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| **Name of workplace:** | IRRAWANG PUBLIC SCHOOL | **Workplace manager:** | MICHELLE LYNCH |

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| **Activity, event or task:** | LIBRARY | **Date of activity:** | **ANNUAL** |

| **Situation** | **Anticipate** | **Find out** | | **Eliminate or control** | | **Talk others** | **You** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **List the details of the activity, event or task** | **What could go wrong?** | **What current controls are in place?** | **Risk rating** | **What else can be done to control this risk?** | **Residual risk rating** | **Controls to be actioned by who?** | **When do you need to review the control?** |
| Effective Stock Control  Accessioning,  Borrowing,  Returning and shelving of books | * Resources have not been borrowed correctly | All books are accessioned through the library Oliver system  Librarian checks books out to students and staff  Students and Staff are issued with a unique borrowing number through Oliver | 4 | Librarian and Library Assistant accession all books coming into the library collection. Books are identified with a unique barcode placed on the top centre back cover. All resources to be check through Oliver by Librarian, Library Assistant or Staff  Check correct student has been recalled on Oliver, check name and photograph to ensure books are borrowed to the correct student | 5 | Library Staff  Library Staff | On going |
|  | Resources removed from the library | Librarian checks books out to students and staff | 5 | Students have allocated borrowing time each week | 5 | Library Staff | Weekly |
|  | Staff removing books for lessons without checking the books | Staff are issued with a unique borrowing number through Oliver | 4 | Staff have access to Oliver. Librarian will do a presentation at the beginning of each year to orientate staff in the use of Oliver. | 5 | All staff | As required |
|  | Students leaving school without returning books | Follow flow chart  Appendix A | 4 | Letter to be sent to the new school following the flow chart guidelines | 5 | Library Staff | As required |
|  | Accessioning library resources | Following Oliver procedures | 5 | Resources are issued with unique barcode. Book barcodes are placed on the top centre of the back cover | 5 | Library Staff | AS required |
| Procedures Manual | Staff not following DoE processes and procedures with managing library items | Staff trained in the use of Oliver system to manage library resources | 5 | Staff have access to Oliver training | 5 | Library staff | On going |
| Stock take | Failing to identify resources that may be missing or need replacing | Semester 1: Non Fiction  Semester 2: Junior Fiction and Fiction | 3 | Stocktake will be performed to determined missing or damaged books.  High priority books will be replaced if possible.  Weeding will occur when books are damaged beyond repair, missing and out of print, inappropriate for primary school aged students or not relevant to the curriculum  Teacher Resources will not have a stocktake due to resources transferring to digital. | 3 | Library Staff | Annually |
| Reporting | Effective management reporting to prevent waste, unnecessary duplication and under-utilisation of digital subscriptions. | Staff conduct regular analytical reporting to identify areas for management. | 4 | Staff to undertake Oliver refresher/update training on analytical reporting. | 4 | Library Staff | Annually |
| Smoke Detectors | Ineffective or broken detectors | Alarms are tested regularly | 2 | Smoke detectors are tested through the DoE maintenance schedule | 5 | Approved maintenance contractors | On going |
| Alarms | Alarms not working | Alarms are tested regularly | 2 | Alarms are tested through the DoE maintenance schedule | 5 | Approved maintenance contractors | On going |
| Fire Suppression | Extinguishers not working | Extinguishers are tested regularly | 2 | Extinguishers are tested through the DoE maintenance schedule | 5 | Approved maintenance contractors | On going |
| Security | Library not locked out of school hours | Library is locked each afternoon | 2 | Library is locked out of school hours. Locked by library staff, checked by cleaning staff. | 5 | Library staff |  |
|  | Library is accessed by student when staff are not present | Library door is closed when staff leave the library | 4 | Library staff to ensure door is closed when leaving | 5 | Library/Teaching Staff |  |
| Manual Handling  Lifting, Bending, Pulling, Pushing, Carrying, Moving, Stacking, Stretching, Twisting, Over- exerting, Transporting, Packing, Unpacking, Sudden movements (jerks) | Injury including, sprains, strains, back injuries, soft-tissue injuries, hernias, chronic pain, cuts, bruises, tears, fractures (Musculoskeletal Disorder ) and Mental Health issues  Damage to the resource/ object/asset | Training (e-Safety Employee Induction program – Basic Manual Handling element)  [STRETCH Manual Handling Safe Working Procedures and Posters](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/stretch-manual-handling)  Safe Operating Procedures (SOP)  User Manuals  Workplace Inspection Checklist  Classroom Inspection Checklist  Hazard Report Form | 2 | * School to purchase equipment to assist/ eliminate the need for heavy manual handling. Equipment should include safety mechanisms i.e. locking of wheels when required to prevent further hazards from being introduced * SOP to be developed and communicated for the operating of the equipment (trolley/wheelbarrow e.g.) and training to be conducted * “Safety Awareness” sessions to include discussion on safe working procedures e.g. that “Loads should **NOT** be handled below mid-thigh height or above shoulder height” * STRETCH Preventative Stretch Training to be implemented for all staff * Specific tasks to be reviewed with the possible re-assignment to trained General Assistant’s (GA) or external Contractors, where applicable * Housekeeping / Workplace or Classroom Inspection Checklist to be conducted regularly to remove any unwanted resources, books or clutter that could also cause a further hazard whilst i.e Slip/Trip/ Fall | 5 | Principal  All Staff  All Staff  All Staff | At the time of purchase/ implementation to ensure the control is effective and does not introduce other hazards  After trial period, monitoring stage ( i.e. 4 weeks e.g.), then Annually, unless any Incidents occur prior to Annual review  Annually  Annually or when necessary  At least once per semester. Good Practice each Term. |
| Restraining a Student, assisting Specific Purpose School Students and/or Support Units | Accidental Assault, injury to body parts by overstretching and/or incorrect restraining techniques applied, Musculoskeletal Disorder and Psychological injuries | Student Behavioural Support Plan  Employee Training programs i.e. MAPA and  Employee Support programs | 2 | * Review Student Behavioural Management Plans on a regular basis * Review incidents and if a pattern appears, further training to be conducted * Introduce regular training/ awareness for Manual handling/ restraining techniques | 3 | Principal/All Staff  Principal/ All Staff  Principal | Annually at a minimum  Per Term  Annually |
| Workspace/ Workbench Environment | Incorrect height for posture causing, pain, strains, neck, back injuries to body , including Musculoskeletal Disorder | Adjustable work stations  Ergonomic adjustable Chairs  Training Awareness sessions on Posture and Workspaces  Posters displayed around the site showing correct Manual Handling processes/ positions | 2 | * Take frequent breaks, use different workspace areas/ suitable furniture for the individual as required * Have a risk assessment conducted for each workspace basis for each individual staff members required needs ( e.g. University Students - studying Sport/ Physiotherapy will assess the workplace and offer free advice) | 4 | Principal/All Staff | Regular basis/Annually |
| Repetitive Tasks/ Movements | Strains/ injury to the body (including Musculoskeletal Disorder) | [STRETCH Manual Handling Safe Working Procedures and Posters](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/stretch-manual-handling)  Rotation Roster | 2 | * “Rotation Roster” of specific school tasks for all members of staff and decrease to the duration when performing the repetitive task/s * Implement STRETCH time each day for all staff | 4 | Principal/All Staff | Each Term |

