

MARITIME ACTIVITY - RISK MANAGEMENT PLAN

EFFECTIVE DATE	January 2017	DOE FILE	EDOC2016/14093
REVIEW DATE	December 2017	VERSION NUMBER	1.1

TO BE COMPLETED FOR EACH TRIP BY THE TEACHER IN CHARGE AND COMMUNICATED TO ALL PARTICIPANTS IN THE ACTIVITY

SCHOOL:		YEAR/S:	
LOCATION:		YEAR:	
TEACHER IN CHARGE:		MOBILE PHONE:	
ADDITIONAL CONTACT DETAILS - SAT PHONE:		RADIO CALL SIGN & FREQUENCY:	
Maritime Staff & Responsible Adults:	Teacher in charge: _____ Responsible adult: _____ Land based contact: _____	Boat/s:	
Attendance: <i>(Complete checklist)</i>	<input type="checkbox"/> Students have completed excursion forms <input type="checkbox"/> Daily list of attending students left with school office <input type="checkbox"/> Student list with teacher in charge divided into boat groups <input type="checkbox"/> Each boat teacher in charge/responsible adult has list of names for their boat	Boat survey and restrictions <i>(Select all that apply)</i>	<input type="checkbox"/> 2D survey - operation in gazette sheltered waters and/or no more than 1NM offshore. <input type="checkbox"/> 2C survey - No further than 15NM offshore <input type="checkbox"/> Other _____
Equipment:	<input type="checkbox"/> Commercially registered boat with current survey certificate <input type="checkbox"/> Other equipment outside of survey requirements: <i>(list)</i>	Police/Ambulance/Fire:	000
		Principal has read and signed Risk Management Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No - reason must be provided:
Additional preparation: <i>(Select all that apply)</i>	<input type="checkbox"/> Students have Elements of Shipboard Safety Certificate <input type="checkbox"/> Students have practiced Man Overboard drills <input type="checkbox"/> Other _____	First Aid: <i>(Complete checklist)</i>	<input type="checkbox"/> First aid kit in each boat (survey requirement) <input type="checkbox"/> Enough water for 2L per person in boat (recommended 4L for northern waters) <input type="checkbox"/> Sunscreen provided

Instructions: The below is a summary of risks and responses that may be relevant for this activity. Please ensure each box has either a tick or a N/A in it. This is a sample and doesn't necessarily include all information relevant to your specific journey. Ensure all additional information relevant to your specific circumstances is included below. Potential risks could include:

- People (leadership, skill level, experience, qualifications, fitness, medical emergency)
- Equipment and Resources (clothing, quality of equipment, availability of equipment, safety requirements, vehicles, transport)
- Environmental Factors (weather conditions, terrain, traffic considerations, political considerations)
- Student health or swimming ability

APPLICABLE?	RISK DESCRIPTION	LIKELIHOOD	CONSEQUENCES	RESPONSE TO RISK	ACTION PERSON
<input type="checkbox"/>	Man overboard (medium)	Likely	Insignificant – Moderate. Could require minor or significant first aid depending on specific scenario.	<input type="checkbox"/> Staff & adults have current first aid certificates <input type="checkbox"/> Students briefed of any hazards on vessel. <input type="checkbox"/> All students have filled in medical information sheets. <input type="checkbox"/> Students briefed on how to maintain balance and a good hold in seas <input type="checkbox"/> Student has lifejacket on with AIS <input type="checkbox"/> Adult has first aid certificate <input type="checkbox"/> Adult is practiced in MOB retrieval <input type="checkbox"/> Students trained in MOB procedures as a priority <input type="checkbox"/> Other:	Skipper / responsible adult
<input type="checkbox"/>	Injuries when launching or retrieving vessel or anchoring vessel. Risks include: <ul style="list-style-type: none"> • Marine sting • Run over by trailer or vehicle • Slipping whilst boarding vessel (High)	Possible	Moderate – could require first aid	<input type="checkbox"/> Ensure students are briefed about launching and retrieving procedures <input type="checkbox"/> Ensure no students are on boat ramp when reversing trailer <input type="checkbox"/> Students to be in the vessel when launching or have safe dry access to board vessel to avoid marine stings <input type="checkbox"/> Students to wear long sleeve shirts and gloves when retrieving anchor if windlass is not available <input type="checkbox"/> If students are required to enter water to assist with launching and retrieving, they are to wear protective clothing (long light weight pants or stinger suit with footwear) <input type="checkbox"/> Other:	Skipper / responsible adult
<input type="checkbox"/>	Unpredictable weather risks (High)	Possible – especially in the wet season where storms are likely to occur with little notice.	Moderate – would require adjustment to the planned program / excursion. First Aid may be needed if man overboard occurs.	<input type="checkbox"/> Check Bureau of Meteorology website prior to any boating activities to check weather forecast <input type="checkbox"/> Remove fishing rods and put on floor <input type="checkbox"/> Stay as low to the floor as you can <input type="checkbox"/> Wear rubber shoes <input type="checkbox"/> Seek shelter near bank or coastline <input type="checkbox"/> Secure your boat <input type="checkbox"/> Have bilge pump working and open scuppers (if fitted)	Skipper / responsible adult

