**Risk Management Plan Bushfire**

*Name of workplace:* Cromehurst School  
*Name of workplace manager:* Christine Moulds  
*Risk assessment focus:* Bushfire

<table>
<thead>
<tr>
<th>Location/Activity</th>
<th>Hazard Identification</th>
<th>Current Controls</th>
<th>Risk Assessment Use matrix</th>
<th>Elimination or Control Measures</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
</table>
| 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 | T4-1  
Principal | T4-1  
SAM | T4  
All staff | T4-1 |
| 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 | 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 committee | |
<table>
<thead>
<tr>
<th>Location</th>
<th>Issue Description</th>
<th>Alert Level</th>
<th>Risk Details</th>
<th>Responsible Parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>School grounds</td>
<td>Students refusing to leave the premises during an evacuation</td>
<td>1</td>
<td>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</td>
<td>All staff</td>
</tr>
<tr>
<td>School grounds</td>
<td>Students at risk of health complications due to smoke</td>
<td>1</td>
<td>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</td>
<td>OH&amp;S Exec Principal</td>
</tr>
</tbody>
</table>

**Relevant additional information reviewed and attached:** Yes

**Plan prepared by:** Christine Moulds  
**Position:** Principal  
**Date:** September 2013

**Prepared in consultation with:** All staff  
**Communicated to:** All staff

**Monitor and Review:** Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.