

Sports, Excursion & Activity Risk Management Form

Risk Matrix

Probability ↑		Insignificant 1	Minor 2	Moderate 3	Significant 4	Severe 5
	Very Likely 5	Med 5	Med-High 10	High 15	High 20	High 25
	Likely 4	Low 4	Med 8	Med-High 12	High 16	High 20
	Possible 3	Low 3	Med 6	Med 9	Med-High 12	High 15
	Unlikely 2	Low 2	Low 4	Med 6	Med 8	Med-High 10
	Rare 1	Low 1	Low 2	Low 3	Low 4	Med 5
		→ Consequence				

Description of Excursion/Activity:

Program Goal(s):

Location of Excursion/Activity:

Date of Excursion/Activity:

Prepared by:

Date Prepared:

Date Reviewed:

Approved By:

List of Activities/Items for Consideration	Identify Possible Hazards/Risks	Initial Risk Assessment	Health and Safety Controls	Final Risk Assessment
Specific Activity Risks				
People				
Students				

Medical, Mental Health and diet information	•		•	
First Aid	First aid may be required in the event of an injury		- Staff are trained and qualified in the provision of first aid. - First aid kits are carried by staff throughout the activity. - Staff have access to local emergency contacts. - If first aid is required, staff actively manage and assess the casualty and determine the most appropriate next step if needed. - Other staff manage and supervise the rest of the group.	
Leadership	•		•	
Environment				

Environmental conditions	• Extreme weather • Heat • Sand • Dust • Rain • Sun (UV) • Wind • Lightning • Bushfires • Flora and Fauna		• Staff member in charge to assess the weather conditions prior to departure to ensure the well-being and safety of students and staff. • Heat Index Check • Fire check. • Brief on water hazards, including current and wind variability. • Vary the timing or length of the activity if weather conditions are unfavourable. • Cancel activity if weather is unsuitable. • Constant monitoring of weather. • Ensure students have appropriate clothing for conditions.	
Specific Location Risks	•		•	
Equipment				

Communications	• Unable to make contact during an emergency.		•	
Clothing	• Inappropriate footwear • Inappropriate clothing •		• Students have been provided with packing list for the expedition •	
First Aid Kit	• Inappropriate kit for location and environment • Poorly stocked kit		• First aid kits taken on program are matched to the location and duration of the expedition. • Kits are logged out and back into the clinic. • Kits are checked for stock levels and resupplied after each program	
Activity Specific Equipment	•		•	
Transport				

Bus Transport to and from activity	•		•	
Trailers	• Inadequately secured trailer • Poor load balance • Poorly secured load		• Trailer and safety chain is correctly attached and checked by driver and second instructor. • Trailers are loaded with balance in mind for the equipment being transported. • Canoes are correctly secured with straps and checked for movement before departure. • Trailer, locks, lights and brakes checked before departure.	

By signing this document, I acknowledge that I have conducted a risk management briefing with my staff team and leaders. We have identified hazards on the trip, assessed the risk these hazards pose, and have control measures to implement in order to minimize these risks as outlined in this above risk management form.

Name:_____

Signed:_____

Date: _____

Name:_____

Signed:_____

Date: _____

Name:_____

Signed:_____

Date: _____