

Risk Assessment Management

The image shows two overlapping risk assessment forms. The top form is titled '2. EOTC Risk Assessment Form' and includes a table for assessing hazards. The bottom form is titled 'Excursion Risk Assessment' and includes sections for destination, date, and various risk factors.

2. EOTC Risk Assessment Form

Risk Assessment: Activity (A Size)

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? For example: 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 'banned' shoes with no grip b) Check students have appropriate shoes (grip on soles, ankle support) c) Have 'banned' 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/adults? _____
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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