



KNOX GRAMMAR SCHOOL

SAFETY PLAN

KNOX GRAMMAR SCHOOL SENIOR SCHOOL CAMPUS



Knox Grammar School Pipe Band

SIMON FIELDHOUSE

Version	Date	Author/s	Update/Changes
1.0	10/6/2026	S Clark – Operational Risk Manager	First version, approved by Head of Senior School

INTRODUCTION

This safety plan is written to support and enable the delivery of events, activities and programs at the Knox Grammar School Senior School Campus including those where guests to the school are hosted onsite.

This safety plan is also supported by the following documents:

- Knox Risk Management Policy
- Knox Senior School Emergency Response Manual
- [Knox Child Protection Policy Handbook](#)

GENERAL INFORMATION

Venue Name	Knox Grammar School Senior School Campus (Senior School)
Address	Reception: 2 Borambil Ave Wahroonga Phone 02 9487 0122 Office Hours: • Monday to Friday, 7:30am – 4:30pm during Term Time • Monday to Friday, 7:30am to 4:00pm during School Holidays
Entrances	Southern (Warrawee railway station) end: 2 Borambil Ave Wahroonga Northern (Wahroonga shops/railway station) end: 7-9 Woodville Ave Wahroonga
Hours of Operation	Normal school hours term time: Monday to Friday, 7:30am – 4:30pm Extended school hours term time – morning: Monday to Friday, 5:30am – 7:30am Extended school hours term time – evening: Monday to Friday, 4:30pm – 8:30pm Saturday Sport hours term time: Saturdays 5:30am – 6:30pm Boarding House operations: 24 hours, 7 days a week during Term Time Varied programs and opening hours during Sundays and School Holidays
Access	Visitors to the School are to sign in at Reception and wear the provided ID unless approval has been gained by a Knox staff member for direct access, in which case a Knox staff member should act as chaperone to the visitor/s during their time on campus.
Security Service	Knox Senior Campus has 24-hour onsite security augmented with CCTV cameras and alarm systems. CCTV cameras scan interior and exterior public areas security personnel will respond quickly and professionally to any potential security issue. Knox Security can be called on MOB: 0418 213 550
Emergency Assembly Areas	Main Assembly Area: Main Oval ('Knox 1') – G5 on campus map below Overnight: The Great Hall steps or foyer – E3 on campus map below
Emergency Services Access	Southern (Warrawee railway station) end: 2 Borambil Ave Wahroonga Northern (Wahroonga shops/railway station) end: 7-9 Woodville Ave Wahroonga
Nearest Hospital	Hornsby Ku-ring-gai Hospital 24-hour Emergency Department Palmerston Rd, Hornsby NSW 2077 https://maps.app.goo.gl/nNZghz2JZoGcxDgr6
Key Contacts	In an Emergency - 000 (Police, Fire, Ambulance) Knox Security 24/7 - MOB: 0418 213 550 Knox Healthcare Clinic 24/7 (term time) - MOB: 0466 917 447

VISITOR SAFETY – ESSENTIAL INFORMATION (READ FIRST)

This section provides critical safety information for visiting school staff supervising students on the Knox Senior School Campus. All visiting staff are expected to read and follow the requirements below.

While on campus, visiting staff must:

- Actively supervise students at all times
- Manage student behaviour and wellbeing
- Manage student medical needs
- Conduct roll checks when required
- Follow all directions from Knox staff and emergency wardens
- Report incidents immediately

Visiting staff retain duty of care for the students in their charge at all times.

KEY CONTACTS

- Emergency (Police / Ambulance / Fire): 000
- Knox Security 24/7: 0418 213 550
- Healthcare Clinic 24/7 (term time): 0466 917 447
- Reception: 02 9487 0122

IMPORTANT SITE INFORMATION

- Sign-in required at Reception unless escorted
- Visitor ID (if issued) must be worn at all times
- No onsite parking for visitors unless pre-organised
- Follow direction of Knox staff regarding movement and access

CHILD SAFETY EXPECTATIONS

Knox Grammar School is committed to **child safety and protection**.

