

APPENDIX B RISK MANAGEMENT PLAN

Section 1: The Activity											
Name of activity:					Start time:				Start date:		
Location/ venue address and contact details:					Finish time:				Finish date:		
Brief description of activity/activities											
Year groups involved:		Total number of students:		Male:		Female:		X (indeterminate/ intersex/unspecified):			
Teacher-in-charge:				Experience/Qualifications:		<insert experience directly related to desired activities and location, relevant qualifications (including first aid/aquatic rescues), applicable licences etc.>					
Supervisory team member(s):				Experience/Qualifications:							
Vehicle(s)/vessel(s) make, models and registration numbers											
Section 2: Purpose											
Educational purpose of the activity:											

Section 3: Risk Rating Matrix							
Risk rating		Consequences					Likelihood
		Insignificant	Minor	Moderate	Major	Critical	
Likelihood	Almost certain	Medium	Medium	High	Extreme	Extreme	Consequences
	Likely	Medium	Medium	High	Extreme	Extreme	
	Possible	Low	Medium	Medium	High	Extreme	
	Unlikely	Low	Low	Medium	High	High	
	Rare	Low	Low	Low	Medium	High	
	Almost certain	Expected to occur in most circumstances.					
	Likely	High probability of occurring.					
	Possible	May occur at some point in time.					
	Unlikely	Unlikely to occur but could happen.					
	Rare	Occurs infrequently.					
	Insignificant	No injuries with no impact on activity.					
	Minor	Basic first aid treatment required (onsite), limited impact on activity					
	Moderate	Medical treatment required with disruption or delays to activity.					
	Major	Serious injury requiring specialist treatment or hospitalisation. Major delay or suspension of activity is likely to occur.					
	Critical	Permanent or serious injuries sustained. Activity is immediately suspended.					

Risk Rating Levels, Descriptors and Prescribed Actions		
Level	Description of risk rating	Actions
Low	If an incident were to occur, it is rare or unlikely to disrupt the activity or result in an injury to the participants.	Activity is acceptable if monitored using existing management strategies.
Medium	If an incident were to occur, there is the possibility of disruption or delay to the activity and/or an injury to participant(s) requiring medical treatment.	Additional risk management strategies may be required prior to engaging in the activity.
High	If an incident were to occur, it is likely to cause major delays or cancellation of the activity and/or is likely to result in participants requiring specialist treatment or hospitalisation.	Additional risk management strategies are required prior to engaging in the activity.
Extreme	If an incident were to occur, it would result in immediate cancellation of the activity and/or is likely to result in permanent or serious injuries to the participant(s).	Alternative activities should be considered or significant risk management strategies must be implemented to ensure safety.

Section 4: Risk Assessment: These examples are provided as a guide and are not intended as an exhaustive list. (The Department teacher-in-charge is responsible for ensuring adequate risk assessments are completed prior to engaging in any recreation or outdoor education activity).

