

## Risk Register

**School: Montrose Primary School**

**Supervising teachers/staff:** Tim Mulhall (Level 2 First Aid), Ashlee Greaves, Thomay Nicolau, Aide, (Parent), (Parent).

**Program/Excursion:** Alexandra Adventure Resort

**Year Level:** Grade 5 (50 students attending, 1:9 ratio)

**Dates:** Tuesday 30<sup>th</sup> May – Friday 2<sup>nd</sup> June 2017

**Location(s):** Alexandra Adventure Resort, 43 Murrays Rd, Alexandra 3714 Ph: (03) 5772 1409

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>What will be done?</li> <li>Who is accountable?</li> <li>When will it happen?</li> </ul>	Risk Consequences	Risk Likelihood	Risk Rating	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
<b>Child Safe Practices</b> (Incident, disclosure and suspicion of child abuse)	<ul style="list-style-type: none"> <li>All staff and parents attending camp have read and signed their commitment to adhere to the school Child Safe policy</li> <li>Satisfactory WWC checks are necessary for all parent helpers</li> <li>School based child safe</li> </ul>	<b>Satisfactory</b> Poor Unknown	<b>Major</b> Moderate Minor Insignificant	Almost certain Likely Unlikely <b>Rare</b>	Extreme High Medium <b>Low</b>	N/A			Extreme High Medium Low	

	<p>practices are transferrable to a camp setting such as: students being in pairs when moving between locations on site, students not being alone with an adult</p> <ul style="list-style-type: none"> <li>• Private changing facilities are available</li> <li>• Selection of students in cabins and location of teacher cabins is given special consideration to ensure child safety</li> <li>• Only DET accredited camp settings are used, whom also have a ministerial commitment to Child Safe practices for their location and staff</li> <li>• All school staff are trained and aware of the 4 critical actions for schools in responding to Incidents, disclosures and suspicions of child abuse</li> <li>• Parent helpers are briefed on the necessity to refer any disclosure or incident of child abuse immediately to a teacher.</li> </ul>									
<p><b>Bus to Alexandra Adventure Resort</b></p> <p>(Vehicle faulty, vehicle accident, struck by vehicle during boarding)</p>	<ul style="list-style-type: none"> <li>- Seat belted buses booked appropriate for group</li> <li>- Ensure vehicle operators hold licences and insurance</li> <li>- Ensure students stay seated throughout travel</li> <li>- Ensure seat belts are worn</li> <li>- Enforce rules and monitor behaviour</li> <li>- Ensure students enter and exit bus in a safe manner.</li> </ul>	<p><b>Satisfactory</b></p> <p>Poor</p> <p>Unknown</p>	<p>Severe</p> <p>Major</p> <p><b>Moderate</b></p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Possible</p> <p>Unlikely</p> <p><b>Rare</b></p>	<p>Extreme</p> <p>High</p> <p>Medium</p> <p><b>Low</b></p>	N/A			<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	
<p><b>Minor Injury</b></p> <p>(Caused by tripping / falling over etc)</p>	<ul style="list-style-type: none"> <li>- All staff have access to a mobile phone and contact number of Level 2 First aider.</li> <li>- Level 2 First Aid staff member to apply immediate care and assess situation.</li> </ul>	<p><b>Satisfactory</b></p> <p>Poor</p> <p>Unknown</p>	<p>Severe</p> <p>Major</p> <p>Moderate</p> <p><b>Minor</b></p> <p>Insignificant</p>	<p>Almost certain</p> <p><b>Likely</b></p> <p>Unlikely</p> <p>Rare</p>	<p>Extreme</p> <p>High</p> <p>Medium</p> <p><b>Low</b></p>	N/A			<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	