All visiting staff must:

- Maintain **appropriate professional boundaries**
- Supervise students appropriately at all times
- Follow all safeguarding expectations

Report any concerns immediately

IN AN EMERGENCY – KEY ACTIONS

- Follow instructions from Knox staff
- Call 000 (life-threatening emergency)
- Contact Knox Security: 0418 213 550

MEDICAL EMERGENCY

You must:

- Notify a Knox staff member immediately
- Call 000 (or ensure it has been called)
- Provide first aid if trained
- Contact Knox Healthcare Clinic (term time): 0466 917 447

EVACUATION (Fire / Smoke / Alarm)

You must:

- Leave the building immediately when directed or when alarm sounds
- Take all students with you
- Use stairs only – DO NOT use lifts
- Move to the directed assembly point

At the assembly area:

- Conduct a roll call immediately
- Report any missing students to Knox staff

Main Assembly Area: Main Oval ("Knox 1") – Alternative location will be advised if required

LOCKDOWN (Immediate Threat)

Signal: "Lock Down, Lock Down, lock the doors, stay away from the windows."

You must:

- Move students into the nearest room
- Lock doors and secure the space
- Keep students quiet and out of sight
- Turn off lights and silence devices

Do not leave the room until an "all clear" is given.

SHELTER IN PLACE (External Risk e.g. lightning storm, external gas leak)

You must:

- Remain indoors
- Do not move between buildings
- Continue supervision of students

Wait for further instructions before moving

INCIDENT REPORTING

All incidents must be reported **immediately** to a Knox staff member, including:

- Injuries
- Near misses
- Behaviour concerns
- Safety hazards

FINAL REMINDER

Your primary responsibility is the safety and supervision of your students.

In all situations, act promptly, remain calm, and follow Knox staff directions.

CHILD PROTECTION

Knox Grammar School is committed to the safety, protection and wellbeing of all students and young persons involved in activities at Knox. All students who come to Knox have the right to feel safe and be safe, including to be protected from abuse and harm. Our approach to risk management recognises the potential risks to children and young people associated with our School's programs, activities and facilities and considers online, physical and psychological environments, and the diverse circumstances and vulnerabilities of children and young people.

Knox expects any person engaged by the School or involved in the School's provision of educational services and all visitors and guests to observe the highest standards of ethical behaviour and integrity in their conduct.

Please find the full Knox Child Protection Handbook here:

https://www.knox.nsw.edu.au/documents/1748/2026_Child_Protection_Handbook_-_FINAL.pdf

INCIDENT REPORTING

All incidents, injuries, near misses, safety hazards, student behaviour issues or concerns must be reported immediately to a Knox staff member.

PHOTOGRAPHY/VIDEOGRAPHY

Visitors to Knox premises are expected to respect the privacy of Knox students and staff. Recording (photography/video) in areas where students are present should be limited to personal momentary use at events (such as performances or sports days) during times when the community and guests are permitted on campus and should not be published on social media or other platforms without consent from those who appear in the recording. Guests to Knox are not automatically approved to photograph/video/record any content that captures Knox students and/or staff members. Approval to photograph/video/record must be requested in advance via the Knox staff contact.

TRAFFIC/TRANSPORT

Knox Senior School Campus is located in a residential area with high traffic flows, particularly in the morning and afternoon at school start and finish times. Guests travelling to Knox should be aware that additional traffic around the campus may lead to significant delays for guests, school community members and the general public. In general, parking within and around the campus is very limited and cannot be relied upon by guests attending the campus.

