

# Risk Management Plan



**Category:** School Excursion

## Risk Assessment


<b>Event Hazard</b> <i>What has the potential to cause damage, harm, injury or illness?</i>	<b>Risk</b> <i>What &amp; how it can happen?</i>	<b>Level of Risk</b>	<b>Control Measure/s</b> <i>What are some ways that the risk can be removed or reduced? How can I make things safer?</i>	<b>Residual Risk</b>
<b>Fire Emergency</b>	Potential event of fire within the building	<b>HIGH</b>	Fire Wardens allocated by Venue Supervisor pre-performance TEC Emergency & Evacuation Procedure to be followed Site inspection undertaken pre-show to ensure clear emergency exits. All required Fire Safety training up to date.	<b>MODERATE</b>
<b>Medical Emergency</b>	Patron/performer experiencing a medical episode while onsite.	<b>HIGH</b>	First Aid managed as per TEC First Aid Management Procedure. 6 First Aid stations throughout site. TEC Staff first aid trained – current training up to date.	<b>MODERATE</b>
<b>Other Emergency</b>	Other emergency events including Internal (e.g. power failure), External (e.g. storm), Bomb threat, Personal threat.	<b>HIGH</b>	TEC staff to activate TEC Emergency Evacuation Procedure as required. Security to monitor patron behaviour for potential threats.	<b>MODERATE</b>
Slips, trips & falls	Patron or performer slipping, tripping or falling.	<b>HIGH</b>	Site inspection undertaken by Venue Supervisor pre-performance to ensure clear pathways and access in all areas.	<b>MODERATE</b>
<b>Ingress/Egress</b>	Crowd congestion on patron ingress/egress.	<b>MODERATE</b>	Clear Exit signage Ushers allocated to each performance Security staff allocated as per TEC Security Matrix to support ingress/egress, traffic control. Lift access available.	<b>LOW</b>
<b>Hospitality</b>	Intoxicated persons	<b>MODERATE</b>	All staff have RSA qualifications and follow TEC House Policy. Approved Manager/RMLV onsite. Security staff in place to monitor patron behaviour	<b>LOW</b>
	Food poisoning or contamination	<b>MODERATE</b>	All food safety procedures undertaken as per TEC Food Safety Program.	<b>LOW</b>

# Risk Management Plan



**Category:** School Excursion

## Risk Assessment

<b>Event Hazard</b> <i>What has the potential to cause damage, harm, injury or illness?</i>	<b>Risk</b> <i>What &amp; how it can happen?</i>	<b>Level of Risk</b>	<b>Control Measure/s</b> <i>What are some ways that the risk can be removed or reduced? How can I make things safer?</i>	<b>Residual Risk</b>
Personal Safety	Aggressive patrons or visitors	<b>MODERATE</b>	Security and staff to monitor patron movements and behaviour. TEC Emergency Evacuation to be activated if required.	<b>LOW</b>
Electrical Safety	Electric shock or short circuit tripping from electrical equipment or outlets.	<b>MODERATE</b>	Electrical safety management as per TEC Test & Tag Policy.	<b>LOW</b>
<b>Completed by:</b>	<b>Name:</b> Angela Doyle	<b>Signature:</b> 	<b>Department:</b>	<b>WHS</b>

## Risk Matrix

		Consequence					
		People	No First Aid treatment required No injury days	First Aid needed Lost time < 5 days	Medical attention required Lost time > 5 days	Long term illness or serious injury	Kill or cause permanent disability or ill health
Likelihood	Frequency		Insignificant	Minor	Moderate	Major	Severe
Will happen frequently	More than once per year	<b>Certain</b>	MODERATE	HIGH	HIGH	EXTREME	EXTREME
Could happen frequently	Once per year	<b>Likely</b>	MODERATE	MODERATE	HIGH	EXTREME	EXTREME
Could happen occasionally	At least once every 5 years.	<b>Possible</b>	LOW	MODERATE	MODERATE	HIGH	EXTREME
Could happen, but rare	Less than once in 10 years.	<b>Unlikely</b>	LOW	LOW	MODERATE	HIGH	HIGH
Could happen, probably never will	Not known to have occurred.	<b>Rare</b>	LOW	LOW	LOW	MODERATE	MODERATE

## Risk Ratings

**Extreme** – Risk is unacceptable. Requires a Control Rating of Good. Control rating of Poor is unacceptable. Immediate action required to reduce exposure. To be reviewed every 6 months.

**High** – Risk is tolerable. Requires a Control Rating of Good (or Fair with justification). Attention required with safe work plan put in place. To be reviewed every 6 months.

**Moderate** – Risk is acceptable. Requires a control rating of Fair. Control rating of Poor is unacceptable. Action plans to be put in place as required.

**Low** – Risk is acceptable. Requires a control rating of Fair. Control rating of Poor is unacceptable.