

Education Sector Guidance – Bus Safety

Risk Register

The excerpt from the BSR is as follows:

BSR Sch 3.6 Hazard, risk and change management

3.6.1 Documented processes and procedures to identify and manage safety hazards and risks, including processes to ensure the following matters are considered when determining what is reasonably practicable in relation to ensuring the safety of the bus operations—

- (a) the likelihood of the hazard or risk concerned eventuating;
- (b) the degree of harm that would result if the hazard or risk eventuated;
- (c) what the bus operator knows, or ought reasonably to know, about the hazard or risk and any ways of eliminating or reducing the hazard or risk;
- (d) the availability and suitability of ways to eliminate or reduce the hazard or risk;
- (e) the cost of eliminating or reducing the hazard or risk.

3.6.2 Documented processes and procedures for ensuring changes which may affect the safety of bus operations are identified and managed.

What does this mean – what do you need to do?

You are required to manage safety risks as part of your bus operator accreditation.

One form of doing so is by actively using a risk register. This means regular review of risks, updating the risk register with new risks and ensuring that old risks are still being addressed and managed in the most appropriate way.

For example:

Risk – Bus Roll Away. – Drivers trained to ensure the park brake is correctly applied when parking a bus.

This may have been a way of addressing the risk at the time but maybe there are new technologies in the industry that can further reduce this risk or even eliminate it completely. Part of ensuring your risks are satisfactory managed may be by keeping up with industry trends, movements and achievements.

If you already have a risk register for your business, then simply adding in items that relate to the buses you operate will be sufficient.

For those that do not already have a risk register, the Regulations listed above, say that for each risk identified, you must record certain elements. Below are the better-known descriptions of those elements:

- The name of the risk
- How likely it is that the risk could happen
- How badly someone or thing could get hurt or damaged
- When the risk was identified
- What has been done to eliminate the risk or at least reduce the risk
- The most suitable way to eliminate or reduce the risk
- The costs involved.

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You also need an appropriate Risk Matrix to assist in determining the likelihood of something occurring and the impact i.e. injuries or damage that may be sustained. Here is an example of a Risk Matrix. This is an example only. You may have your own matrix that you wish to use.

Table 1: Safety Risk Assessment Matrix

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
↑ Likelihood	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

Ref: This matrix example was located on the following website, and we credit them with its design. <https://www.armsreliability.com/page/resources/blog/beyond-the-risk-matrix>

Risk Legend

- L - Low risk:** Risk generally acceptable; manage further by routine procedures
- M - Medium risk:** Take opportunities to reduce risk further so far as is reasonably practicable
- H - High risk:** Risk to be reduced so far as is reasonably practicable
- E - Extreme risk:** Action is required to reduce the risk

For example:

Risk	Cause of Risk	Likelihood of Risk Happening	Consequence	Date Risk Identified	Mitigator	Cost
Collision - Vehicle	Driver inaction, error, fatigue	Likely	Serious injuries	1/7/2022	Driver training Driver awareness of <ul style="list-style-type: none"> • D&A Policy • Fatigue management Policy Driver Roster Review	Nil