<p><b>More serious Injury</b></p> <p>(Due to suspected broken limb, cut requiring stitches, bad sprain etc)</p>	<p>Designated Level 2 first aid trained staff member to apply immediate care and assess situation, use of mobile phone to contact if required. Arrange for referral to further medical treatment.-contact parents.</p> <p>All staff have access to a mobile phone and contact number of Level 2 First aider.</p> <p>Staff member (not Level 2 first aider) to travel with child in ambulance and stay with child at hospital until further arrangements are made and family notified of incident.</p> <p>Camp Leader to notify school of incident and Emergency &amp; Security Management unit personally or for Principal to do so.</p>	<p><b>Satisfactory</b></p> <p>Poor</p> <p>Unknown</p>	<p>Severe</p> <p>Major</p> <p><b>Moderate</b></p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p><b>Unlikely</b></p> <p>Rare</p>	<p>Extreme</p> <p><b>High</b></p> <p>Medium</p> <p>Low</p>	<p>- If not life threatening, contact parents to collect child to take to doctor/hospital. In the event parent not available, may be necessary to call ambulance.</p> <p>- Contact camp centre management and arrange for ambulance (depending of seriousness of injury) Contact parents and arrange for them to meet at hospital.</p> <p>- If in school hours, contact Kylie or Neil to make aware of situation</p>			<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	
<p><b>Adventure activities and equipment</b></p> <p>(Faulty equipment causes injury, fall off equipment)</p>	<ul style="list-style-type: none"> <li>- Fixed equipment meets building codes, engineering and council requirements</li> <li>- Equipment is externally audited annually</li> <li>- Equipment is visually checked before use, maintained and logged through a monthly schedule</li> <li>- Soft fall areas are in place and maintained</li> <li>- Sporting equipment kept in good repair</li> <li>- All staff/parents are inducted and run through each activity</li> <li>- Detailed information is outlined in induction book</li> <li>- Group leaders have access to all equipment</li> <li>- Alexandra Adventure Resort staff</li> </ul>	<p><b>Satisfactory</b></p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p><b>Minor</b></p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p><b>Unlikely</b></p> <p>Rare</p>	<p>Extreme</p> <p>High</p> <p>Medium</p> <p><b>Low</b></p>	<p>N/A</p>			<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	

	present at higher risk activities.									
<b>Site Hazards</b> (Tripping on paths/tracks, uneven ground, fallen trees, lakes/rivers)	- At night, external pathways are illuminated wherever possible - Trees are cut back, tracks cleared and general maintenance conducted to reduce risks - Designated guest activity locations display appropriate warning signs.	<b>Satisfactory</b> Poor Unknown	Major Moderate <b>Minor</b> Insignificant	Almost certain Likely Unlikely <b>Rare</b>	Extreme High Medium <b>Low</b>	N/A			Extreme High Medium Low	
<b>Asthma</b> Student List Teacher List	- Students to carry own puffer throughout day and spacer and use as required to manage own asthma.  - Any medication required to manage asthma will be given by Level 2 First Aider as per plan.  - Level 2 first aid staff member to carry all asthma plans and apply first aid.  - Closely monitor child and provide opportunity for rest as required.	<b>Satisfactory</b> Poor Unknown	Major <b>Moderate</b> Minor Insignificant	Almost certain Likely <b>Unlikely</b> Rare	Extreme High <b>Medium</b> Low	First aid staff member to follow steps on asthma plan, this may result in calling an ambulance if case becomes severe.			Extreme High Medium Low	
<b>Diabetes</b> Student List	As per provided plan	<b>Satisfactory</b> Poor Unknown	<b>Major</b> Moderate Minor Insignificant	Almost certain <b>Likely</b> Unlikely Rare	Extreme <b>High</b> Medium <b>Low</b>	Level 2 First Aider to refer to Diabetes Action Plan. Ambulance if necessary.			Extreme High Medium Low	
<b>Anaphylaxis Allergy</b> Student List	As per provided plan.	<b>Satisfactory</b> Poor Unknown	Major <b>Moderate</b> Minor Insignificant	Almost certain Likely <b>Unlikely</b> Rare	Extreme <b>High</b> Medium Low	Level 2 First Aider to follow Anaphylaxis Action Plan. depending on severity, ambulance may be called.  Parent to be called.			Extreme High Medium Low	

