

Risk Assessment
Learn to Ride Centre- Southern Cross Early Childhood School

RISK MANAGEMENT PLAN

School	
Activity	Learn To Ride Centre
Date	
Time	
Location	Southern Cross Early Childhood School
Participants	Students Supervising Staff Parents Volunteers
Interested Parties	

Event 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 and how effective do you think the control / prevention measure is based on the scale of (S)trong, (A)dequate, (F)air or (P)oor)	Responsible Officer /s	Control Timetable (by when)	Priority rating
Medical emergency (participant experiences severe chest pains, allergic reaction etc.)				<ul style="list-style-type: none"> • Permission notes will seek advice from parents re medical alerts, such as allergies and relevant medication will be carried by teachers (A) • First aid kits to be carried by accompanying staff (A) • Accompanying staff will carry mobile phones (F) • Access to Southern Cross early Childhood School Reception area and sick bay for emergency calls and medical issues. • Emergency Plan prepared and circulated to staff (F) 			
Accident or illness (slips, trips, falls, food poisoning, fractures, dislocations, dehydration, etc)				<ul style="list-style-type: none"> • First aid kits to be carried by accompanying staff (A) • Medical facilities close to destinations (A) • Accompanying staff will carry mobile phones (F) • Emergency Plan prepared and circulated to staff (F) • Access to Southern Cross early Childhood School Reception area and sick bay for emergency calls and medical issues. 			
Unable to maintain supervision ratio (staff illness or accident)				<ul style="list-style-type: none"> • Enquiries made of staff and volunteers of any medical conditions or requirement to take medication. • Basic first aid kit included in excursion leaders daypack • Mobile phone carried for emergency contact • Contact school to advise principal and arrange replacement staff member if required for adequate supervision ratio 			

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 and how effective do you think the control / prevention measure is based on the scale of (S)trong, (A)dequate, (F)air or (P)oor)	Responsible Officer /s	Control Timetable (by when)	Priority rating
Extreme weather conditions on the day of the event (torrential rain fall, strong winds, etc)				<ul style="list-style-type: none"> • Cancellation of excursion if weather is known beforehand • Arrangements for transport to come and pick up children if the weather turns bad. School group to wait inside Southern Cross Early Childhood School Library for transport. 			
Injuries during excursion including needle stick, broken glass, trip hazards etc				<ul style="list-style-type: none"> • Adequate supervision provided to monitor Learn To Ride Centre • Staff are trained in first aid. • Basic first aid kit included in excursion leaders daypack • Mobile phone carried for emergency contact • Students briefed on expectations regarding safety and behaviour 			
Bike/scooter/helmet maintenance issues including flat tire, broken parts, broken straps on helmets, ability for students to control the bikes				<ul style="list-style-type: none"> • All students and adults to be on correct bikes/scooters for their height and ability- see "<i>Which bike is right for me chart.</i>" On the website and in the bike shed. • All helmets to be put on correctly/checked by supervising staff straps are fitted correctly and adjusted correctly on the back of the head, the helmet should not move. • All equipment that is broken or damaged during visit is tagged with tags on the shelf inside the shed and moved to one side, reception is notified of damages. 			

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			