

## RISK MANAGEMENT PLAN

<b>SCHOOL:</b>		<b>YEAR/S:</b>	
<b>LOCATION:</b>		<b>DATE OF EXCURSION:</b>	
<b>TEACHER IN CHARGE:</b>		<b>PHONE:</b>	
<b>CONTACT DETAILS WHILE OVERSEAS (for Category D):</b>			
<b>Teacher in charge:</b>		<b>Tour company:</b>	
<b>Police:</b>		<b>School (if applicable):</b>	
<b>Airline (if applicable):</b>		<b>Doctor:</b>	

POTENTIAL RISK	LIKELIHOOD (include example)	CONSEQUENCES (include example)	LEVEL OF RISK	RESPONSE	ACTION PERSON
Security incident at Parliament House	1	2	LOW	A combination of security measures exist to mitigate security risks at Parliament House.	
Elevator Incident at Parliament House	1	2	LOW	A teacher must always accompany students at direction of Parliament House staff.	
Physical injury to students while in Parliament House	2	2	LOW	Parliament House is a safe building and physical injury to students on excursions is very rare.	
Emergency evacuation of building	1	3	MEDIUM	Parliament House has compliant emergency evacuation measures in place. All parliamentary education staff and security staff are trained fire wardens.	
Weather conditions when walking from bus drop off to building (wet season only)	3	1	MEDIUM	Parliamentary education staff can provide large umbrellas to students to travel between bus drop off and building. If very heavy rain, PH staff will arrange for bus to have access to front courtyard for drop off.	

## POTENTIAL RISK

Identify potential risks that may occur on the excursion. These may include:

- People (leadership, skill level, experience, qualifications, fitness, professional development, medical emergency)
- Equipment and Resources (clothing, quality of equipment, availability of equipment, safety requirements, vehicles, transport)
- Environmental Factors (weather conditions, terrain, traffic considerations, political considerations)

## LIKELIHOOD

Risk Level	Descriptor	
1	Rare	Exceptional circumstances
2	Unlikely	Not expected to occur
3	Possible	Could occur at some time
4	Likely	Will probably occur in most circumstances
5	Almost certain	Expected in most circumstances

## CONSEQUENCES

Risk Level	Descriptor	
1	Insignificant	Would not hinder program outcomes
2	Minor	Would threaten an element of program
3	Moderate	Necessitates signification adjustment to overall program
4	Major	Would threaten achievement of outcomes
5	Severe	Would stop achievement of outcomes

## LEVEL OF RISK

Use the below risk analysis matrix to determine the level of risk.

Likelihood	Consequence				
	1 (insignificant)	2 (minor)	3 (moderate)	4 (major)	5 (severe)
1 (rare)	Low	Low	Medium	High	High
2 (unlikely)	Low	Low	Medium	High	Extreme
3 (possibly)	Low	Medium	High	Extreme	Extreme
4 (likely)	Medium	High	High	Extreme	Extreme
5 (almost certain)	High	High	Extreme	Extreme	Extreme

*For help in filling in this form contact your school safety delegate, or DECS OHS Consultant, on 8999 5843.*

