## Risk Assessment for Hire of Graceleigh Hall

For more details on the risk management process refer to, [Managing Health and Safety Risks](#).

Note: For risk assessments with curriculum activities refer to: [Managing Risks in School Curriculum Activities](#).

### Activity Description: Hire of Graceleigh Hall

<table>
<thead>
<tr>
<th>Conducted by:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### Step 1: Identify the Hazards

#### Biological  
(e.g. hygiene, disease, infection)

- [ ] Blood / Bodily fluid
- [ ] Virus / Disease
- [ ] Food handling

**Other/Details:**

#### Chemicals  
Note: Refer to the label and Safety Data Sheet (SDS) for the classification and management of all chemicals.

- [ ] Non-hazardous chemical(s)
- [ ] ‘Hazardous’ chemical (Refer to a completed [hazardous chemical risk assessment](#))

**Name of chemical(s) / Details:**

#### Critical Incident – resulting in:

- [ ] Lockdown
- [ ] Evacuation
- [ ] Disruption

**Other/Details:**

#### Energy Systems – incident / issues involving:

- [ ] Electricity (incl. Mains and Solar)
- [ ] LPG Gas
- [ ] Gas / Pressurised containers

**Other/Details:**

#### Environment

- [ ] Sun exposure
- [ ] Water (creek, river, beach, dam)
- [ ] Sound / Noise

- [ ] Animals / Insects
- [ ] Storms / Weather
- [ ] Temperature (heat, cold)

**Other/Details:**

#### Facilities / Built Environment

- [ ] Buildings and fixtures
- [ ] Driveway / Paths
- [ ] Workshops / Work rooms

- [ ] Playground equipment
- [ ] Furniture
- [ ] Swimming pool

**Other/Details:**

#### Machinery, Plant and Equipment

- [ ] Machinery (fixed plant)
- [ ] Machinery (portable)
- [ ] Hand tools

- [ ] Vehicles / trailers

**Other/Details:**

#### Manual Tasks / Ergonomics

- [ ] Manual tasks (repetitive, heavy)
- [ ] Working at heights
- [ ] Restricted space

**Other/Details:**

#### People

- [ ] Students
- [ ] Staff
- [ ] Parents / Others

- [ ] Physical
- [ ] Psychological / Stress

**Other/Details:**

### Other Hazards / Details
Step 2: Assess the Level of Risk
Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level.

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Insignificant</td>
</tr>
<tr>
<td>Almost Certain</td>
<td>Medium</td>
</tr>
<tr>
<td>Likely</td>
<td>Low</td>
</tr>
<tr>
<td>Possible</td>
<td>Low</td>
</tr>
<tr>
<td>Unlikely</td>
<td>Low</td>
</tr>
<tr>
<td>Rare</td>
<td>Low</td>
</tr>
</tbody>
</table>

Consequence Description of Consequence
1. Insignificant No treatment required
2. Minor Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)
3. Moderate Injury requiring medical treatment or lost time
4. Major Serious injury (injuries) requiring specialist medical treatment or hospitalisation
5. Critical Loss of life, permanent disability or multiple serious injuries

Assessed Risk Level Description of Risk Level Actions
☐ Low If an incident were to occur, there would be little likelihood that an injury would result. Undertake the activity with the existing controls in place.
☐ Medium If an incident were to occur, there would be some chance that an injury requiring First Aid would result. Additional controls may be needed.
☐ High If an incident were to occur, it would be likely that an injury requiring medical treatment would result. Controls will need to be in place before the activity is undertaken.
☐ Extreme If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result. Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.

Step 3: Control the Risk
In the table below:
1. List below the hazards/risks you identified in Step One.
2. Rate their risk level (refer to information contained in Step Two to assist with this).
3. Detail the control measures you will implement to eliminate or minimise the risk.

Note: Control measures should be implemented in accordance with the preferred hierarchy of control. If lower level controls (such as Administration or PPE) are to be implemented without higher level controls, it is important that the reasons are explained.

Hierarchy of Control
Most effective (High level) Substitution: replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
Redesign: making a machine or work process safer (e.g. raise a bench to reduce bending)
Isolation: separate people from the hazard (e.g. safety barrier)
Administration: putting rules, signage or training in place to make a workplace safer (e.g. induction training, highlighting trip hazards)

Least effective (Low level) Elimination: remove the hazard completely from the workplace or activity
Personal Protective Equipment (PPE): Protective clothing and equipment (e.g. gloves, hats)
# Hazards/Risks and Control Measures

<table>
<thead>
<tr>
<th>1. Description of Hazards / Risks</th>
<th>2. Risk Level</th>
<th>4. Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Note: if only Administration or PPE controls are used, please explain why.)</td>
</tr>
</tbody>
</table>

Other details:
**Submission**

This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined in Step Three. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety.

<table>
<thead>
<tr>
<th>Contact person:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Indicate those others involved in the preparation of this risk assessment.

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**Step 4: Monitor and Review Controls**

Complete during and/or after the activity.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are the planned control measures sufficient and effective in minimising the level of risk?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Have there been any changes to the planned control measures?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Are further control measures required in future?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Details:

<table>
<thead>
<tr>
<th>Review completed by:</th>
<th>Designation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Date:</td>
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</table>