<p><b>Integration Students</b></p> <p>Student List</p>	<ul style="list-style-type: none"> <li>- Integration aide to monitor and modify activities if necessary to meet student needs.</li> <li>- Student to be given time-out to calm/settle down before participating again if required.</li> </ul>	<p><b>Satisfactory</b></p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p><b>Insignificant</b></p>	<p>Almost certain</p> <p><b>Likely</b></p> <p>Unlikely</p> <p>Rare</p>	<p>Extreme</p> <p>High</p> <p>Medium</p> <p><b>Low</b></p>	<p>In extreme case, parent to be contacted and provide additional support and possibility of student needing to return home.</p>			<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	
<p><b>Missing Student</b></p> <p>(Student separated from group during activity)</p>	<ul style="list-style-type: none"> <li>- Students and staff briefed on meeting place and times</li> <li>- Instructor will confirm group numbers with leaders and conduct regular head count</li> <li>- Adults will be guiding groups of 10-15 students through activities.</li> <li>- Each activity group leader uses checklist to ensure that all students are accounted for.</li> <li>- Cabin groups made aware to check all members accounted for.</li> </ul>	<p><b>Satisfactory</b></p> <p>Poor</p> <p>Unknown</p>	<p><b>Major</b></p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p><b>Rare</b></p>	<p>Extreme</p> <p>High</p> <p>Medium</p> <p><b>Low</b></p>	<p>N/A</p>			<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	
<p><b>Extreme Weather Conditions</b></p> <p>(Change in weather conditions, exposure to lightning, sunburn, dehydration)</p>	<ul style="list-style-type: none"> <li>- Ensure students and staff bring clothing appropriate to activity and climatic requirements</li> <li>- Bureau of Meteorology site checked for weather updates and teachers briefed on arrival and advised of changing weather conditions during stay</li> <li>- Participants briefed to wear hats, apply sunscreen and carry water</li> <li>- Monitor group throughout activity and administer First Aid if required</li> <li>- Activity stopped if conditions considered unsafe</li> <li>- Alternate activities arranged after discussion with host.</li> <li>- Camp logged on Student Activity Locator with Department of Education.</li> </ul>	<p><b>Satisfactory</b></p> <p>Poor</p> <p>Unknown</p>	<p><b>Major</b></p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p><b>Rare</b></p>	<p>Extreme</p> <p>High</p> <p><b>Medium</b></p> <p>Low</p>	<p>N/A</p>			<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	
<p><b>Unforeseeable event</b></p> <p>(Fire / bomb threat etc.)</p>	<ul style="list-style-type: none"> <li>- Staff to follow <b>Emergency Management Plan</b> of the facility and have emergency contacts readily available.</li> <li>- Staff will be directed by the Alexandria r during an emergency.</li> <li>- School Camp Coordinator to notify school of incident and Emergency &amp; Security Management unit</li> </ul>	<p><b>Satisfactory</b></p> <p>Poor</p> <p>Unknown</p>	<p><b>Major</b></p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p><b>Rare</b></p>	<p>Extreme</p> <p>High</p> <p>Medium</p> <p><b>Low</b></p>	<p>N/A</p>			<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	

