

Risk management plan – template

Basketball program in the schools

| School | Rosebery Primary School | Principal | Danielle B | | |
|------------------------|--|---|----------------------|--|--|
| Potential risks | Likelihood - include example | Consequence - include example | Level of risk | Response | Action person |
| Trip over | Child falls and hits head or breaks a bone | Ambulance called after initial first aid | L | First aid, Active supervision, comfort and call parents if needed | All staff |
| Mosquito bite | Child gets bitten by the sandfly | Monitor bites and call parents if needed, mosquito spray follow by each of child's medication condition. | L | First aid, comfort, call parents if needed | All staff |
| Child get lost | Child hide or scared | Active supervision and head count before and after each activity | L | Head count before leaving classroom and before leaving assembly area. Teach and remind children to stay with group. If particular children are flight risk, monitor extra carefully. | All staff |
| Medical emergency | Child have smoke allergies or asthma | Notify parents, ambulance called if needed, check asthma plan and administer medication according the child's plan. | H | Prior to event, activities will be checked for risk (eg food allergy, water hazard) Emergency bag containing medications will be brought, and first aid procedures followed. | First aid qualified preschool staff, all staff |
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Likelihood

| Risk level | Descriptor | Definition |
|------------|----------------|---|
| 1 | Rare | Exceptional circumstances |
| 2 | Unlikely | Not expected to occur |
| 3 | Possible | Could occur at some time |
| 4 | Likely | Will probably occur in most circumstances |
| 5 | Almost certain | Expected in most circumstances |

Consequences

| Risk level | Descriptor | Definition |
|------------|---------------|--|
| 1 | Insignificant | Would not hinder program outcomes |
| 2 | Minor | Would threaten an element of program |
| 3 | Moderate | Necessitates significant adjustment to overall program |
| 4 | Major | Would threaten achievement of outcomes |
| 5 | Severe | Would stop achievement of outcomes |

Level of risk – use the below risk analysis matrix to determine the level of risk

| Likelihood | Consequence | | | | |
|--------------------|-------------------|-----------|--------------|-----------|------------|
| | 1 – Insignificant | 2 – Minor | 3 – Moderate | 4 – Major | 5 – Severe |
| 1 – Rare | Low | Low | Medium | High | High |
| 2 – Unlikely | Low | Low | Medium | High | Extreme |
| 3 – Possibly | Low | Medium | High | Extreme | Extreme |
| 4 – Likely | Medium | High | High | Extreme | Extreme |
| 5 – Almost certain | High | High | Extreme | Extreme | Extreme |