Guests to the campus should please note the following:

- Guests travelling by bus to the School should use the dedicated bus bays on [Woodville Ave](#) to alight/board – buses must move out of the bay once buses are cleared and must not arrive for pick up to the bay well ahead of time.
- Buses can only be parked on Woodville Avenue by arrangement with the School within defined time periods.
- Guests driving to the School will need to find parking in surrounding streets – there is no parking onsite.
- Where guest vehicles are allowed onsite, the speed limit is strictly 5kmph and the movement of vehicles should be restricted to times where the school's students are in class.
- Guests travelling by train should alight at Warrawee Railway Station and walk into the School via the [Borambil Avenue Gates](#).

ACCESSIBILITY

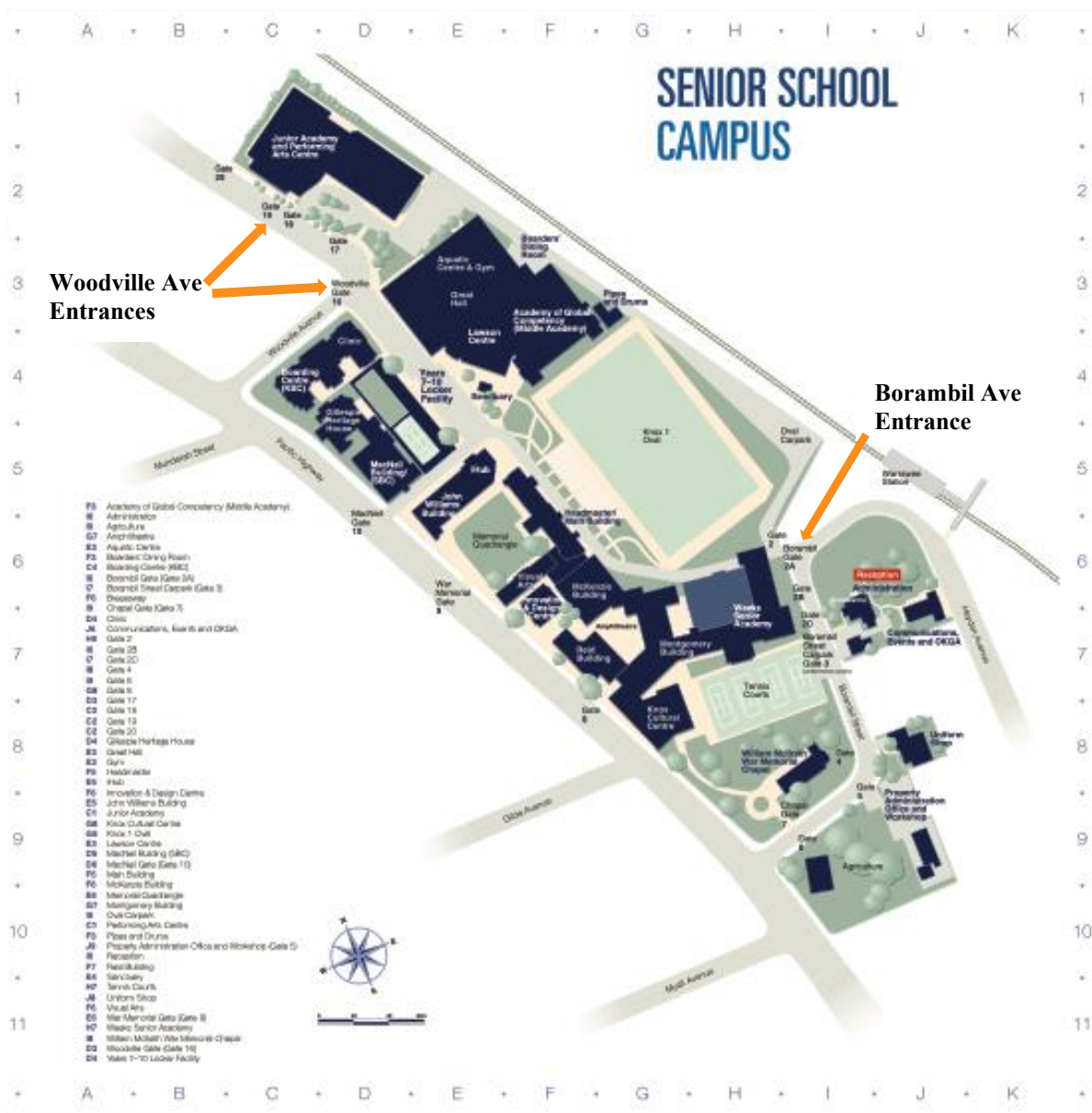
The Knox Senior School Campus is located across numerous acres and is composed of a multitude of buildings and outdoor spaces. The campus is not, in general, provisioned with full accessibility resourcing.

