**ACTIVITY RISK MANAGEMENT PLAN**

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| **Activity: The Wave at the Brisbane Convention & Exhibition Centre** |  |
| **Date: 29 October 2019** |  |
| **Risk Assessment and Management Plan Prepared by: XXXXXXXXXX** |  |

Possible hazards are listed in Risk Assessment on the next page. Activity Coordinators are to check if the listed hazards are relevant for the activity being planned. This activity risk management plan must be completed and submitted with supporting documentation as necessary.

Most activities will have other specific hazards that need to be assessed. This Risk Rating Table should be used to determine the possible consequences of each identified risk. The Controlling Risks table provides a hierarchy of possible controls. Endeavour to use Level 1 controls before proceeding to Level 2 and then Level 3 controls.

**Keeping records of the risk management process demonstrates potential compliance with the Risk Assessment Code of Practice and the Work Health and Safety Act 2011.**

**RISK RATING TABLE**

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| **LIKELIHOOD**How likely could it happen | **CONSEQUENCE of OCCURRENCE** |
| **Insignificant**(no injuries) | **Minor**(first aid treatment only) | **Moderate**(medical treatment necessary) | **Major**(extensive injuries) | **Critical**(Loss of life, permanent disability) |
| Almost certain | 3 | 3 | 4 | 4 | 4 |
| Likely – will probably occur in most circumstances | 2 | 3 | 3 | 4 | 4 |
| Possible – might occur at some time | 1 | 2 | 3 | 4 | 4 |
| Unlikely – could occur at some time | 1 | 1 | 2 | 3 | 4 |
| Rare – may occur in exceptional circumstances | 1 | 1 | 2 | 3 | 4 |

**CONTROLLING RISKS - Hierarchy of Control**

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| **Highest Level of protection****Lowest Level of protection** | **Level 1 – Eliminate the hazards** | **Most Reliable control measure****Least Reliable control measure** |
| **Level 2 – Substitute with something safer** **Isolate the hazard from people** **Reduce the risks through engineering controls** |
| **Level 3 – Reduce exposure to the hazard using administrative actions** **Use personal protective equipment** |

**Risk Assessment**

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| **Identify the Hazard** | **Risk Rating** | **Assess and Prioritise the Risks** | **Control the Risk including the Hierarchy of Control** | **Monitor and Review the Controls** |
| **Arrival / Departure**Students left behind/unattended Accident causing Injury or death | **2** | * Students arrive late
* Students names not checked prior to departure
* Students crossing traffic lanes
 | * Parents advised in detailed letter & students emailed of departure and return times
* Staff to ensure all students have departed safely
* Students to follow road rules
 | Small group of students to monitor |
| **Appropriate Transport Arrangements** | **2** | * Reliable bus company
* Appropriately qualified driver
 | * Check transport arrangements for suitability
 | School Bus or parents driving or teacher driving |
| **Duration of Travel** Motion sickness, bus/car accident | **2** | * Student suffering travel sickness
* Students injured in accident
 | * Prepare for students likely to suffer from sickness during trip
* Staff to provide First Aid where possible
* Emergency services are available if any serious incidents
 | Prepare for students who are likely to suffer.Provide First Aide where possibleTeacher to have medical details & emergency service details. |
| **Upon arrival** Injury or death due to lack of supervision  | **2** | Students wander off without direction | * Students to assemble and be briefed on requirements
 | Students aware of the rules of staying together in groups.Small group of students to monitor  |
| **Irresponsible students** | **2** | Injury to individual due to inappropriate behaviour on site or around activities | * Maintain vigilance in group management
* Assess attitude and competence prior to activity
* Peer evaluation and feedback
 | Maintain group vigilance whilst at the event.  |
| **Strangers** | **2** | Someone who is not a part of the XXXXXX School group | * Supervise groups at all times
* Students to leave site in groups
* Students advised not to liaise with strangers
 | The event is run by an education team.Supervise and maintain vigilance of group. |
| **Security** | **2** | Theft | * Personal valuables to be secured at all times
 | Monitor students and equipment.Secure valuables at all times. |
| **Medical Conditions** | **3** | Existing illness leading to potentially serious condition.Asthma, diabetes, allergies etc | * Teachers to read medical history prior to departure
* Health forms taken to all venues
* First Aid kits to accompany groups
* Students with serious allergies etc to carry Epi-pen and appropriate medication
* Mobile phone for emergency calls
 | Medical history and allergies of students known prior to the event. |
| **Equipment/Materials** |  **2** | Hazardous substances, high risk plant, sharp implements, electricity | * Check location to ensure any hazardous or high risk plant and material are appropriately maintained
 | Education team running the event at a venue suited for small or large functions.  |
| **Hot weather exposure** | **2** | Dehydration, sunburn, Sunstroke | * Maintain sunscreen when outdoors
* Hats and shirts and appropriate footwear
* Keep hydrated and carry water
* Staff to be aware of symptoms of heat & severe sun exposure
 | School formal uniform, students to bring hats & water bottles. Advised to wear sunscreen.  |

**Activity Specific Hazards**

**Is the activity being conducted by another organisation: Yes /No**

**If Yes have you checked the Risk Assessment and Management procedures submitted by the organisation: Yes/No**

**Have you checked the organisation’s Risk Assessment and Management Plan to ensure the following hazards are considered (as a minimum): Yes/No**

**If preparing your own Hazard Identification, Risk Assessment and Risk Management Strategies consider the following hazards (as a minimum).**

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| **When checking the organisation’s Risk Assessment and Management Plan or developing your own plan, ensure the following minimum requirements are considered -** |
| **HAZARD / RISK** | **RISK RATING** | **RISK ASSESSMENT** | **Checked by Coordinator** | **RISK MANAGEMENT STRATEGIES****(to be completed if necessary)** | **COMMENTS** |
| **Yes** | **No** | **N/A** |
| Instructors qualifications | **1** |  Are the instructors appropriately qualified? | ✓ |  |  | Educators associated with event have over 5 years experience. All are Blue Card certified. They run education events and are associated with many schools. |  |
| First Aid | **2** | Are First Aid requirements appropriate? | ✓ |  |  | First aid kit provided. Convention Centre prepared to handle any incidents. Teacher with current First aid certificateFirst aid pack taken along |  |
| Supervision | **2** | Is there appropriate and responsible adult supervision? | ✓ |  |  | 1 teacher attending for 4 students |  |
| Is activity appropriate for the age of the students | **1** | Consider whether the activity is age-appropriate (including staff if necessary) | ✓ |  |  |  |  |
| Is activity appropriate for the student’s skill levels | **1** | Consider whether the activity is suitable for all ages (including staff if necessary) | ✓ |  |  |  |  |
| Activity Environment | **2** | Is there adequate space for the activity?Are there defined boundaries for the activity? | ✓ |  |  |  |  |
| Equipment/Clothing | **2** | Is the equipment suitable?Is the equipment in good condition?Are the students suitable dressed? | ✓ |  |  | Students advised to wear closed in walking shoes, hats, bug repellent, sunscreen |  |
| Communication | **2** | Are instructions clear and of a suitable language?Are students clear on the means to stop an activity? | ✓ |  |  |  |  |
| Are water activities involved | **N/A** | Can everyone swim?Is the water safe?Are any dangers identified, eg rocks? |  |  |  |  |  |
| **Other Risks/Hazards - add other risks that you have identified:** |