

**Risk Assessment and Management Plan**  
**Name of excursion**

**RISK MANAGEMENT PLAN**

School	
Activity	
Date	
Time	
Location	
Participants	
Interested Parties	




**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**

Activity/Project: .....

KLA: .....

Completed by: .....

Date: .....

Reviewed by:: .....

Date: .....

Correlating Ref from first risk worksheet	Treatment/Controls to be implemented	Risk rating after treatment/controls	Person responsible for implementing treatment/controls	Expected completion date	for Risk Management & Audit use only			
					Date Completed	Risk and treatment/controls monitored/reviewed		Date completed
						How	When	

Excursion Coordinator/TIC		Signed	
Date			
Principal	James Barnett	Signed	
Date			

## RISK ASSESSMENT MATRIX

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost certain	5	High	High	Extreme	Extreme	Extreme
Likely	4	Medium	High	High	Extreme	Extreme
Possible	3	Low	Medium	High	High	Extreme
Unlikely	2	Low	Low	Medium	High	High
Remote	1	Low	Low	Low	Medium	High

### Risk Likelihood

Rating	Scale	Criteria
1	Rare	<ul style="list-style-type: none"> <li>Remote chance of risk event and even then in highly exceptional circumstances</li> </ul>
2	Unlikely	<ul style="list-style-type: none"> <li>Risk event unlikely to occur but change of circumstances or situation may create opportunity for risk to arise</li> </ul>
3	Possible	<ul style="list-style-type: none"> <li>Foreseeable that risk event may occur, but is not expected to occur</li> </ul>
4	Likely	<ul style="list-style-type: none"> <li>Risk event likely to occur at least once</li> </ul>
5	Almost Certain	<ul style="list-style-type: none"> <li>Expect frequent occurrences</li> </ul>

### Risk Consequences

Rating	Description	Remarks
1	Insignificant	<ul style="list-style-type: none"> <li>No Injuries. Negligible community disruption. No environmental or other damage.</li> </ul>
2	Minor	<ul style="list-style-type: none"> <li>Small number of injuries. No fatalities. Only first aid required. Some environmental or other property damage</li> </ul>
3	Moderate	<ul style="list-style-type: none"> <li>Ambulance / Hospital Treatment required. No fatalities. Some community inconvenience. Some environmental damage (minor long term effect) Other property damage</li> </ul>
4	Major	<ul style="list-style-type: none"> <li>Extensive injuries. Significant hospitalisation. Some community displacement. Extensive environmental damage (long term effect) Other extensive property damage</li> </ul>
5	Catastrophic	<ul style="list-style-type: none"> <li>Fatalities. Injuries and extended hospitalisation periods. Widespread community displacement. Extensive and widespread property damage. Significant short or long term environmental damage</li> </ul>

**Risk Priority**

<b>Description</b>	<b>Priority Ranking</b>
<b>Immediate</b> Requires immediate intervention by Directorate Requires immediate attendance of various emergency services / multiple casualties to hospital	A
<b>High</b> Requires involvement from School Network Leader Requires attendance of emergency service personnel (ambulance, police, fire brigade) or transportation to hospital	B
<b>Significant</b> Requires involvement or attention from principal Requires immediate attention from first aid officer	C
<b>Low</b> Requires assistance by staff on site / Possible attention by first aid officer	D
<b>Negligible</b> Requires no action	E