



RISK MANAGEMENT PLAN

Risk Assessment Process

Step One – Identify risks

The first step is for you to identify any risks or hazards that may occur during the running of your activity. After completing the **Safety Inspection Checklist**, please list any identified risks in the first column on the **Risk Assessment Schedule**.

Step Two – Analyse risks (Consequence/Likelihood/Risk Level)

Analyse these risks by describing them with the words in the grid below in the 'Consequence' and 'Likelihood' columns of the **Risk Assessment Schedule**.

Consequences		Likelihood	
Level	Word	Level	Word
1	Minor	A	Very likely > 90%
2	Moderate	B	Likely > 60%
3	Major	C	Possible > 30%
4	Severe	D	Unlikely > 5%
5	Extreme	E	Very Unlikely < 5%

Step Three – Evaluate risks

You now need to identify the level of risk using one of the following words – low, moderate, high (L,M,H). The grid below may assist in identifying the level of risk.

Likelihood	Consequences				
	Minor 1	Moderate 2	Major 3	Severe 4	Extreme 5
A-Very Likely	Medium	High	High	High	High
B-Likely	Medium	Medium	Medium	High	High
C-possible	Low	Medium	Medium	High	High
D-Unlikely	Low	Low	Medium	Medium	High
E-Very Unlikely	Low	Low	Low	Medium	High

Step Four – Identify and evaluate existing risk controls

Column 3 on the schedule provides space for you to identify what already occurs to manage the risks (controls) and how effectively your risk control strategies are working (excellent, good, fair, poor) and therefore what risk level applies (L,M,H).

Step Five – Further risk treatments

In the final column of the Risk Assessment Plan indicate what treatments are needed to reduce risks.

Step Six – Review

Please pass a copy of your **Risk Assessment Schedule** and to the Program Coordinator who will contact you, if required, to arrange a time to review your documentation and assist with the formulation of an action plan detailing any necessary risk treatments, timelines, resources required, etc.

Risk Assessment Schedule

Schedule completed by:

Meg Pini (Director) and Stephanie Axon (Program Coordinator)

Activity: G.A.T.E.WAYS Programs

Service provider: G.A.T.E.WAYS

Identify Hazards and subsequent Risks	Analyse Risks Evaluate Risks			Identify and evaluate existing risk controls			Further Risk Treatments
Hazards/Issues/Risks	Consequence	Likelihood	Risk level	What we are doing now to manage this risk.	Effectiveness of our strategies	New risk level	Further action needed Opportunities for improvement
Anaphylaxis/Allergic reaction	Extreme	Very Unlikely	H	G.A.T.E.WAYS presenters and supervisor all have anaphylaxis training – Certificate of Anaphylaxis Management 22300VIC. All G.A.T.E.WAYS team members to be aware of and comply with G.A.T.E.WAYS Anaphylaxis Policy.	Excellent	L	
Cuts: <ul style="list-style-type: none"> Caused by using scissors/craft cutting equipment Paper cuts 	Minor	Possible	L	All cutting equipment to be child safe. G.A.T.E.WAYS supervisor to have a first aid kit containing band aids, sterile wipes and antiseptic solution and gloves.	Excellent	L	
Glue guns: <ul style="list-style-type: none"> Burns 	Moderate	Possible	M	Only presenters or workshop assistants allowed to handle glue guns. Area of use should be restricted. Warn students of possible hazard.	Excellent	L	
Light boxes (or other equipment of the like): <ul style="list-style-type: none"> Burns 	Moderate	Very unlikely	L	Instruct students on correct use of equipment. Warn students of possible hazard. When equipment is used correctly there is no hazard.	Excellent	L	

