



Risk Assessment and Management **Generic Template**

(Not to be used for Outdoor Adventure or Overseas Excursion)

RISK MANAGEMENT PLAN

Unit/School: Florey Preschool - Incursion

Activity:

Date:

Location:

Interested parties:

Event/Activity Summary:

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 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	Likelihood	Consequence	Residual Risk Rating (After Controls)	Is the risk acceptable	Responsible Officer	Timetable (by when)
1.					a.				Yes		
2.					a.				Yes		
3.					a.				Yes/No		
4.					a.				Yes/No		
5.					a.				Yes/No		
6.					a.				Yes/No		

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 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	Likelihood	Consequence	Residual Risk Rating (After Controls)	Is the risk acceptable	Responsible Officer	Timetable (by when)
7.					a.				Yes/No		
8.					a.				Yes/No		
9.					a.				Yes/No		
10.					a.				Yes/No		
11.					a.				Yes/No		
12.					a.				Yes/No		
13.					a.				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:

Manager/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

Risk 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)