

Annexure "K"


**CATHOLIC EDUCATION OFFICE
DIOCESE OF TOOWOOMBA**

PO Box 756
TOOWOOMBA Q 4350
Phone: (07) 4637 1400 Fax: (07) 4637 1499

DIVISION	FISA
AUDIENCE (Primary, Secondary, Composite)	All Principals
PRIORITY (Urgent, For Information, For Response, for Competition)	For information

CEO CIRCULAR – 019/2009

To:	All Principals	File:	
From:	Joanne Segond von Banchet	Date:	12 March 2009
Pages:	1	Re:	Visibility/Supervision in Schools Risk Management
Contact:	Pat Dwan	Phone:	07 4637 1422

Dear Principals

As outlined in recent correspondence from the Director, all schools are required to undertake an audit of all classrooms to ensure they are open, visible and easily supervised.

To that end, a new Visibility/Supervision in Schools Risk Management checklist has been developed and included in our Occupational Health and Safety Management on-line system.

The checklist is available at:

<https://ceo.twb.catholic.edu.au/sites/OHS/Online/Hazard%20Checklists/Forms/AllItems.aspx>

All schools are required to complete this audit by 31 March 2009.

A copy of the report should be filed in your OHSMS on-line school filing cabinet

A summary report of this audit will be provided to the director in early April 2009.

Thank you for your ongoing support.

Yours sincerely

Joanne Segond von Banchet
Assistant Director
Finance, Information Systems & Administration

242



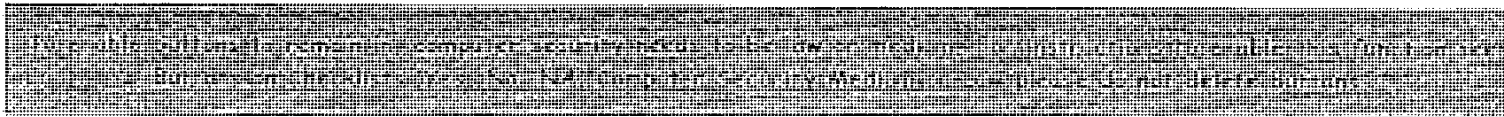
RISK MANAGEMENT CHECKLIST

VISIBILITY / SUPERVISION IN SCHOOLS (Student Protection)

Element 3.10.7. Work Environment

Inspection Site:	Assessor:
	Date:
	Signature:
Inspection Date:	OHS Committee Review Date:
	Chair/Sec Signature:

This hazard identification and risk assessment checklist can be used to manage risk associated with VISIBILITY/SUPERVISION in SCHOOLS. It is not an exhaustive list. Some questions may not be relevant and other questions may be required. A 'NO' response to a question indicates that action needs to be taken to eliminate and/or reduce risk to an acceptable level. An 'N/A' response indicates not applicable at the present time, or has not yet been required.



ITEM	HAZARD	YES/NO/N/A	RISK LEVEL	CONTROLS
1.	School Interior Are all areas of classrooms clearly visible from verandahs.	Yes No N/A		

2143

	walkways etc? • Consider window(s) providing a clear view of the interior of the classroom			
2.	Do all classroom doors include a vision panel? • Consider music (instrument teaching) rooms, interview rooms, adjoining rooms etc.	Yes	No	N/A
3.	Is the teacher's desk visible from the door? [Note: Doors to classrooms should be left open where possible/convenient]	Yes	No	N/A
4.	Are windows into classrooms kept free from adornments to allow for clear visibility of the interior? [Note: Where blinds, window treatments are installed, are these left open?]	Yes	No	N/A
5.	Does classroom design allow for mutual visibility among students?	Yes	No	N/A
6.	Do public spaces, including hallways and stairwells have clear visibility lines?	Yes	No	N/A
7.	Are isolated hallways and stairwells included in monitoring/supervision procedures?	Yes	No	N/A
8.	Does lighting provision allow for maximum visibility and supervision?	Yes	No	N/A
9.	Are unsupervised areas such as storerooms and sheds locked when not in use?	Yes	No	N/A
10.	School Exterior Are all areas of the playground clearly visible [ie Not obstructed by buildings or objects that impair visibility/observation?]	Yes	No	N/A
11.	Are trees and shrubs trimmed to promote natural visibility and adult supervision? • Consider overgrown vegetation in addition.	Yes	No	N/A
12.	Are landscaping design, entrances and facilities such that visibility is enhanced?	Yes	No	N/A
13.	Are areas of poor visibility or obstructed view zoned 'out of bounds' and periodically checked in playground supervision procedures?	Yes	No	N/A

7770

14.	Do drop off/pick up areas allow for maximum visibility and supervision?	Yes	No	N/A		
15.	Do parking areas within the confines of the school grounds allow for maximum visibility and supervision?	Yes	No	N/A		
16.	Where in the opinion of staff, visibility is compromised and an unsafe condition exists, are there procedures in place to allow such staff to take immediate appropriate precautions under the circumstances to protect all students?	Yes	No	N/A		
17.	Are staff trained in such procedures referred to in item 16?	Yes	No	N/A		

