

Risk Assessment Management

2. EOTC Risk Assessment Form

Risk Assessment: Activity (A Site)

Version: 1.0 Date: 10 March 10

| Harm | Hazard | Risk Rating? How serious is this? | Controls | Check: Controls implemented? By when? |
|---|----------------------------|-----------------------------------|---|---------------------------------------|
| What could go wrong? <i>For Example:</i> Serious injury - fracture, sprain, cut | Fall over cliff | Extreme | a) Do not take the short cut track across the slip face. b) Follow DOC signs and warnings (check at information centre and DOC Website before trip) | |
| | Running | Medium | a) Discuss appropriate pace of travel | |
| | Impedance on rough terrain | Low | a) Discuss appropriate methods of travel, identify hazards such as tree roots and discuss how to avoid them | |
| | Poor footwear | High | a) Do not allow 'bunny' shoes with no grip b) Check students have appropriate shoes (grip on soles, ankle support) c) Have 'bunny' boots available d) m) | |

Reviewed: _____ Date: _____ Approved: _____ Sent Review: _____

Excursion Risk Assessment

Centre/Service Name: _____
Destination: _____
Date: _____
Approx numbers children/adults: _____
Description and purpose of excursion: _____
Transport/logistics: _____

Hazard (What could happen or what might cause harm?) _____
Action (How will we manage that hazard - remove, isolate, minimise?) _____

What ratio is needed for this excursion? _____
Are there any children with particular needs that will require assistance or additional supervision? _____
Will there be any staff members who are not part of the ratio? If so do not have supervision responsibilities? _____
What particular issues need to be covered in our briefing to supervising parents/caregivers? _____
Any other hazard management or risk management issues to be considered? _____

Approved by Person Responsible: _____ Name: _____
Signature: _____
Date: _____

Source:
Ministry of Education

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