Whilst accessible amenities are available, including compliant bathroom facilities and seating arrangements for wheelchair users, some spaces at the campus may present difficulties for some guest with disabilities.

Guests who require specific parking, accessibility assistance and/or assistance during an emergency are asked to liaise with their school contact before attending the campus.



SENIOR SCHOOL



Updated October 2022

Knox Grammar School | 02 9487 0122 | www.knox.nsw.edu.au | Borambil Street, Wahroonga, Sydney

EMERGENCIES

Knox Senior School Campus has an Emergency Response Plan in the event of medical, weather, fire/smoke or other emergency. Trained emergency response staff will lead the implementation of all procedures. Guests to the campus are instructed to follow the directions of Knox staff in the event of an emergency, and adult guests with school students in their care are expected to perform their duty of care by containing and managing those students.

EVACUATION

If a building or multiple buildings need to be evacuated this will be communicated to guests to the campus via emergency tones and recorded messages over the campus PA system and/or verbal instructions from Knox staff. Knox staff will take the lead in the clearing the affected building/s and will identify the emergency assembly point. In the case of a single building, this will be the nearest safe location outside the building. Adult guests with school students in their care are asked to contain and manage their students during the evacuation and conduct a roll call as soon as possible after the evacuation – a representative from each visiting school is required to report to a Knox staff member and report on the status of their group – particularly in the case of unaccounted for student/s.

If all buildings are being evacuated Knox staff will guide all students and adults to the Main Oval ([‘Knox 1’](#)) which is deemed the safest location in a whole school evacuation. If this area is unsafe an alternate will be communicated by a Knox staff member.

Guests are instructed NOT TO USE LIFTS IN ANY EVACUATION. Fire isolated stairs, fire escapes and other safe routes are to be used. A campus evacuation map is found on the next page.

If a person is unable to evacuate an area due to a physical disability or injuries, others around them should ensure they are in a safe location and that their location and condition is reported to a Knox emergency warden staff member (they will generally be wearing a coloured helmet) as soon as possible.

LOCK DOWN

In very rare circumstances where a perceived or real physical threat is identified it may be necessary to instruct all persons on a Knox campus to move to hide themselves in an indoor space. This is called ‘Lock Down’ (sometimes called “Run, Hide, Tell”). If a guest to the campus identifies a perceived or real physical threat this must be reported immediately to a Knox staff member. Adult guests with school students in their care are asked to contain and manage their students and minimise risk of harm by immediately seeking shelter and following Knox staff instructions.

It is likely that the audible signal for a Lock Down will be played through the campus PA system with the words **“Lock Down, Lock Down, lock the doors, stay away from the windows.”**

Those indoors at this time are to shelter in a room following as many of the following procedures as possible:

- Lock door/s (using internal locking mechanism or key)
- Close and lock windows
- Close blinds
- Turn off lights
- Silence all devices
- Move everyone to the least visible area of the room/space
- Keep everyone quiet

Adults and students not indoors for any reason are to proceed to the nearest indoor location and follow as many of the above procedure as possible.

NO ONE SHOULD MOVE ABOUT THE SCHOOL DURING A LOCK DOWN. ALL ADULTS AND STUDENTS ARE TO REMAIN IN LOCK DOWN UNTIL AN ANNOUNCEMENT IS MADE THAT THE SIUTATION IS RESOLVED.