APPLICABLE?	RISK DESCRIPTION	LIKELIHOOD	CONSEQUENCES	RESPONSE TO RISK	ACTION PERSON
<input type="checkbox"/>	Storms & weather events meaning that site of land is lost. (High)	Possible in the wet season.	Moderate - would require adjustment to the planned program / excursion. First Aid may be needed if man overboard occurs.	<input type="checkbox"/> Other: Stop until visibility returns <input type="checkbox"/> Check Bureau of Meteorology website prior to any boating activities to check weather forecast <input type="checkbox"/> Use compass/electronic equipment to navigate home <input type="checkbox"/> Need to message land based person re change of time <input type="checkbox"/> Utilise 30/30 rule (if thunder is heard within 30 seconds of lightning) to determine proximity of storm in preparedness to act or if possible, relocate. <input type="checkbox"/> If within mobile range, check Bureau of Meteorology website <input type="checkbox"/> Other:	Skipper / responsible adult
<input type="checkbox"/>	Dehydration - Not drinking sufficient water in the environmental conditions (medium)	Possible	Minor - Head ache/ lethargy may need to be treated	<input type="checkbox"/> Provide drinking water for participants and encourage them to drink water on regular intervals - minimum of 4 litres per person on board <input type="checkbox"/> Other:	Skipper / responsible adult
<input type="checkbox"/>	Exposure to the elements for an extended period of time (high)	Possible	Moderate - Sun burn, heat exhaustion, sun stroke and possible hypothermia may need to be treated	<input type="checkbox"/> Wear long sleeve shirts, wide brim hats & sun block. Have regular breaks and drink plenty of water. <input type="checkbox"/> Have breaks in the shade. <input type="checkbox"/> For wet conditions, wet weather jackets and for dry season mornings, fleece and wind jackets <input type="checkbox"/> Other:	Skipper / responsible adult
<input type="checkbox"/>	<i>Add additional as required</i>				
<input type="checkbox"/>	<i>Add additional as required</i>				
<input type="checkbox"/>	<i>Add additional as required</i>				

Assessed by (Print Name):	Signature(s):	Date & Time of Assessment:	Principal Name:	Signature approval:
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LIKELIHOOD

Risk Level	Descriptor	
1	Rare	Exceptional circumstances
2	Unlikely	Not expected to occur
3	Possible	Could occur at some time
4	Likely	Will probably occur in most circumstances
5	Almost certain	Expected in most circumstances

CONSEQUENCES

Risk Level	Descriptor	
1	Insignificant	Would not hinder program outcomes
2	Minor	Would threaten an element of program
3	Moderate	Necessitates signification adjustment to overall program
4	Major	Would threaten achievement of outcomes
5	Severe	Would stop achievement of outcomes

LEVEL OF RISK

Use the below risk analysis matrix to determine the level of risk.

Likelihood	Consequence				
	1 (insignificant)	2 (minor)	3 (moderate)	4 (major)	5 (severe)
1 (rare)	Low	Low	Medium	High	High
2 (unlikely)	Low	Low	Medium	High	Extreme
3 (possibly)	Low	Medium	High	Extreme	Extreme
4 (likely)	Medium	High	High	Extreme	Extreme
5 (almost certain)	High	High	Extreme	Extreme	Extreme