Hazards may include but are not limited to:	Risks may include but are not limited to anything relevant to:	Causal factors may include but are not limited to:	Strategies to reduce risks may include but are not limited to:
<ul style="list-style-type: none"> • Familiarity with environment • Participants' physical/ mental capacity and skill sets • Group size • Personal attitudes • Existing medical conditions • Exposure • Extreme weather (heat/cold) • Wildlife (flora and fauna) • Terrain (trails, landscapes etc) • Aquatic environments • Vehicles • Equipment (lifespan, incorrect equipment, missing/forgotten etc.) 	<ul style="list-style-type: none"> • Individual/group becomes separated/ lost • Exacerbation of existing/prior medical condition • Hypothermia/hyperthermia. • Falls from heights • Physical injuries (including but not limited to fractures, abrasions, bites and stings, shock, conditions associated with extremes of weather etc) • Encounters with wildlife • Drowning • Fatigue • Unseasonal weather conditions • Bush fires • Physical/mental capacity/limitations of participants • Mechanical issues/failures (with vehicles, trailers and activity specific equipment) • Missing/forgotten equipment. • Terrain (Steep, loose, rocky, thick bush/scrub lands, water crossings, lack of vehicle access, unmarked trails) • Inexperience • Negative/inappropriate personal behaviours of individuals placing others/self at risk • Poor group management 	<ul style="list-style-type: none"> • Participants' inadequate skill sets for desired activity including but not limited to swimming and navigation abilities • Ineffective supervision • Inadequate briefings • Fear • Fatigue • Terrain (steep, loose, rocky, thick bush/scrub lands etc) • Poor prior planning/research (weather, environment, nutrition, lack of personal familiarity) • Inappropriate equipment (outdated PPE, shelter, activity specific, personal equipment for climate e.g. clothing, sleeping etc) • Incorrect use of equipment • Poor maintenance of equipment • Inexperience • Poor knowledge of local environment • Complacency • Lack of appropriate first aid equipment/ medication and/or experience in administering first aid • Recent/prior medical conditions/ environmental triggers • Lack of clearly established rules • Unexpected unseasonal weather • Weather/exposure (lack of shelter, heat, cold, wet, windy) • Activities scheduled for middle of the day • Disturbing/approaching wildlife • Inadequate skill set/participation in skill development sessions 	<ul style="list-style-type: none"> • Thorough briefings • Consent forms (including current medical information) • Information letters (includes who, when, where, why, equipment list) • Experienced/qualified supervisors • Adequate supervision • Accurate current knowledge of environment and specific area • Selection of activity/environment to suit capacity of participants • Monitor weather (cancel/reschedule as required) • Plan activities to avoid any area of known risks • Regular maintenance and/or logs for equipment use • Check all equipment directly prior to use • Spare/replacement equipment readily available • Carry comprehensive first aid kit suitable for desired activity and participants • Where possible, avoid known environmental triggers for medical conditions • Buddy checks • Monitor and cancel, reschedule, or change locations as required • Establish signals/communication techniques

Risk Assessment

EXAMPLE: CAMPING

This is an example only and not intended as an exhaustive list of causal factors or strategies that can be used to reduce risks for the identified hazard.

Hazards	Risk	Causal factors	Risk rating	Strategies to reduce or remove risk	Who is responsible and by when?	Residual risk rating
Prior medical conditions	Exacerbation of existing/prior medical condition	People <ul style="list-style-type: none"> Poor maintenance of medical condition. Recent prior medical incidents. 	High	<ul style="list-style-type: none"> Obtain current consent form with updates to any medical conditions. Consult/carry a copy of participants' current medical action plan. Ensure supervisors are aware of medical conditions Participant is monitored. Supervisors are qualified/able to administer effective first aid if required. Discuss management plan with participant. 	<ul style="list-style-type: none"> Teacher-in-charge (TIC) is responsible for obtaining current consent and medical update prior to activity commencement. TIC to brief supervisors on relevant medical conditions and ensure supervisory team has skill set to administer effective first aid when/if required. TIC to ensure participant is monitored by designated supervisors throughout activity. TIC to discuss management plan with participant. 	Low
		Equipment <ul style="list-style-type: none"> Ineffective medication. Unable to access medication. 	High	<ul style="list-style-type: none"> Ensure participant has appropriate medication in easy to access location and/or with them at all times. Identify chief first aid supervisor and ensure first aid kit has relevant items and person qualified to administer. 	<ul style="list-style-type: none"> Each participant is responsible for ensuring they have required personal medication. TIC is to confirm access to and administration of medications with participant and relevant supervisors prior to activity. Chief first aid officer is to be identified and briefed prior to activity. They are to check first aid kits. 	Low
		Environment <ul style="list-style-type: none"> Exposure to trigger environments/ activities that increase risk of onset of medical condition. 	High	<ul style="list-style-type: none"> Minimise/avoid exposure to trigger environments. 	<ul style="list-style-type: none"> TIC to consider and avoid seasons and times of day that can trigger known medical conditions when planning activities. 	Moderate