

1. Background Information			
School/Workplace:	The School of Chinese Education Thornbury Campus	Date:	1 st – Dec- 2025
Title of Assessment:	The School of Chinese Education Risk Management Register	Name of person conducting assessment:	Jiannan Su

2. Risk Assessment				
Identify and list Hazards		List Current Risk Controls	Risk Rating	List Additional Controls <i>(if any - where current controls are not adequately managing the level of risk)</i>
1	Lack of child safety culture	Child Safety Policy, Code of Conduct, Child Safe Officer appointed.	High	Review child safety at each committee meeting. Regular reminders to staff, volunteers and families about expected behaviours.
2	Intruders or unauthorised visitors	Teachers supervise students during school hours.	High	Visitor sign-in process, staff challenge unknown persons, clear reporting process.
3	Failure to report child safety concerns	Reporting procedures and Child Safe Officer in place.	Medium	Annual refresher training and discussion of reporting obligations each term.
4	Over-reliance on trusted long-term staff	Code of Conduct applies to all staff equally.	High	Regular reminders that concerns must be reported regardless of a person's position or length of service. Code of conduct must be reviewed and signed by all members every year.
5	Unsupervised areas around classrooms	Teacher supervision and designated teaching areas.	High	Restrict access to unused areas and conduct regular supervision checks.
6	Contractors on site	Visitors monitored while on school grounds.	Medium	Ensure contractors are supervised when working near students.
7	Parents remaining unsupervised on site	Parents generally remain in common areas.	Medium	Visitor expectations communicated and sign-in procedures used where required.

2. Risk Assessment				
Identify and list Hazards		List Current Risk Controls	Risk Rating	List Additional Controls (if any - where current controls are not adequately managing the level of risk)
8	Bullying between students	Behaviour expectations communicated.	High	Encourage reporting and intervene early when concerns arise.
9	Recruitment of unsuitable staff	WWCC and referee checks.	Medium	Use consistent recruitment procedures and document all checks.
10	Expired WWCC	WWCC register maintained.	High	Annual verification and reminder process before expiry dates.
11	Medical emergency	First Aid Officers and first aid kits available.	High	Emergency contact records reviewed regularly and staff know emergency procedures.
12	Student injury during class	Teacher supervision and safe classroom setup.	Medium	Prompt incident reporting and review of recurring hazards.
13	Student not collected after class	Teachers supervise students until collection.	Medium	Late collection procedure and emergency contacts maintained.
14	Student collected by unauthorised person	Parent contact details kept on file.	High	Verify collection arrangements where uncertainty exists.
15	Fire or evacuation	Emergency evacuation procedures available.	Medium	Regular communicate & training with key team member. Display evacuation maps in all revenues.
16	Extreme weather event	Weather monitored by leadership team.	Medium	Cancel or modify activities when conditions are unsafe.
17	High vehicle and pedestrian traffic during student drop-off and pick-up	Yard-duty staff supervise the car park and student collection area	High	Use high-visibility vests, cones and signs. Remind parents to drive slowly and follow designated pick-up arrangements.

- 1. Consequence** - Evaluate the consequences of a risk occurring according to the ratings in the top row

Descriptor	Level	Definition
Insignificant	1	No injury
Minor	2	Injury/ ill health requiring first aid
Moderate	3	Injury/ill health requiring medical attention
Major	4	Injury/ill health requiring hospital admission
Severe	5	Fatality

- 3. Risk Matrix** – Using the matrix calculate the level of **risk** by finding the intersection between the likelihood and the consequences

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

- 2. Likelihood** - Evaluate the **likelihood** of an incident occurring according to the ratings in the left hand column

Descriptor	Level	Definition
Rare	1	May occur somewhere, sometime ("once in a lifetime / once in a hundred years")
Unlikely	2	May occur somewhere within the Department over an extended period of time
Possible	3	May occur several times across the Department or a region over a period of time
Likely	4	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly It is anticipated for each repetition of the activity of event

4. Risk Level/Rating and Actions

Descriptor	Definition
Extreme:	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken immediately. Cease associated activity.
High:	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken within 48 hours of notification.
Medium:	Notify Nominated employee, HSR / HSC . Nominated employee, OHS Representative / HSC is to follow up that corrective action is taken within 7 days.
Low	Notify Nominated employee, HSR / HSC . Nominated employee, HSR / HSC is to follow up that corrective action is taken within a reasonable time.