**Relevant information attached: Yes**  **No**

**You should report, monitor and review:**

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| **Prepared by:** | Michelle Lynch | **Position:** | Teacher/ Librarian | **Plan review date:** | 19/05/2022 |

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| **Sign off Authority:** | Leanne Green | **Position:** | Teacher | **Contact no.:** |  | **Signature:** |  |

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| **Prepared in consultation with:** | Dianne Holdom |

**Communicate to -** *List all staff, communicate in all staff meeting, sign off OR attach agenda and attendance sign on sheet*

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| **Name** | **Signature** | **Date** |
| Stacy Mathieson |  |  |
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**Likelihood criteria Consequence criteria Sign-off authority -** *Based on highest residual risk*

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| **Qualitative criteria**  *Hazard is:* | **Description** |  | **Category** | **Impact** |
| Very likely | Will probably occur in most circumstances |  | Extreme | Death or permanent injury |
| Likely | Might occur occasionally |  | High | Long Term illness |
| Unlikely | Could happen at some time |  | Medium | Medical attention and several days off |
| Very Unlikely | May happen only in exceptional circumstances |  | Low | First aid needed |

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|  | **Acceptability** | **Sign-Off Authority** | |
| **Schools** | **Corporate** |
| **1** | Unacceptable | Principal to talk to staff about reducing the risk and contact:   * Director Educational Leadership for review * Health and Safety Directorate for review, and * Legal as required. | Executive Director or delegate to talk to staff about reducing the risk and contact:   * Health and Safety Directorate for review, and * Legal as required. |
| **2** | Undesirable | Principal to sign off. Contact   * Health and Safety Directorate for review * Legal as required. | Executive Director or delegate to sign off. Contact:   * Health and Safety Directorate for review, and * Legal as required. |
| **3 & 4** | Tolerable | School Principal or delegate | Senior Manager or Director |
| **5 & 6** | Acceptable | School Principal or delegate | Immediate Supervisor or Workplace Manager |

**Risk rating matrix**

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| **Consequence criteria** | **Likelihood criteria**  *Hazard is expected to occur* | | | |
| **Very Likely** | **Likely** | **Unlikely** | **Very unlikely** |
| **Extreme** | 1 | 1 | 2 | 3 |
| **High** | 1 | 2 | 3 | 4 |
| **Medium** | 2 | 3 | 4 | 5 |
| **Low** | 3 | 5 | 5 | 6 |

