

RISK ANALYSIS AND MANAGEMENT SYSTEM

Compiled By: _____

Name of School: _____

Date: _____

Class(es): _____

Activity: _____

Analysis

CAUSAL FACTORS		*Hypothermia, sunburn, heat exposure *Missing group members *Water accidents – fast current, deepwater	*Other injuries – especially feet *Hunger *Damage to environment – sewage, garbage, vandalism	*Equipment breakage, loss, malfunction
CAUSAL FACTORS		People	Equipment	Environment
		Undisclosed medical conditions Poor supervision of students Unfamiliar settings Unable to use equipment Inappropriate behaviour, especially at risk behaviour, during visit	Inadequate stream study equipment Inadequate clothing Lack of food Inadequate toilet facilities	Low temperatures – High temperatures Rain Wind River levels inappropriate Unstable river banks
RISK MANAGEMENT STRATEGIES	Normal Operation	Use medical forms Ensure each task group has a supervisor that is responsible for a group of students Ensure supervisors have visited setting (at least main teachers) Ensure, through training, that supervisors are competent with allocated tasks Ensure students are clearly informed of guidelines for behaviour boundaries	Ensure, by using gear checklist, all equipment required is operable and available Ensure supervisors know how to operate equipment they are responsible for Check student clothing before leaving school Check student food and water requirements Monitor student health & safety during day through regular group/full class “meetings”	Visit site prior to outing to familiarise supervisors with ‘at risk’ aspects of environment – unstable banks, deep/fast water, toilet facilities Obtain weather reports prior to field day visit and monitor stream flows and general weather conditions
	Emergency	1. Carry spare equipment, food, drink and clothing 2. Leave detailed daily activity plan/class list with school office 3. Carry cell phone & establish prior contact with nearby home/farm in case of emergency 4. Ensure if travelling by bus that a further vehicle is available if need arises 5. Ensure staff members (supervisor) are appropriately trained in first aid and emergency water techniques		