



Title: Task Based Risk Management Form

No: DEE ESWB 04-3-3

Authorised By: Manager ESWB

Issue Date: April 2011

Last Reviewed: April 2013

Next Review Date: April 2015

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Page Number: 1 of 11

1. Background information

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

2. Documentation

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

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

3. Risk Assessment

Identify Task Think about the work area and each stage of the work to be performed.		Identify Hazards Against each stage/item list the hazards that could cause injury/incident when performed	Risk Rating (refer to OHS Risk Management Procedure)			Risk Control Measures List the control measures required to eliminate or minimise the risk
			Conseq	Likel'd	Risk Level	
1	Ceremony Fire Risk	Flammable materials in proximity to fire could ignite	Minor	Unlikely	Rare	<ul style="list-style-type: none">Cleared area per Metropolitan Fire Brigade adviceSmall contained fire pit approximately 55cm wide by 30cm deep on a stand with a wire cover.Positioned on a near grassless oval.Designated fire warden dedicated to fire supervision



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Page Number: 2 of 11

						<ul style="list-style-type: none">• Cordoned off safety area around the fire• Low quantity of fuel• buckets of water and sand located at the fire source• Fire warden to wear non-combustible fibres, hat and gloves.• Fire positioned in a relatively wind protected area• Tee light jars used to mark the spiral etc. will have a mesh cover.
2	Lantern safety and design	Poorly designed lanterns could catch fire	Moderate	Possible	Low	<ul style="list-style-type: none">• Tealights securely glued• lantern handles have safe length away from the candle flames.• Some lanterns handles suspended from a stick.• Lantern diameter be sufficiently wide so its walls are safely away from the tealight• Paper is treated, oiled or greased, to reduce flammability
3	Lantern lighting	Lanterns could catch fire, supervisors could burn their fingers lighting them.	Moderate	Unlikely	Low	<ul style="list-style-type: none">• Teacher will light the first Class 6 firesticks• Classroom teachers and nominated parents will light tea lights with a long, metal firelighter.• Lanterns can be lit horizontally
4	Fire Sticks Handling	Unsafe handling could result in potential injury, burns.	Major	Unlikely	Low	<ul style="list-style-type: none">• Repeated explicit instruction on safe use and hazards of fire sticks given to students• Over 10 hours of practice using the firesticks• Firestick movements are always to the side or across the line of the body, not directly towards it.• Students instructed and drill at holding the



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Page Number: 3 of 11

						<p>sticks vertically, away from the body, with the wick well above heads height.</p> <ul style="list-style-type: none">The major theme of throughout the practising is reverence and care, and this is a rite of passage for responsibility
4	Fire Stick preparation.	Firesticks that have been used had reservoirs of fuel that could leak causing a fire risk.	Minor	Unlikely	Low	<ul style="list-style-type: none">Alternative firestick design selected that have no fuel reservoirWicks are drained and stored upside down for an hour before the event to eliminate fuel runs.Lower temperature burn fuel selectedStudents wear protective glovesFiresticks are prepared and supervised by an experienced adult.Firesticks have limited burn timeFiresticks are 'flared' by the supervising adult before the ceremony to burn excess fuelSupervisor wears protective clothing.
5	Fire stick protection	A risk exists for exposed skin to be scalded by a flame.	Moderate	Unlikely	Low	<ul style="list-style-type: none">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	<ul style="list-style-type: none">Clearly demarcated no-go zoneTeachers directly supervise their classes and the eventParents to directly supervise their other



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Page Number: 4 of 11

						<ul style="list-style-type: none">childrenAccess for Class 6 students is marked and kept clear.Classes have designated observation areas.Parents are instructed to be stationed closest to their youngest studentWalking only policy
7	First Aid Officer	Someone may require first aid treatment.	Moderate	Unlikely	Low	<ul style="list-style-type: none">A designated first aid officerDesignated first aid station is near the oval's steps and advised to attendees
8	Night time in a playground	Playgrounds can be hazardous places when it's dark.	Major	Unlikely	Low	<ul style="list-style-type: none">Play equipment is roped off and is out of boundsAll advised - walking only, no runningparents advised beforehand to directly supervise their younger children at all timesParents advised in writing of these expectations, students are advised by teachers.
9	Night time at school	Younger children could get lost.	Insignificant	Possible	Low	<ul style="list-style-type: none">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.
10	Walking	Potential for slips, trips and falls due to uneven surfaces, foreign materials (sticks, tanbarks, stones etc.) and poor light.	Minor	Possible	Low	<ul style="list-style-type: none">Green Team and/or House Captains to inspect and clear pedestrian routes.Witches hats to mark immovable tripping hazardsJSC and House Captains appointed with torches to illuminate tricky areas at the end of the event



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Page Number: 5 of 11

11	Crowd management	Crowd may need direction and advice on movements and activities.	Minor	Likely	Low	<ul style="list-style-type: none">• Designated staff member will facilitate the event with a PA system.• First aid station is near the steps and advised to attendees• Explicit parent supervision expectations given
12	Clean up spiral	Students could trip over the spiral greenery next day when playing on the oval.	Minor	Unlikely	Low	<ul style="list-style-type: none">• JSC and Green Team will remove the greenery Friday morning before morning tea recess.• Designated staff to remove other obstacles before school commences
						<ul style="list-style-type: none">•

Assessment Conducted by:
Roger Richards

Signature

Date: 9th June 2016