	<p>personally or for Principal to do so. Leader and provided in Induction Book.</p> <ul style="list-style-type: none"> <li>- Groups briefed on evacuation procedures.</li> <li>- Groups to move to evacuation points if required.</li> <li>- Check group against participant list.</li> </ul>									
<b>Stranger / Prowler</b>	<ul style="list-style-type: none"> <li>- All campers to be fully supervised. Management to be notified.</li> <li>- Refer to Emergency Management Plan of Camp.</li> </ul>	<p><b>Satisfactory</b></p> <p>Poor</p> <p>Unknown</p>	<p><b>Major</b></p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p><b>Rare</b></p>	<p><b>Extreme</b></p> <p>High</p> <p>Medium</p> <p>Low</p>	N/A			<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	
<p><b>Medical</b></p> <p>(Aggravation of existing medical condition or injury, access to First Aid and equipment, inappropriate medical attention)</p> <ul style="list-style-type: none"> <li>- Illness that prevents child from participating in the camp program eg. gastro</li> <li>- Illness that prevents teacher from participating in the camp program e.g. gastro</li> <li>- Splinter</li> <li>- Minor burn from campfire or candle making</li> <li>- Severe burn from campfire.</li> <li>- Headaches, ear ache IS THIS NECESSARY??? DO WE HAVE CAMP FIRES THERE?</li> </ul>	<ul style="list-style-type: none"> <li>- Information obtained identifying allergies, special needs and other health related issues</li> <li>- Ensure a group medical summary is available</li> <li>- Ensure that participants have medication</li> <li>- First Aid packs are available at each site</li> <li>- Each facility has policy of not administering anything ingestible, injectable or topical</li> <li>- All instructors hold current First Aid qualifications</li> <li>- Students to carry own puffer and use as required to manage asthma.</li> <li>- Any medication required to manage asthma will be given by Level 2 First Aider as per plan.</li> <li>- Level 2 first aid staff member to carry all asthma plans and apply first aid.</li> <li>- First aider to apply required care and to ensure child is not in contact with other children in the event of a contagious illness.</li> <li>- Teacher to stay on own at campsite (gastro).</li> <li>- Teacher/parent to be sent to cabin to recover and take appropriate medication (migraine)</li> <li>- First-aid teacher to assess severity</li> </ul>	<p><b>Satisfactory</b></p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p><b>Minor</b></p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p><b>Unlikely</b></p> <p>Rare</p>	<p>Extreme</p> <p>High</p> <p><b>Medium</b></p> <p>Low</p>	N/A			<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	

	<p>of splinter.</p> <ul style="list-style-type: none"> <li>- First aid teacher to apply basic first aid for burn.</li> </ul> <p>Supervise student in first-aid room.</p> <ul style="list-style-type: none"> <li>- Apply initial first aid.</li> </ul> <p>Call for ambulance, contact parent</p> <ul style="list-style-type: none"> <li>- Assess severity of complaint.</li> <li>- Administer Panadol if supplied by parent and authorised by parent.</li> </ul> <p>Otherwise contact parent.</p>									
<p><b>Dietary Requirements</b></p> <p>(Religious or ethical, anaphylaxis, allergic reaction to known trigger, reaction due to medical requirement)</p>	<ul style="list-style-type: none"> <li>- Information obtained identifying food allergies and special dietary needs and other health related issues</li> <li>- Each facility advises defined dietary categories</li> <li>- Each facility advises where participant will need to supply own food</li> <li>- Food which are a known trigger factor are only available on request</li> <li>- Participants with dietary requirements collect individual meals from front of dining room.</li> </ul>	<p><b>Satisfactory</b></p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p><b>Moderate</b></p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p><b>Rare</b></p>	<p>Extreme</p> <p><b>High</b></p> <p>Medium</p> <p>Low</p>	N/A			<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	
<p><b>Illness preventing child from activities</b></p>	<ul style="list-style-type: none"> <li>- Student to sit out of activities and travel with their group. Supervising adult to keep them comfortable and contact first aider.</li> <li>- Call parent if required to pick up from camp.</li> </ul>	<p><b>Satisfactory</b></p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p><b>Minor</b></p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p><b>Unlikely</b></p> <p>Rare</p>	<p>Extreme</p> <p>High</p> <p>Medium</p> <p><b>Low</b></p>	N/A			<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	
<p><b>Illness that prevents teacher from participating in the days activities. eg. gastro</b></p>	<ul style="list-style-type: none"> <li>- Teacher to stay on own at campsite.</li> <li>- Replaced only if necessary</li> </ul>	<p><b>Satisfactory</b></p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p><b>Minor</b></p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p><b>Rare</b></p>	<p>Extreme</p> <p>High</p> <p>Medium</p> <p><b>Low</b></p>	N/A			<p>Extreme</p> <p>High</p> <p>Medium</p> <p>Low</p>	

**Add more rows as required. This is one way of documenting the risk management process and does not preclude other approaches.**