EVACUATION DIAGRAM

KNOX GRAMMAR SENIOR SCHOOL

LEGEND

-  EGRESS PATH TO DAY ASSEMBLY AREA
-  EGRESS PATH TO NIGHT ASSEMBLY AREA
-  FIRE ASSEMBLY AREA

EVACUATION PROCEDURES

- 1 - REMAIN CALM. DO NOT PANIC
- 2 - LEAVE BUILDING BY DESIGNATED EXIT OR THE NEAREST SAFE EXIT
- 3 - PROCEED TO THE CLOSEST **ASSEMBLY AREA** OR AS DIRECTED BY STAFF / EMERGENCY SERVICE
- 4 - REMAIN AT **ASSEMBLY AREA** UNTIL OTHERWISE DIRECTED BY STAFF / EMERGENCY SERVICE

FIRE EXTINGUISHERS

FIRE EXTINGUISHER OPERATION

- P** - PULL PIN
- A** - AIM AT EDGE OF FIRE
- S** - SQUEEZE THE HANDLE
- S** - SWEEP THE FIRE

SAFETY CONSIDERATIONS

- R**EMOVE PEOPLE
IF IN DANGER TO THE **ASSEMBLY AREA**
- A**LERT OTHERS-RAISE THE ALARM
NEARBY RESIDENCE AND MEMBERS OF THE PUBLIC
- C**ONFINE FIRE & SMOKE
REMAIN AT THE ASSEMBLY AREA IF SAFE TO DO SO
- E**VACUATE OTHERS-RAISE THE ALARM
REMAIN AT THE ASSEMBLY AREA IF SAFE TO DO SO
- IN CASE OF EMERGENCY** FIRE/POLICE/AMBULANCE



SHELTER IN PLACE

In rare circumstances where a perceived or real physical threat is identified it may be necessary to instruct all persons on a Knox campus to move/remain indoors for a period of time – for example, during a lightning storm. This is called 'Shelter in Place'. Activities/programs can generally continue as normal during a Shelter in Place order, however no one is allowed to move outside and between buildings including at any scheduled period endings/breaks including at the end of the scheduled program. If, for any reason, it is deemed that the campus should proceed to Shelter in Place, the procedures below need to be followed and adult guests with school students in their care are asked to contain and manage their students diligently.

The signal for a Shelter in Place is an emergency tone played through the campus PA system with the words "Shelter in Place, Shelter in Place, remain indoors until further notice." Email and SMS messages may also be used to alert staff. Alternatively, Knox staff may communicate this directly to the people in their care, including guests to the campus.

ALL adults and students are to remain, or move, indoors until further notice. As above, activities/programs can generally continue as normal during a Shelter in Place order, however no one is allowed to move outside and between buildings including at any scheduled period endings/breaks including at the end of the scheduled program.

Adults and staff not indoors for any reason are to proceed to the nearest indoor space and await further instructions.

ALL ADULTS AND STUDENTS ARE TO REMAIN SHELTERED UNTIL AN ANNOUNCEMENT IS MADE THAT THE SITUATION IS RESOLVED.

MEDICAL EMERGENCY

The Knox Senior School Campus Healthcare Clinic is staffed 24 hours, 7 days a week during school term time with at least one registered nurse. In school breaks (school holidays) the clinic is not staffed.

All Knox staff have current first aid training, and first aid kits that include asthma reliever puffers and epipens for anaphylaxis (see map below) and Defibrillators (AEDs) are onsite at varied accessible locations on campus (see map below).

Adult guests with school students in their care are expected to monitor and manage their student's medical needs as a priority and seek assistance from Knox staff in the case of an emergency.

