

General School - No. 17 Drop Off/Pick Up (List additional hazards, risks and controls using the blank rows and blank template no.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Riskrating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Students being picked up by other than parent / guardian / designated person		Access to students by inappropriate person, injury, trauma	H	The school should be aware of the person/s normally designated to collect students from the school Establish a protocol whereby parents/ guardians inform the school if someone other than designated person is to collect student			All staff members	

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: _____

Date: / /