 Implement lockout or lockdown, if necessary	Return to workplace when all clear given by emergency services Provide counselling if required Resume normal workplace activities Notify School Care 8463 5977 Review the emergency plan

Tick hazards that may affect your workplace	Nature of emergency/hazard	Risk associated with hazard	Risk rating (refer to risk assessment matrix)	Key prevention measures include	Key response measures	Recovery measures
<input type="checkbox"/>	Staff or students lost on excursions	<p>DECS policy not followed</p> <p>Risk assessments not conducted</p> <p>Untested assumptions about the safety or the safety requirements of staff and students</p> <p>Unanticipated events whilst on excursions</p>		<p>Undertake full planning and risk assessment for excursion in accordance with DECS policy</p> <p>Ensure risk assessment is implemented and communicated</p>	<p>Confirm student lost, where last seen</p> <p>Contact emergency services</p> <p>Implement search plan with emergency services (bushwalks)</p> <p>Assist emergency services as required</p>	<p>Provide counselling for those affected by the emergency</p> <p>Manage the media</p> <p>Notify School Care 8463 5977</p> <p>Review the emergency plan</p>
<input type="checkbox"/>	Storms	<p>Danger from high winds where trees located on or around the workplace are not regularly checked and trimmed</p> <p>Electrocution from fallen wires</p> <p>Roofs in need of repair</p> <p>Excursion activities undertaken without risk assessment</p>		<p>Ensure gutters and downpipes are cleaned regularly</p> <p>Ensure overhanging branches are trimmed</p> <p>Ensure roofs are in good repair</p> <p>Prepare an emergency kit</p>	<p>Listen to your local radio station for further information and advice</p> <p>Direct students and staff to stay indoors and stay well clear of windows</p> <p>Avoid using fixed line telephones</p> <p>If driving, put on your hazard lights and pull over to the side of the road, clear of streams, trees and powerlines</p> <p>If caught outdoors, seek shelter in a building or vehicle, but not under a tree</p>	<p>Implement procedures to resume workplace activities, which include arranging counselling support for anyone seriously affected by the incident</p> <p>Notify School Care 8463 5977</p> <p>Review the emergency plan</p>

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<input type="checkbox"/>	Suicide	Attempted suicide may increase in the workplace community following a suicide. Increased monitoring of students is essential.		Employee Assistance Program Student counsellors Prevention of bullying programs Drug and alcohol awareness and education program Student education on exam coping mechanisms Suicide awareness programs	The response to a death by suicide should be coordinated in consultation with members of the school, Region or School Care 8463 5977 Affected staff may contact DECS EAP - Converge International 1800337068, or School or Regional counselling services for students	Those affected should have ready access to counselling support or school counselling services (students) or Staff Support Officers or the Employee Assistance Program (staff) School, college activities should continue as normally as possible Notify School Care 8463 5977 Review the emergency plan
<input type="checkbox"/>	Drought	Over a period of time structures are weakened, crack and may fail. Staff and students maybe at risk from falling objects		Know your area's drought history Identify the age of buildings Identify any long term structural weakness occurring Large historic artefacts/monuments over entrances that may fall -avoid Notify Asset Services 1800 810 076	Immediately evacuate the building, if possible, in case of collapse.	Do not re-enter the workplace until safe to do so Confirm with Asset Services 1800 810 076