Ambulance access is achieved via either the Woodville Avenue or Borambil Avenue Gates. In the case of a medical emergency the following should take place:

- Ensure a Knox staff member is aware of the emergency.
- Call 000 and request an ambulance, or ensure this is being done by someone else.
- Contact the Knox Healthcare Clinic to report the incident (term-time only): PH **0466 917 447**
- Commence first-aid treatment on the casualty/s as quickly as possible.
- Avoid moving the casualty unless absolutely necessary. If you have to move them due to risk of further injury, do so very carefully.
- If the casualty is conscious, provide reassurance whilst they receive first-aid treatment.
- Nominate someone to direct emergency services to the building entrance.
- Make sure there is a clear path for ambulance officers to access the casualty.
- Provide ambulance officers with a brief update on the casualty's condition. First-aiders should remain with the casualty to assist ambulance officers.
- Contact the casualty's 'next of kin' and provide them with details of the incident.

JAPAC (Junior Academy, Box Office, KAPA, Drama, Music)

**Aquatic Centre (Office,
First Aid Room)**

Lawson Centre
(Office, Storeroom)

Academy of Global Competency (Level 1 Office)

**Year 7-10
Locker Facility
(SAO Offices)**

Main Building (Wellbeing, Professional Learning, Headmaster's Office, Deputy Headmaster's Office)

WSA (Seniors' Hall, English, Science, Library)

Boarding (Knox Boarding Centre, Gillespie Heritage House, Senior Boarding Centre)

**John Williams Building (PDHPE,
Languages, Religion and Ethics,
iHub)**

Visual Arts

McKenzie (Common Room,
IT, Library, Cadet Office)

Reid (Classrooms)

Montgomery (Maths, Learning Support, Finance/Legal)

Knox Cultural Centre
(Main Corridor, History,
Geography)

Chape
(Foyer)

'Woodcourt'
OKGA Office and
Communications/
Events

Main Reception
(Admin)

Uniform Shop
(Admin)

Property
(Office, Work Area, Vehicles)

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Knox Risk Assessment Matrix

	CONSEQUENCE					RISK RATING	ACTION MANAGEMENT	LIKELIHOOD TABLE	
LIKELIHOOD	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)			Likelihood	Description
Almost Certain (5)	Medium (5)	Medium-High (10)	High (15)	Very High (20)	Very High (25)	VERY HIGH	UNACCEPTABLE RISK Cease until risk can be reduced - management approval required to proceed	Almost certain	There is an expectation that the risk event will occur
Likely (4)	Medium (4)	Medium (8)	Medium-High (12)	High (16)	Very High (20)	HIGH	CONTROL AND TREATMENT CRITICAL Treatment plans must be developed to support existing controls.	Likely	There is an expectation that the risk event will occur at some point
Possible (3)	Low (3)	Medium (6)	Medium (9)	Medium-High (12)	High (15)	MEDIUM-HIGH	CONTROL CRITICAL Careful monitoring of controls and the implementation of control improvements.	Possible	There is an increased likelihood that the risk event will occur at some time
Unlikely (2)	Low (2)	Medium (4)	Medium (6)	Medium (8)	Medium-High (10)	MEDIUM	ONGOING REVIEW Regular cycle of control reviews.	Unlikely	There is a possibility that the risk event will occur at some time
Rare (1)	Low (1)	Low (2)	Low (3)	Medium (4)	Medium (5)	LOW	NO MAJOR CONCERN Systems/processes are currently adequate.	Rare	The risk event will only occur in exceptional circumstances

