

RISK MANAGEMENT PLAN

SCHOOL:		YEAR/S:	
LOCATION:		DATE OF EXCURSION:	
TEACHER IN CHARGE:		PHONE:	
ADDITIONAL CONTACT DETAILS FOR CATEGORY B, C AND D EXCURSIONS (fill in details where applicable):			
Will your excursion/event include any unstructured and/or free time aquatics activities for students?	Yes / No	If yes please identify how student swimming ability (for banding) will be assessed e.g. swimming lesson data or Water Survival Challenge assessment.	
Staff on Excursion:		Tour/bus company:	
Adults on Excursion:		Airline:	
Equipment:		Police/Ambulance/Fire:	
Attendance:		First Aid:	

POTENTIAL RISK	LIKELIHOOD (include example)	CONSEQUENCES (include example)	LEVEL OF RISK	RESPONSE	ACTION PERSON
<i>Physical injury - minor</i>	<i>5 (sprained wrist, stubbed toes)</i>	<i>1 (requiring minimal first aid)</i>	<i>High</i>	<i>Two of the accompanying adults are senior first aid trained. All students have filled in medical information sheets.</i>	<i>Jack Jones (teacher in charge)</i>
Assessed by (Print Name):	Signature:	Date & Time of Assessment:	Principal Name:	Signature approval:	

POTENTIAL RISK

Identify potential risks that may occur on the excursion. These may 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)

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