

Risk Management Plan Bushfire						
Name of workplace: Cromehurst School						
Name of workplace manager: Christine Moulds						
Risk assessment focus: Bushfire						
Location/Activity	Hazard Identification Type/Cause	Current Controls	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
School grounds	Loose material which could in the event of a nearby fire catch alight or spread fire faster	Keep area free of combustible materials	2	Speak to GA regarding locking combustible items away Ensure cleaner bags leaf matter after using leaf blower Contact Spotless to ensure gutters are cleared Ensure all flammable items are locked away when school is unattended Contact council regarding any tree branches close to school property	Principal Principal SAM All staff Principal	T4-1 T4-1 T4 T4-1 If noted
School grounds	Fire in local vicinity	Check RFS site each afternoon and early morning for forecast	2	Ensure Emergency services are aware of the needs of our school in the event of a fire Contact parents if fire risk is moderate or above in regard to evacuation if necessary Ensure staff are aware of bushfire response procedures Evacuation plan	Exec	T4 & T1
School grounds	Active bushfire alert	Response plan	1	Monitor RFS site for updates Notify State Emergency Operations Centre Contact SED in regard to closure or relocation Contact parents and assisted travel unit Evacuate to safe area	Principal Principal Principal Exec All staff	If FDR issued
School grounds	Catastrophic or Extreme FDR issued	Evacuation plan (attached)	1	One continual blast of school bell Implement D.E.A.L (attached) Exit via route on evac map (attached) Notify Fire Brigade Check all staff and students have left the premises	Sam All staff All staff Principal Principal	
School grounds	Difficulty moving students with complex physical disabilities	Alert emergency services All available staff assist	1	Students at risk identified and plan created All available staff assist in physically assisting students off the premises	All staff OH&S committeee	

School grounds	Students refusing to leave the premises during an evacuation	Alert emergency services All available staff assist	1	Students likely to resist leaving premises identified and plan created for safe physical assistance in moving Regular fire drills with visual schedules All staff assist as per plan	All staff OH&S committee	
School grounds	Students at risk of health complications due to smoke	Alert emergency services Follow HCP	1	Students at risk identified and names noted on bushfire plan Notify parents if RFS site indicates likelihood of fire next day, students remain at home if possible If evacuation necessary emergency services notified of students at extreme risk from smoke	OH&S Exec Principal	
<p><i>Relevant additional information reviewed and attached: Yes</i></p> <p><i>Plan prepared by: Christine Moulds</i> <i>Position:Principal</i> <i>Date:September 2013</i></p> <p><i>Prepared in consultation with: All staff</i></p> <p><i>Communicated to: All staff</i></p>						
<p>Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.</p>						