



ACT
Government

Education

PRESCHOOL
RISK
ASSESSMENT
– CATEGORY
A, B & C

PRESCHOOL RISK ASSESSMENT – CATEGORY A, B & C

Non Sporting Type School Activity or Excursion *(Not to be used for Outdoor Adventure Activities or Overseas Excursion)*

RISK MANAGEMENT PLAN

School	
Proposed Activity	
Proposed Destination	
Proposed Route	
Proposed Duration	
Transport to and from destination	
Number of children attending	
Number of adults attending	
Adjusted adult/child following analysis of risks	
Items required by educators	<ul style="list-style-type: none">• Emergency contact list• Mobile phone• Parent/guardian permission form• Medical information and consent form• Medical Action Plans and student medication• First Aid Kit
Items required by children	
Teacher in charge	
Mobile contact for teacher in charge	

IDENTIFYING AND ANALYSING RISK WORKSHEET

Part A

REFERENCE	Risk WHAT CAN HAPPEN? HOW IT CAN HAPPEN? WHAT IS THE OUTCOME IF IT HAPPENS?	Likelihood	Consequence	Inherent Risk Rating (before controls)	RISK TREATMENT / PREVENTION MEASURE					Timetable (by when)	Priority rating	
					DESCRIPTION AND ADEQUACY OF EXISTING CONTROLS (WHAT ARE YOU GOING TO DO TO PREVENT OR REDUCE THE RISK)							
					Risk Control Rating: (G)ood, (A)dequate, (M)arginal							
1.	Medical emergency : personal injury through non accident related incident (e.g. participant experiences severe chest pains, asthma attack, exhaustion or fatigue, etc)	3	3	Medium	a. Permission notes required from parents providing information on medical issues, such as allergies, ailments and /or medications (G)							C
					b. Accompanying staff asked if they have any medical issues (A)				Yes			
					c. First aid kits to be carried by accompanying staff (A)							
					d. Accompanying staff will carry mobile phones (A)							
					e. Emergency Plan prepared and circulated to staff (A)							
					f. Follow Directorate’s Mandatory Procedures (G)							
					g. Provide and recommend fluid and food intake levels (A)							
2.	Medical emergency: personal injury due to accident (trip, slip and fall, penetrating wounds, staff or	3	3	Medium	a. First aid kits to be carried by accompanying staff (A)							C
					b. Medical facilities close to destinations (A)				Yes			
					c. Accompanying staff will carry mobile phones (A)							

	student hit by vehicle)				d. Emergency Plan prepared and circulated to staff (G) e. Follow Directorate's Mandatory Procedures (G)								
3.	Unable to maintain supervision ratio (staff illness or accident)												Yes/No
4.	Financial loss (student withdraws from excursion, unexpected additional expenses, loss or theft of cash, etc)												Yes/No
5.	Student becomes separated from excursion group												Yes/No
6.	Transportation (breakdowns, driver illness, etc)												Yes/No

7. Outdoor Adventure Activities

Yes/No

8.	Event poorly managed and run due to Inadequate planning resulting in stakeholder dissatisfaction and damage to Directorate reputation.				<ul style="list-style-type: none"> a. Event planning carried out well before excursion (G) b. Principal satisfied with planning and level of detail (A) c. All staff provided will be briefed prior to event and supplied with documentation outlining emergency procedures (A) 				Yes/No			
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9. Unacceptable student behaviour

- a. Students briefed on expectations prior to departure (A)
- b. Parents provided with information on consequences of unacceptable behaviour (A)

Yes/No

10.	Accommodation (facility double booked, unsuitable, unavailable due to damage, etc)								Yes/No			
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11. Water hazards

Yes/No

12.	Roads																			
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Yes/No

13.

Yes/No

High or Extreme Residual Risks must be reported to Senior Management and require further detailed treatment plans to reduce/modify the risk. Refer to worksheet Part B.

Treatment Plan

Correlating Ref from Part A	Treatment/Controls to be implemented	Likelihood	Consequence	Risk rating after treatment/controls	Person responsible for implementing treatment/controls	Expected completion date	Actual completion date

Event Organiser / TiC:

Signature:

Date:

Principal:

Signature:

Date:

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	Medium	Medium	High	High
Remote	1	Low	Low	Medium	Medium	High

Control Ratings

Good – Documented policy and procedures

Adequate – Established and proven practice

Marginal – Untested practice or subject of unsubstantiated assessment

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)

RiskPriority

Description	Priority Ranking
Very High Requires immediate intervention by Directorate Requires immediate attendance of various emergency services / multiple casualties to hospital	A
High Requires involvement from School Network Leader 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