

Risk Management Plan – Example for Swimming Program

SCHOOL:	Needham School	YEAR/S:	Year 7 End of Year Casuarina Pool Excursion
LOCATION:	Casuarina Pool - Phone: 8956 5888	DATE OF EXCURSION:	20 December 2012
TEACHER IN CHARGE:	Jack Jones	PHONE:	0400 123 456
ADDITIONAL CONTACT DETAILS FOR CATEGORY B, C AND D EXCURSIONS (fill in details where applicable):			
Will your excursion/event include any unstructured/free time aquatics activities?		Yes – We will ensure students are assessed through the Water Survival Challenge and appropriately 'banded'	
Staff on Excursion:	8 x teachers (2 with Bronze and first aid qualifications) 4 Teacher assistants (2 with Bronze qualifications)	Tour/bus company:	Denmans 8964 5034
Adults on Excursion:	2 parents	Airline:	NA
Equipment:	Coloured bands x 150 and Water Safety Kit	Police/Ambulance/Fire:	000
Attendance:	120 students: List of attending students and consent forms left with school office, student list and copy of consent forms with teacher in charge.	First Aid:	First aid kit with teacher in charge and consent forms.

POTENTIAL RISK	LIKELIHOOD (include example)	CONSEQUENCES (include example)	LEVEL OF RISK	RESPONSE	ACTION PERSON
Physical injury – minor	5 (sprained wrist, stubbed toes)	1 (requiring minimal first aid)	High	Two staff are senior first aid trained. All students have filled in consent/medical forms.	Jack Jones / all staff

<i>(People)</i>					
Use of inflatable pool device <i>(Equipment & Resources)</i>	5 (slip off surface, friction burn, impeded field of vision)	5 (requiring minimal - significant first aid)	Extreme	Two staff are senior first aid trained. All students have filled in consent/medical forms. Bronze Medallion supervising device as well as additional teacher (policy).	Jack Jones
Storms <i>(Environmental Factors)</i>	3 (early wet season)	3 (take shelter as required)	High	Remove students from pool, if lightning is around, take shelter under a rigid structure (not trees).	All staff
Assessed by (Print Name):	Signature(s):	Date & Time of Assessment:	Principal Name:	Signature approval:	

EXAMPLE

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