Risk Management Policy

Risk management has been defined as:

“The culture, processes and structure, which come together to optimise the management of potential opportunities and adverse effects.”

Australian / New Zealand Standard AS/NZS 4360:1999

Risk management has been applied to all levels of Marine Education Society of Australasia activities and procedures.

Approach used included:
-
- Establishing the context
- Identifying risks
- Analysing risks
- Assessing risks
- Treating risks
- Monitoring and reviewing all aspects.

Establishing the context
The Activities are facilitated by: (eg trained staff who are First Aid trained, trained in Fire Evacuation procedures and who have been cleared by the State Government policy to work with children and young people).

The Activities are suitable for: (describe the suitable age).

The Activities will run: (describe the days, times and timetables).

Participants will get to: (describe precisely what they will do).

What else do we need to know?
Cost? Other?

What do we need to bring?
It is advisable to wear: (list clothing, footwear, other).

Medication (ie for children with existing medical conditions must be brought with the child and staff requires notification of any assistance children might require).
Identification of risks.
An examination of all sources of risk encompassing the perspectives of all stakeholders has been undertaken. The question “When, where, why and how are risks likely to occur and who might be involved has been posed”.

Analysis identified the following potential risks: (examples only write your own list).

- Medical problems
- Behaviour management
- Child Protection issues
- Fire
- Arrival and Departure of participants
- Use of stairs
- Participants footwear suitability
- Thoroughfare if wet
- Using equipment

Write up into a table as examples below:

<table>
<thead>
<tr>
<th>Risk Control Actions</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Hazards Identified</th>
<th>Risk Controls in place</th>
<th>Is there a risk?</th>
<th>Short Term Actions Taken</th>
<th>Date for completion</th>
<th>Other measures required</th>
<th>Date for completion</th>
<th>Officer Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical problems</td>
<td>If any participants are injured or ill, staff attend and apply first aid where possible and complete incident report</td>
<td>Current First Aid certification and annual renewal</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Activity/Education Manager</td>
</tr>
<tr>
<td>Behaviour</td>
<td>Activity/Ed</td>
<td>Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Activity/Education Manager</td>
</tr>
<tr>
<td>management</td>
<td>[ucation Manager have contact numbers of guardians. Program designed to ensure breaks.]</td>
<td>of staff.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Protection issues</td>
<td>[Staff and volunteers trained. Students briefed about appropriate behaviour.]</td>
<td>All staff trained and all students briefed</td>
<td></td>
<td></td>
<td>Activity/Education Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire</td>
<td>[Fire policy in place. All staff and volunteers trained in Fire Evacuation procedures]</td>
<td>Potential Risk only</td>
<td>All staff and volunteers trained in Fire Evacuation procedure and each participant is given an overview of what to do in case of fire. On the</td>
<td>Last trained date</td>
<td>Review date</td>
<td>Activity/Education Manager</td>
<td></td>
</tr>
<tr>
<td><strong>Arrival &amp; departure of participants</strong></td>
<td>Activity/Education Manager present 30 mins before arrival time. Support safe arrival.</td>
<td>Limited</td>
<td>Activity/Education Manager available on arrival &amp; departure of participants.</td>
<td>Review as required</td>
<td>Activity/Education Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Use of stairs</strong></td>
<td>Participant briefings given about appropriate behaviour on stairs.</td>
<td>Limited</td>
<td>Staff and volunteer training.</td>
<td>Ongoing review</td>
<td>Activity/Education Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Footwear suitability</strong></td>
<td>All staff, volunteers and participants are advised to wear closed footwear.</td>
<td>Yes if unsuitable footwear is worn.</td>
<td>Staff provides instructions to participant and told to wear shoes at all times.</td>
<td>Ongoing</td>
<td>Activity/Education Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Thorough Fares</strong></td>
<td>Safety markers used if floor wet. Staff provide clear instructions to</td>
<td>Potential</td>
<td>Staff training and all participants briefed at the start of each program</td>
<td>Nil</td>
<td>Activity/Education Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>participants about use of thoroughfares and appropriate behaviours</td>
<td></td>
<td></td>
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</tbody>
</table>