



## Risk Management Plan

### Risk Action Plan

#### The risk: Electrical Hazard

**Detail of the risk event/scenario:** Electrocution from faulty equipment or wiring.

<b>RISK DRIVERS</b>	Key drivers: <ul style="list-style-type: none"><li>• Use of electrical equipment on site</li><li>• Use of electrical leads and extension cords</li><li>• Potential electrical shorts</li><li>• Fire caused by electrical faults</li><li>• Frayed cords, bad connections, overloaded power boards</li><li>• Use of high risk electrical equipment on site (such as power tools, commercial appliances).</li></ul>
<b>RISK RATING</b>	MEDIUM
<b>CONTROLS</b>	Current controls in place: <ul style="list-style-type: none"><li>▪ Ensure annual testing of electrical equipment and leads</li><li>▪ Encourage reporting of all electrical faults and faulty equipment within the maintenance log</li><li>▪ Ensure safety switches in place</li><li>▪ Ensure routine visual checks by the equipment user</li><li>▪ Ensure all power boards have overload protection</li><li>▪ Only use power boards with built in safety switches/circuit breakers</li><li>▪ Don't overload power boards by "piggy backing" plugs into one socket or by using double adaptors</li><li>▪ Plug high wattage appliances (such as toasters, kettles and heaters) directly to permanent power points</li><li>▪ Discard all damaged, dirty or wet power boards</li><li>▪ Encourage general safety precautions</li><li>▪ The establishment of an Emergency Evacuation/lockdown plan.</li><li>▪ Adherence to statutory requirements in terms of trial evacuations within the Service.</li><li>▪ Adherence to statutory requirements in terms of trial lockdowns within the Service.</li><li>▪ Display of emergency evacuation/lockdown procedures in key locations within the Service, including in Classrooms.</li><li>▪ Display of emergency contact numbers.</li></ul>
<b>EFFECTIVENESS OF CONTROLS:</b>	ADEQUATE



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<b>POTENTIAL ADDITIONAL CONTROLS:</b>	<ul style="list-style-type: none"><li>▪ None identified</li></ul>
<b>REASONS WHY ADDITIONAL CONTROLS ARE NOT YET IMPLEMENTED:</b>	<ul style="list-style-type: none"><li>▪ <i>n/a</i></li></ul>
<b>KEY RESPONSE MEASURES:</b>	<ul style="list-style-type: none"><li>• Isolate the area/hazard and provided it is safe, the following can be performed<ul style="list-style-type: none"><li>○ if domestic electricity is involved switch off the current; do not cut the cable</li><li>○ if high voltage electricity is involved (such as fallen power cables), wait until the current is disconnected</li><li>○ ensure you - any bystanders are safe</li><li>○ do not touch the person or any conducting material which is also in contact until the current is disconnected</li><li>○ act immediately to arrange first aid and to contact emergency services.</li><li>○ Warn any onlookers of the danger and assist staff to remove any onlookers/children from the situation.</li><li>○ ensure any faulty equipment is discarded or tagged to prevent further use.</li></ul></li><li>• Notify the Committee and parents as to the safety of children in care (if required)</li><li>• Notify the regulatory authority within 24 hrs (if required).</li></ul>
<b>RECOVERY MEASURES:</b>	<ul style="list-style-type: none"><li>• Assess the need for, and arrange, counselling support if required..</li><li>• Document incident in incident report forms</li><li>• Review the emergency plan</li></ul>



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ACTION ITEMS	ACTIVITY OWNER	DUE DATE	COMPLETION
• Installation of 4 additional power outlets	Director	30/04/19	26/3/19
• Test and tag of 3 new pieces of equipment.	Director	30/04/19	26/3/19
• Load check on electrical outlets within the office.	Director	30/04/19	26/3/19
• Installation of 3 additional power outlets to minimise load	Director	31/6/23	16/6/23
• Annual test and tags	Director	Ongoing	Ongoing
• Appointment of a WHS officer	Director	31/7/23	
• Tidy up wiring in office (under admin desk ) & replace power boards	Director	30/6/23	27/6/23