



A Risk Assessment must be completed and approved by the preschool team leader prior to booking an excursion.

***RISK ASSESSMENT AND MANAGEMENT PLAN***

|   |                 |  |                |                   |
|---|-----------------|--|----------------|-------------------|
| <b>Preschool</b>  |                 |  |                |                   |
| <b>Activity/Destination</b>   |                 |  |                |                   |
| <b>Are there any water hazards or risks associated with water-based activities? If yes, must be listed below.</b> |                 |  |                |                   |
| <b>Date</b>   |                 | <b>Time</b>  |                |                   |
| <b>Proposed duration of excursion</b>   |                 |  |                |                   |
| <b>Number of Participants</b>   | <b>Students</b> | <b>Supervising Staff</b>   | <b>Parents</b> | <b>Volunteers</b> |
| <b>Excursion Coordinator</b>  |                 | <b>Phone</b>   | <b>Mobile</b>  |                   |
| <b>Method of Transport and proposed route</b>   |                 |  |                |                   |
| <b>Excursion checklist – items to be taken on the excursion</b>   |                 |  |                |                   |
| <input type="checkbox"/> First aid kit  |                 | <input type="checkbox"/> List of adults participating in the excursion |                |                   |
| <input type="checkbox"/> List of children attending the excursion   |                 | <input type="checkbox"/> Contact information for each adult            |                |                   |

|   |   |
|---|---|
| <input type="checkbox"/> Contact information for each child | <input type="checkbox"/> Mobile phone / other means of communicating with the school & emergency services |
| <input type="checkbox"/> Medical information for each child | <input type="checkbox"/> Other items, please list   |

**Activity Description:**

| <b>Risk</b><br>(What could happen and How would it happen) | Likelihood | Consequence | Risk rating | <b>Risk Control / Prevention Measures</b><br>(What are you going to do to prevent or reduce the risk) | Responsible Officer /s | <b>Control Timetable</b><br>(by when) | Priority rating |
|--|------------|-------------|-------------|---|------------------------|---------------------------------------|-----------------|
|  |            |             |             |   |                        |                                       |                 |
|  |            |             |             |   |                        |                                       |                 |
|  |            |             |             |   |                        |                                       |                 |
|  |            |             |             |   |                        |                                       |                 |
|  |            |             |             |   |                        |                                       |                 |

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|--|------------|-------------|-------------|---|------------------------|---------------------------------------|-----------------|
|  |            |             |             |   |                        |                                       |                 |
|  |            |             |             |   |                        |                                       |                 |
|  |            |             |             |   |                        |                                       |                 |
|  |            |             |             |   |                        |                                       |                 |

| <b>Risk</b><br>(What could happen and How would it happen) | Likelihood | Consequence | Risk rating | <b>Risk Control / Prevention Measures</b><br>(What are you going to do to prevent or reduce the risk) | Responsible Officer /s | <b>Control Timetable</b><br>(by when) | Priority rating |
|--|------------|-------------|-------------|---|------------------------|---------------------------------------|-----------------|
|  |            |             |             |   |                        |                                       |                 |
|  |            |             |             |   |                        |                                       |                 |
|  |            |             |             |   |                        |                                       |                 |
|  |            |             |             |   |                        |                                       |                 |

Add additional rows or tables, if required

**RISK ASSESSMENT MATRIX**

|                |   | Consequence   |        |          |         |              |
|----------------|---|---------------|--------|----------|---------|--------------|
|                |   | Insignificant | Minor  | Moderate | Major   | Catastrophic |
| Likelihood     |   | 1             | 2      | 3        | 4       | 5            |
| Almost certain | 5 | Medium        | High   | High     | Extreme | Extreme      |
| Likely         | 4 | Medium        | Medium | High     | High    | Extreme      |
| Possible       | 3 | Low           | Medium | Medium   | High    | Extreme      |
| Unlikely       | 2 | Low           | Low    | Medium   | High    | High         |
| Rare           | 1 | Low           | Low    | Medium   | Medium  | High         |

**Risk Likelihood**

| Rating | Scale          | Criteria   |
|--------|----------------|--|
| 1      | Rare           | <ul style="list-style-type: none"> <li>Remote chance of risk event and even then in highly exceptional circumstances,</li> <li>1 in 10,000</li> </ul>                                |
| 2      | Unlikely       | <ul style="list-style-type: none"> <li>Risk event unlikely to occur but change of circumstances or situation may create opportunity for risk to arise</li> <li>1 in 1,000</li> </ul> |
| 3      | Possible       | <ul style="list-style-type: none"> <li>Foreseeable that risk event may occur, but is not expected to occur</li> <li>1 in 500</li> </ul>  |
| 4      | Likely         | <ul style="list-style-type: none"> <li>Risk event likely to occur at least once</li> <li>1 in 100</li> </ul>   |
| 5      | Almost Certain | <ul style="list-style-type: none"> <li>Expect frequent occurrences</li> <li>1 in 10</li> </ul>   |

## Risk Consequences

| Rating | Description   | Remarks   |
|--------|---------------|---|
| 1      | Insignificant | <ul style="list-style-type: none"> <li>• No Injuries</li> <li>• Negligible community disruption</li> <li>• No disruption to excursion</li> <li>• No environmental or other damage.</li> <li>• Minimal financial risk or loss (1% of budget)</li> </ul>  |
| 2      | Minor         | <ul style="list-style-type: none"> <li>• Small number of injuries</li> <li>• Only first aid required</li> <li>• Limited disruption to excursion</li> <li>• Some environmental or other property damage</li> <li>• Some financial risk or loss (2.5% of budget)</li> </ul>   |
| 3      | Moderate      | <ul style="list-style-type: none"> <li>• Ambulance / Hospital Treatment required</li> <li>• Some community inconvenience</li> <li>• Some activities unable to proceed</li> <li>• Some environmental damage (minor long term effect)</li> <li>• Other property damage</li> <li>• Significant financial risk or loss (5% of budget)</li> </ul>      |
| 4      | Major         | <ul style="list-style-type: none"> <li>• Extensive injuries</li> <li>• Significant hospitalisation</li> <li>• Some community displacement</li> <li>• Extensive environmental damage (long term effect)</li> <li>• Other extensive property damage</li> <li>• Serious financial risk or loss (10 % of budget)</li> </ul>                           |
| 5      | Catastrophic  | <ul style="list-style-type: none"> <li>• Fatalities</li> <li>• Injuries and extended hospitalisation periods</li> <li>• Widespread community displacement</li> <li>• Extensive and widespread property damage</li> <li>• Significant short or long term environmental damage</li> <li>• Extreme financial risk or loss (25% of budget)</li> </ul> |

**Risk Priority**

| Description  | Priority Ranking |
|--|------------------|
| <b>Immediate</b><br>Requires immediate intervention by Schools Directorate<br>Requires immediate attendance of various emergency services / multiple casualties to hospital        | A                |
| <b>High</b><br>Requires involvement from Schools Directorate<br>Requires attendance of emergency service personnel (ambulance, police, fire brigade) or transportation to hospital | B                |
| <b>Significant</b><br>Requires involvement or attention from principal<br>Requires immediate attention from first aid officer  | C                |
| <b>Low</b><br>Requires assistance by staff on site / Possible attention by first aid officer   | D                |
| <b>Negligible</b><br>Requires no action  | E                |

|                   |  |        |  |
|-------------------|--|--------|--|
| Event Coordinator |  | Signed |  |
| Date              |  |        |  |
| Principal         |  | Signed |  |
| <b>Date</b>       |  |        |  |