CONSEQUENCE TABLE

Risk Category	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Life and Health (incl. Child Safeguarding)	- Slight injury requires First Aid only and no lost time. - Environment remains safe and protective. No breach of duty of care.	- Injury requires a doctor. - Less than 1 week off work/ school. - Minor trauma experienced. - No ongoing treatment required. - No abuse or neglect involved.	- Significant injury requiring hospitalisation. - A week to 1 month off work/ school. - Moderate trauma requiring short term treatment. - Isolated or low-level neglect or risk exposure.	- Life-threatening injury requires lengthy hospitalisation/ rehabilitation. - More than a month off work/ school. - Major trauma resulting in long term psychological damage. May trigger child protection response.	- Death or permanent serious disability. - Unlikely to be able to return to work/ school. - Catastrophic trauma resulting in extensive life changing psychological damage. - Legal intervention likely.
Physical Assets	Localised damage, easily repaired.	Minor damage and repairable.	- Material damage to significant buildings, plant and equipment. - Repairable.	- Extensive damage to significant buildings, plant and equipment. - Repairs difficult.	Total loss of significant buildings, plant and equipment, records.
Non-Physical Assets	Fully recoverable loss of 1 day's data or work in progress.	- Loss of up to 1 week of data/work. - Mostly recoverable.	- Material loss of data. - Some recoverable.	- Loss of more than 3 months of key data. - Not recoverable.	Total loss of all electronic data and work in progress.
Social Licence	No reputational damage	Minimal reputational damage and mitigation applied expeditiously	Active social response requiring mitigation and proactive response	Significant social backlash requiring major changes and public response	Long-term damage and loss of ability to deliver on our objectives
Financial	Loss can be recovered within budget	Loss can be recovered with minimal change to budget	Loss can be recovered with refinancing or delaying other expenditure	Sustained loss that will require changes to funding and or operational expenditure	Long-term loss requiring change to strategy or limited funding of initiatives
Regulatory or Compliance	No fine or no action taken	Minimal fine or corrective action required	Fines and penalties and remediation action required	Significant penalties and public remediation required	Long-term remediation and loss of ability to deliver on our objectives

RISK ASSESSMENT: CHILD SAFEGUARDING

HAZARD / RISK	UNTREATED RISK			CONTROLS <i>Hierarchy of Control: Elimination, Substitution, Isolation, Engineering, Administration, Personal Protection.</i>	TREATED RISK			PERSONNEL RESPONSIBLE
	Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating	
Child abuse/assault	5	3	15	- Knox has a robust child safeguarding policy and staff code of conduct - Knox delivers compulsory, ongoing child safeguarding training for all staff - All Knox staff have a current Working with Children clearance - CCTV is in place at approved indoor and outdoor public space locations across the campus - Knox Security are onsite 24 hours - Toilets are clearly delineated for students and adults and are gender-separated - Staff supervision is planned and provided by Knox staff for all activities and programs - Common areas used to learning activities have see-through panels to allow observation of spaces *IT IS THE EXPECTATION THAT ALL VISITING SCHOOL STAFF/VOLUNTEERS (GUESTS) SUPERVISE THE STUDENTS IN THEIR CARE STRICTLY	4	1	4	Knox management Knox staff Knox Property team Knox Security team Visiting school staff

RISK ASSESSMENT: MEDICAL AND HEALTH

HAZARD / RISK	UNTREATED RISK			RISK MITIGATION ACTIONS <i>Hierarchy of Control: Elimination, Substitution, Isolation, Engineering, Administration, Personal Protection.</i>	TREATED RISK			PERSONNEL RESPONSIBLE
	Consequence	Likelihood	Score		Consequence	Likelihood	Score	
Medical emergency	5	3	15	- All Knox staff have emergency first aid training - First aid kits with Epi pens and Asthma Reliever Puffers and AEDs are available - Knox Healthcare Clinic is staffed with a registered nurse 24 hrs/7 days in term time	4	1	4	Knox staff Knox healthcare staff Visiting school staff

				*IT IS THE EXPECTATION THAT ALL VISITING SCHOOL STAFF/VOLUNTEERS (GUESTS) MONITOR AND MANAGE THE MEDICAL NEEDS OF THE STUDENTS IN THEIR CARE AT ALL TIMES				
Allergic reaction from food	5	3	15	As above for medical response, plus: - Catering staff provide for dietary requirements based on the information provided to them - Food has appropriate labelling to allow guests to assess the ingredients for their consumption - Catering staff are available to answer questions about food ingredients and cooking methods - Food provided is generally low allergen *IT IS THE EXPECTATION THAT ALL VISITING SCHOOL STAFF/VOLUNTEERS (GUESTS) MONITOR AND MANAGE THE MEDICAL NEEDS OF THE STUDENTS IN THEIR CARE AT ALL TIMES	4	1	4	Knox staff Knox catering staff Visiting school staff

