



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

RISK ASSESSMENT AND MANAGEMENT PLAN

Preschool				
Activity/Destination				
Are there any water hazards or risks associated with water-based activities? If yes, must be listed below.				
Date		Time		
Proposed duration of incursion				
Number of Participants	Students	Supervising Staff	Parents	Volunteers
Incursion Coordinator		Phone	Mobile	
Incursion checklist – items to be available during the incursion				
<input type="checkbox"/> First aid kit		<input type="checkbox"/> List of adults participating in the incursion (Volunteer roster)		
<input type="checkbox"/> Class roll		<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:

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

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

Risk Consequences

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

Risk Priority

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

Event Coordinator		Signed	
Date			
Principal		Signed	
Date			