

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:

Risk Control Actions

Hazards Identified	Risk Controls in place	Is there a risk?	Short Term Actions Taken	Date for completion	Other measures required	Date for completion	Officer Responsible
Medical problems	If any participants are injured or ill, staff attend and apply first aid where possible and complete incident report		Current First Aid certification and annual renewal.				Activity/Education Manager
Behaviour	Activity/Ed		Training				Activity/Education Manager

management	Education Manager have contact numbers of guardians. Program designed to ensure breaks.		of staff.				
Child Protection issues	Staff and volunteers trained. Students briefed about appropriate behaviour.		All staff trained and all students briefed				Activity/Education Manager
Fire	Fire policy in place. All staff and volunteers trained in Fire Evacuation procedures	Potential Risk only	All staff and volunteers trained in Fire Evacuation procedures and each participant is given an overview of what to do in case of fire. On the	Last trained date	Review date		Activity/Education Manager

			first day.				
Arrival & departure of participants	Activity/Education Manager present 30 mins before arrival time. Support safe arrival.	Limited	Activity/Education Manager available on arrival & departure of participants.		Review as required		Activity/Education Manager
Use of stairs	Participants briefings given about appropriate behaviour on stairs.	Limited	Staff and volunteer training.			Ongoing review	Activity/Education Manager
Footwear suitability	All staff, volunteers and participants are advised to wear closed footwear.	Yes if unsuitable footwear is worn.	Staff provides instructions to participant and told to wear shoes at all times.	Ongoing	Ongoing reminders	Ongoing	Activity/Education Manager
Thorough Fares	Safety markers used if floor wet. Staff provide clear instructions to	Potential	Staff training and all participants briefed at the start of each program	Nil	Ongoing reminders	Ongoing	Activity/Education Manager

	participants about use of thoroughfares and appropriate behaviours						
--	--	--	--	--	--	--	--