

# Risk Assessment Template

## WHS Generic RA

Site name and ID No	Thorndon Park Primary School - 1154			
Title, description and location of activity	Bring Your Own Device (BYOD) Program (Year 4-6) - Chromebooks			
Risk Assessment done by:	Name	Position	Date of Assessment	Review Due (3 years)
	Greg Johnston	Principal	23/06/2021	June 2024
	Digital Technologies Committee	Committee		

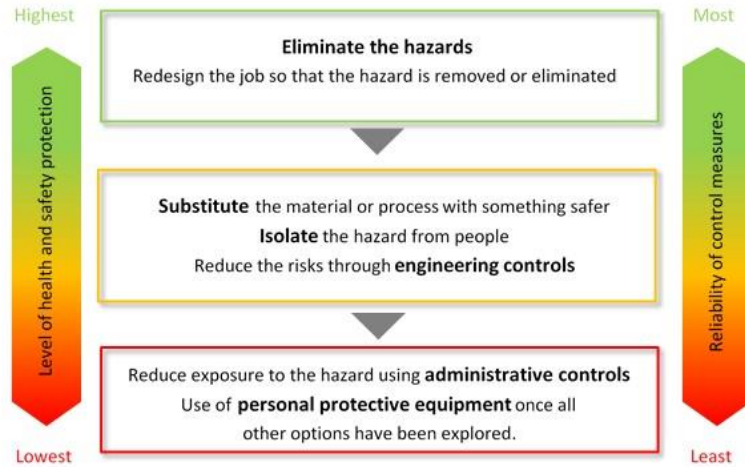
Hazard identification (What is the issue of concern?)	Risk Controls (What are you doing to eliminate or reduce the risk?)	Risk (With all controls in place)
Cyberbullying and reputational damage	Inability to access chat, messenger functions that are not moderated Education about the effects of cyberbullying	Low
Exposure to inappropriate content online	DfE filters and firewalls Supervision of students use Monitoring of student search terms through Swift Implementation of <b>Student Cyber Safety Agreement</b>	Low
Computer threats – Apps tracking and monitoring students and owning data	DfE filters and firewalls Education about the risks of sharing personal data Limit access to only DfE approved Apps	Low
Increased screen time has a negative impact on <ul style="list-style-type: none"> <li>physical and mental health</li> <li>neurological development</li> <li>social and emotional development</li> <li>education</li> </ul>	Limiting the use of screens to 'sometimes' – maintain other forms of creating, writing, expressing and researching Purposeful breaks Only using screens if necessary to <b>redefine, modify or augment</b> the learning (using the SAMR model) Including screen free days on a regular basis Encouraging students to maintain correct posture when uses devices Monitoring for signs of ... Implementation of BYOD policy*	Low
Social media disorders and addictions	Education for students and parents about the risks for social media activity for children under the age of 13. Agreement that how the Chromebooks are used at home under the 'home' account is to be monitored by parents/caregivers	Low



# Risk management – What you need to do!

**Step 1:** Have a look at [WHS safety management](#) intranet and see if there are any activity hazards that are not already covered.

**Step 2:** Identify controls for your remaining hazards. Use the hierarchy of control chart to help select controls that provide the highest level of protection to employees.



**Step 3:** Assess the level of risk for the remaining hazards with all controls in place.

WHS Risk Assessment Matrix		Consequences				
		First aid, Personal support or counselling.	Medical or dental treatment.	Hospital emergency department (Out-patient)	Admitted to Hospital (In-patient)	Death, permanent disabling injury
Likelihood	<b>Certain:</b> to occur at some stage	Medium	High	High	Extreme	Extreme
	<b>Likely:</b> to occur	Low	High	High	Extreme	Extreme
	<b>Possible:</b> could reasonably occur	Low	Medium	Medium	High	Extreme
	<b>Unlikely:</b> to occur	Low	Low	Medium	High	Extreme
	<b>Rare:</b> not expected to occur	Low	Low	Medium	Medium	High

**Step 4:** Check the assessed risk level and undertake the associated action.

<b>Extreme</b>	<p><b>Do not undertake the activity</b></p> <ul style="list-style-type: none"> <li>Contact the Work Health and Safety team on <a href="mailto:Education.WHS@sa.gov.au">Education.WHS@sa.gov.au</a> or on 8226 1440 for guidance on risk reduction</li> <li>Consult with workgroup Health and Safety Representative where available</li> </ul>
<b>High</b>	<p><b>Reduce the risk as far as reasonably practicable</b></p> <ul style="list-style-type: none"> <li>Escalate to site leader and/or local safety/ management committee for review</li> <li>Consult with workgroup Health and Safety Representative and affected parties</li> <li>Review department <a href="#">WHS safety management</a> intranet for control requirements</li> </ul>
<b>Medium</b>	<p><b>Activity may be undertaken</b></p> <ul style="list-style-type: none"> <li>Consider ways to further reduce the risk and review the department <a href="#">WHS safety management</a> intranet</li> <li>Consult with workgroup Health and Safety Representative or affected parties</li> </ul>
<b>Low</b>	<p><b>Activity may be undertaken safely</b></p> <ul style="list-style-type: none"> <li>Monitor the activity and controls to ensure the risk remains low</li> </ul>