Trip Hazard: <ul style="list-style-type: none"> electrical cords 	Moderate	Possible	M	Warn students of hazard and point out location/s of electrical cords. Room set up to minimise cords and boards crossing traffic areas. Exclude students from areas containing power boards / cords and identified hazards. Tape cords to floor where possible or cover with mats.	Excellent	L	
Trip Hazard: <ul style="list-style-type: none"> workshop resources/materials 	Moderate	Possible	M	Presenter/workshop resources/materials to be stored on a table or in/on allocated storage areas or clear of walkways. Classroom floor to be kept clear of workshop resources/materials.	Excellent	L	
Electric shock: <ul style="list-style-type: none"> Power cords Power boards 	Major	Very unlikely	L	Refer to 'Trip Hazard: - electrical cords' above. Students will not be allowed to unplug/handle any electrical connections/power boards. Advise students of the same. All electrical connections to be originating after power-point via power boards fitted with overload protection and safety switch. No water bottles allowed on tables containing power boards/ICT equipment.	Excellent	L	
Electrical shock: <ul style="list-style-type: none"> All electrical equipment 	Major	possible	M	Any electrical equipment used at a venue must be inspected by a licensed and qualified person and tagged as safe for use.	Excellent	L	
Vehicle accident- risk of pedestrian hit by car: <ul style="list-style-type: none"> Parents and students arrival on campus Parents and students departing campus 	Severe	Unlikely	M	Route to parking to be clearly marked. Special parking areas to be allocated if appropriate. Parents and students advised of procedures surrounding pick up. Students are only allowed to depart under the supervision of an accompanying adult. Students to follow road rules. G.A.T.E.WAYS presenters and/or supervisors to supervise pick up.	Excellent	L	

Spills: • Injury due to a slip or fall	Minor	Unlikely	L	Any spills that occur to be cleaned immediately. If liquid is involved in the program activity then paper towel is to be carried by presenter to ensure spills are cleaned up immediately.	Excellent	L	
Hazardous Substances • Superglue, chemical etc.	Moderate	Likely	L	Ensure substance is suitable for use in a classroom. Students closely supervised during use in a restricted area Students informed of potential hazards. Wear appropriate safety gear, i.e. gloves, safety glasses and/or lab coat	Excellent	L	
Specific student health issues - Special needs or medical issues	Minor	Unlikely	L	G.A.T.E.WAYS requests information from parent/guardian regarding any medical issue, allergies, and special needs during online enrolment process. G.A.T.E.WAYS supervisor to carry students' parent contact details and emergency contact numbers.	Excellent	L	
Threat to School: • Emergency Evacuation • Lockdown	Moderate	Very unlikely	L	All G.A.T.E.WAYS team members aware of evacuation and lock down plan. In event of evacuation/lockdown normal school procedure will apply. All G.A.T.E.WAYS team members to have a copy of the venue's plan.	Excellent	L	
Visiting students: • Possibility of students becoming lost on campus throughout the day	Minor	Unlikely	L	Registration and roll call procedures all in place. Students to wear nametags. Supervision by presenters and assistants throughout workshops and breaks. Clearly delineated playing/meals areas. Toilets identified – students to go to toilets in threes.	Excellent	L	
Student use of toilets and other facilities shared by members of the public.	Major	Possible	H	Students are escorted to and from toilets or facilities by supervising G.A.T.E.WAYS staff. Students attend in groups of three.	Excellent	L	

G.A.T.E.WAYS team members • Suitable for working with students	Minor	Unlikely	L	All G.A.T.E.WAYS team members to have either VIT registration or WWC. Provide school / organisation with numbers. All visiting G.A.T.E.WAYS Team members identified with G.A.T.E.WAYS lanyards and identification badges.	Excellent	L	
G.A.T.E.WAYS team members • Suitable for working with students • Lost throughout the day on campus	Minor	Unlikely	L	All G.A.T.E.WAYS team members provided with maps and orientation tour.	Excellent	L	
No show of parent at end of program: Abandoned child	Minor	Very unlikely	L	Supervising G.A.T.E.WAYS team members to have contact/emergency details for all students. A G.A.T.E.WAYS team member to remain on duty until last student is collected.	Excellent	L	
Injury/illness of participant during program/activity	Moderate	Unlikely	L	All program activities are low risk, so any injuries would be minor. G.A.T.E.WAYS team members have access to a first aid kit. At least one team member has first aid training. G.A.T.E.WAYS illness/injury protocols to be followed. Parents will be notified and called to collect child if needed.	Excellent	L	
Injury of participant during break	Moderate	Unlikely	L	G.A.T.E.WAYS team members to provide adequate supervision of students during breaks. G.A.T.E.WAYS team members have access to a first aid kit. At least one team member has first aid training. G.A.T.E.WAYS illness/injury protocols to be followed.	Excellent	L	

				Parents will be notified and called to collect child if needed.			
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This Risk Management Plan was formulated with the assistance of the following resources:

- **Victorian Government - Eduweb**
- **South Australian Government – Department of Education and Students’ Services**
- **(Standards Australia AS/NZS ISO 31000:2009 4360 Risk Management)**
- **Sh@re Community Campus’s Risk Management Plan**