

Site Risk Assessment

© 2026 Padea Education Pty Ltd. All rights reserved.

Site Details

Field	Detail
Site	[School Name, Building, Room(s)]
Activity	Weekly, small-group study and tutoring sessions held on-campus, after school hours. Sessions are led by recent high school graduates/current university students and include dinner delivered as individually boxed meals.
Assessment Type	[New Site / Annual Review / Post-Incident / Material Change/ Other]
Date	[DD/MM/YYYY]
Assessor	[Full Name]

Physical Environment

Item	Yes	No	Notes/Required Actions
Supervision			
All spaces in use have no blind spots where tutor-student interactions cannot be seen. If applicable, doors to these spaces can be left open or allow visibility into the space when closed.	✓	✓	[Fill If No]
All spaces in use offer line of sight to all students and point(s) of entry from a manager or tutor's working position.	✓	✓	[Fill If No]
If more than one space is in use, managers and tutors can see into any adjacent spaces (e.g. through open doors, windows, an open-plan layout, etc.).	✓	✓	[Fill If No]
Any isolated areas in or next to the space(s) in use can be locked or are visible from a manager or tutor's working position (e.g. storerooms, unused breakout rooms, etc.)	✓	✓	[Fill If No]

Access

The student collection area (e.g. carpark or street) is well-lit and close to the space. There is a clear, well-lit route from the space to the student collection area that can be easily supervised.



[Fill If No]

There is a parking location and safe route for catering deliveries that minimises student contact.



[Fill If No]

Amenities

Adult and student bathrooms are separate from each other or single-use/accessible (only one person can use at a time). Bathrooms are close to the space, with well-lit routes.



[Fill If No]

Drinking water is accessible via a tap, water fountain or bottle-filling station close to the space.



[Fill If No]

The space has an area that can be set up to serve catering in an orderly manner (enough room to prevent overcrowding and separate from the seating area).



[Fill If No]

Mobile reception is good enough in the space to make and receive calls/texts. Data connectivity is good enough in the space for the Padea app to function.



[Fill If No]

Emergencies

There is an adequate after-hours evacuation assembly point. Evacuation routes from the space to this point are clearly signposted and free of obstruction.



[Fill If No]

Identified Risks and Actions

#	Risk	Action	Owner	Due	Closed
1	[Fill If Applicable]	[Fill If Applicable]	[Full Name]	[DD/MM/YYYY]	[DD/MM/YYYY]
2	[Fill If Applicable]	[Fill If Applicable]	[Full Name]	[DD/MM/YYYY]	[DD/MM/YYYY]
3	[Fill If Applicable]	[Fill If Applicable]	[Full Name]	[DD/MM/YYYY]	[DD/MM/YYYY]
4	[Fill If Applicable]	[Fill If Applicable]	[Full Name]	[DD/MM/YYYY]	[DD/MM/YYYY]

5	[Fill If Applicable]	[Fill If Applicable]	[Full Name]	[DD/MM/YYYY]	[DD/MM/YYYY]
6	[Fill If Applicable]	[Fill If Applicable]	[Full Name]	[DD/MM/YYYY]	[DD/MM/YYYY]
7	[Fill If Applicable]	[Fill If Applicable]	[Full Name]	[DD/MM/YYYY]	[DD/MM/YYYY]
8	[Fill If Applicable]	[Fill If Applicable]	[Full Name]	[DD/MM/YYYY]	[DD/MM/YYYY]