245

	CONSEQUENCES				
LIKELIHOOD	Catastrophic 5	Major 4	Moderate 3	Minor 2	Insignificant 1
Almost certain	10	8	6	4	2
Likely	8	6	4	2	1
Possible	6	4	2	1	0
Unlikely	4	2	1	0	0
Rare	2	1	0	0	0

Risk Score		What should I do?
9 - 10	Extreme	Immediate action required
7 - 8	High	Action plan required, senior management attention needed
5 - 6	Moderate	Specific monitoring or procedures required, management responsibility must be specified
2 - 4	Low	Manage through routine procedures

CONSEQUENCES: How severely could it hurt someone/cause damage?
 Catastrophic death or large number of serious injuries, environment disaster, huge cost
 Major serious injury, extensive injuries, severe environmental damage, major cost
 Moderate medical treatment required, contained environmental impact, high cost
 Minor first aid treatment required, some environmental and/or financial impact
 Insignificant no injuries, low financial/environmental impact

LIKELIHOOD: How likely is it to happen?
 Almost certain expected to occur in most circumstances
 Likely will probably occur in most circumstances
 Possible might possibly occur at some time
 Unlikely could occur at some time
 Rare may occur only in exceptional circumstances

9/16

1

MONITOR & REVIEW

- chosen control measures have been implemented, as planned

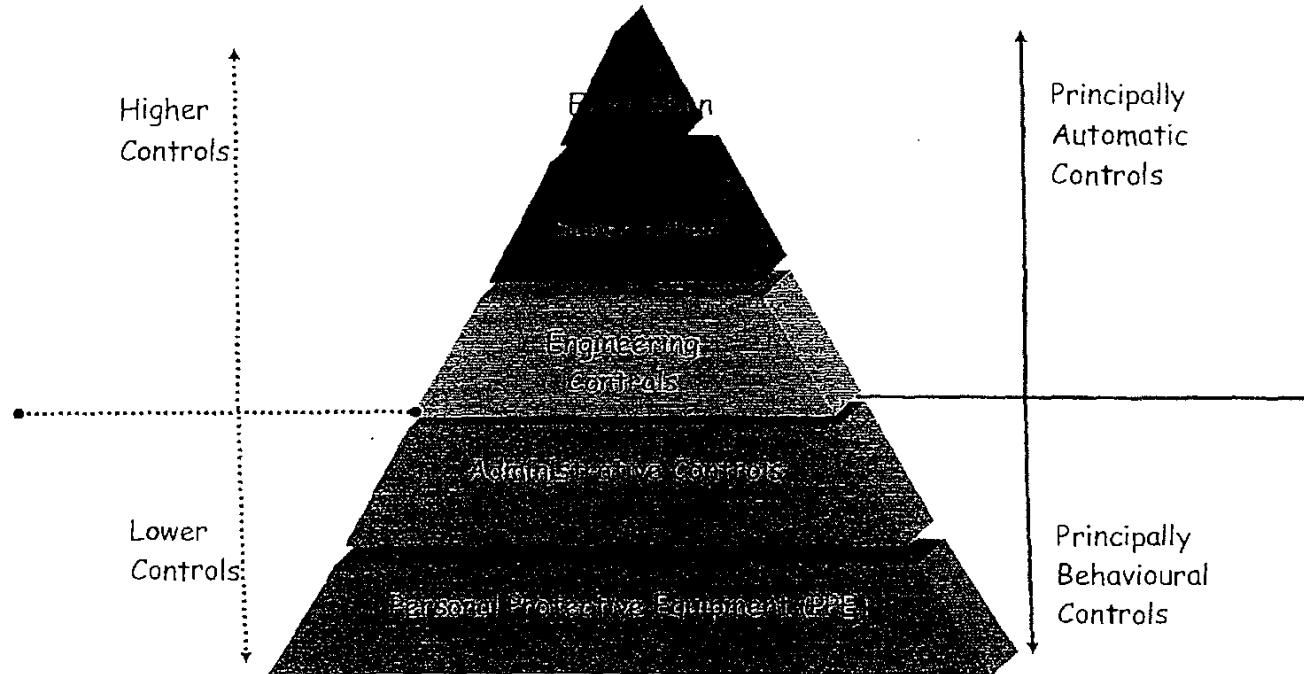
- chosen control measures are working

- are there any new problems

247

NB: In order to meet duty of care responsibilities and employee obligations under the QLD WHS legislation it is essential that safe operating procedures are followed and where requirements for personal protective equipment (PPE) are indicated PPE is worn and maintained.

Hierarchy of Controls



Additional Comments:

.....

.....

STC