

## Practical Risk Assessment form

Risk	Procedure to alleviate risk	Probability rating
Safety of general work environment	Check the area prior to each class to ensure area is safe from hazards ( <i>such as wet or slippery surface areas, loose items on the ground, chairs stacked too high near program area etc</i> )	2
Faulty or unsafe equipment	Check all equipment prior to each class and remove or replace faulty or unsafe equipment where applicable	2
Program moved from hall to an outdoor environment	<ul style="list-style-type: none"> <li>- Ensure all children have hats and sun screen protection on if not under shelter.</li> <li>- Provide extra matting if on rough or hard surface</li> <li>- Check the environment for any safety hazards</li> </ul>	3
Number of children attending a class is unexpectedly increased.	<ul style="list-style-type: none"> <li>- Increase the number of stations with activities which do not require extra coach supervision.</li> <li>- Ask teacher/s to assist in supervision</li> </ul>	2
Need to evacuate the premise	Learn the evacuation procedures prior to beginning the program at each venue.	1
Child injures themselves or becomes ill while participating in program	<ul style="list-style-type: none"> <li>- Ensure at least one of the coaches and/or teachers overseeing the program has appropriate first aid qualifications</li> <li>- Identify any children who may have special needs, an existing injury or ailment prior to the beginning of the program.</li> </ul>	3
Child not following instruction and acting in an unsafe manner	<ul style="list-style-type: none"> <li>- Speak with the child and be sure he or she has understood the initial instructions</li> <li>- Remove the child from program until they acknowledge and can demonstrate they understand the importance of following instructions and correct procedure on activities.</li> </ul>	3

## Rating scale:

### Likelihood Rating Scale

Level	Rating	Likelihood Description	Frequency
1	Rare	<ul style="list-style-type: none"> <li>Very unlikely but not impossible</li> </ul>	<ul style="list-style-type: none"> <li>Less than once in 15 years</li> </ul>
2	Unlikely	<ul style="list-style-type: none"> <li>Plausible, could occur at sometime</li> </ul>	<ul style="list-style-type: none"> <li>At least once in 10 years</li> </ul>
3	Possible	<ul style="list-style-type: none"> <li>Reasonable likelihood to occur at sometime</li> </ul>	<ul style="list-style-type: none"> <li>At least once in 5 years</li> </ul>
4	Likely	<ul style="list-style-type: none"> <li>High probability of occurring in most circumstances</li> </ul>	<ul style="list-style-type: none"> <li>At least once per year</li> </ul>
5	Almost Certain	<ul style="list-style-type: none"> <li>Will probably occur in most circumstances</li> </ul>	<ul style="list-style-type: none"> <li>More than once per year</li> </ul>

### Risk Rating Scale: Likelihood x Consequence = Level of Risk

Level of Risk	Criteria for Management of Risk
1 – 3	Acceptable
4 – 5	Monitor
6 – 9	Management Control Required
10 – 14	Urgent Management Attention
15 – 25	Unacceptable

### Evaluating Risks

The risk evaluation step involves deciding whether the identified risk rating is acceptable, after considering: -

- The controls already in place;
- The cost impact of managing the risks or leaving them untreated;
- Benefits and opportunities presented by the risk; and
- The risks borne by other stakeholders.