RISK ASSESSMENT: SCHOOL STUDENTS

HAZARD / RISK	UNTREATED RISK			RISK MITIGATION ACTIONS <i>Hierarchy of Control: Elimination, Substitution, Isolation, Engineering, Administration, Personal Protection.</i>	TREATED RISK			PERSONNEL RESPONSIBLE
	Consequence	Likelihood	Score		Consequence	Likelihood	Score	
Student conduct is negative impacting the success of the event, causing offence and negatively impacting the reputation of their school	3	2	6	- Knox staff supervision is constant and vigilant - Knox's Discipline Policy is followed strictly by Knox staff *IT IS THE EXPECTATION THAT ALL VISITING SCHOOL STAFF/VOLUNTEERS (GUESTS) MONITOR AND MANAGE THE CONDUCT OF THE STUDENTS IN THEIR CARE AT ALL TIMES	2	1	2	Knox staff Visiting school staff

RISK ASSESSMENT: VENUE/INFRASTRUCTURE RISKS

HAZARD / RISK	UNTREATED RISK			RISK MITIGATION ACTIONS <i>Hierarchy of Control: Elimination, Substitution, Isolation, Engineering, Administration, Personal Protection.</i>	TREATED RISK			PERSONNEL RESPONSIBLE
	Severity	Likelihood	Score		Severity	Likelihood	Score	
General hazards presented by the activities – injuries to students and staff	5	2	10	- Knox carries appropriate public liability insurance - Knox has an emergency response plan and staff are aware of procedures and trained - Knox staff will monitor risk during the event within their level of experience and expertise and stop any activity if they believe this risk is too high - Knox has a 24-hour security service to support an emergency situation	3	1	3	Knox event staff Knox property staff Knox security staff
Injury due to slipping on wet or dusty floors/surfaces	3	2	6	- Cleaning is conducted prior to event to allow for drying - Signage is used to identify wet areas after cleaning as needed - Slip hazards are isolated until they can be managed - Cleaning team are on standby to manage any spills/issues - DO NOT RUN signage is displayed around the campus and enforced by Knox staff	3	1	3	Knox staff Knox property staff Knox cleaning staff
Untidiness – causing trip / fire hazard	3	2	6	- Venue is checked for hazards prior to the event - Hazards are isolated until they can be managed - Property team are on standby to manage any equipment/infrastructure issues - Cords and leads are managed to minimise trip hazards	3	1	3	Knox staff Knox property staff
Fire/emergency egress	3	2	6	- Venue is checked for compliance on a scheduled basis by property team and contractors - Event staff check all emergency exits are clear of obstructions/people on the day of the event and during the event - Emergency training and drills have taken place	3	1	3	Knox staff Knox property staff
Electrocution risk	5	3	15	- Venue is checked for compliance on a scheduled basis by property team and contractors - Tagging and testing is in place for all appliances being used on the day - Faulty items are isolated - Cords and leads are managed to minimise electrocution risk - Healthcare Clinic is staffed 24 hrs/7 days	4	1	4	Knox Property staff Knox healthcare staff
Hazardous substances	5	3	15	- Venue is checked for chemical storage compliance on a scheduled basis by property team and contractors - Chemicals are locked away - Staff have access to safety data sheets - Healthcare Clinic is staffed 24 hrs/7 days	3	1	4	Knox Property staff Knox healthcare staff

Equipment in unsuitable condition for requirements	3	2	6	- Equipment is checked for operational suitability and compliance on a scheduled basis by relevant staff and contractors - Faulty items are isolated and replaced/repared	3	1	4	Knox Property staff
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