

SCHOOL ACTIVITY RISK ASSESSMENT

Activity Name and Description:			
Activity Location:		Activity Date:	
Department Responsible:		Person Responsible:	
Assessors:		Assessment date:	

Tasks	Risks/Hazards	Likelihood	Consequence	Risk Rating	Proposed Control Measures	Responsibility
<i>List each of the tasks for the activity</i>	<i>List the risks/hazards associated with each task</i>	<i>(L1-L5)</i>	<i>(C1-C5)</i>	<i>(L/M/H)</i>	<i>Nominate Control Measures</i>	<i>Nominate the person responsible.</i>

ACTIVITY RISK ASSESSMENT

RISK LIKELIHOOD & CONSEQUENCE FACTORS AND VALUES

LIKELIHOOD FACTORS

<i>Factors</i>		<i>Values</i>
L5	Almost certain	The hazard /risk is expected to occur in most circumstances.
L4	Likely	The hazard / risk will probably occur in most circumstances (more than 50% of time).
L3	Possible	The hazard / risk should occur at some time (less than 50% of time).
L2	Unlikely	The hazard / risk could occur at some time, usually in exceptional circumstances.
L1	Rare	The hazard / risk is possible but is not expected to occur.

CONSEQUENCE FACTORS

<i>Factors</i>		<i>Values</i>
C5	Extreme	Death; high financial loss; sustained national media coverage
C4	Major	Extreme / permanent Injuries (significant hospitalisation); major financial loss; major negative state media
C3	Moderate	Medical treatment required (may involve hospitalisation); moderate financial loss; some state media, sustained local media
C2	Minor	First Aid treatment on site; minor financial loss; one off digital media, TV or newspaper coverage
C1	Insignificant	No injuries or treatment; low or no financial loss; one off local media coverage

ACTIVITY RISK ASSESSMENT

RISK ANALYSIS & ESCALATION

RISK MATRIX

Consequence

		C1 Insignificant	C2 Minor	C3 Moderate	C4 Major	C5 Extreme
Likelihood	L5 Almost certain	Medium	Medium	High	High	High
	L4 Likely	Low	Medium	Medium	High	High
	L3 Possible	Low	Medium	Medium	High	High
	L2 Unlikely	Low	Low	Medium	Medium	High
	L1 Rare	Low	Low	Low	Medium	Medium

RISK ESCALATION & COMMUNICATION OPTIONS

<i>Risk Rating</i>	<i>Escalation and Communication</i>
High	Immediate escalation to School Board; active remediation activities in place; regular frequent (weekly) monitoring
Medium	School management team advised; active mitigation plans in place; regular (monthly) monitoring as part of existing meetings
Low	Local (departmental) management team monitoring; lower priority remediation activities