



## EHOSHC Excursion Risk Management Plan

**Epping Heights OSHC**

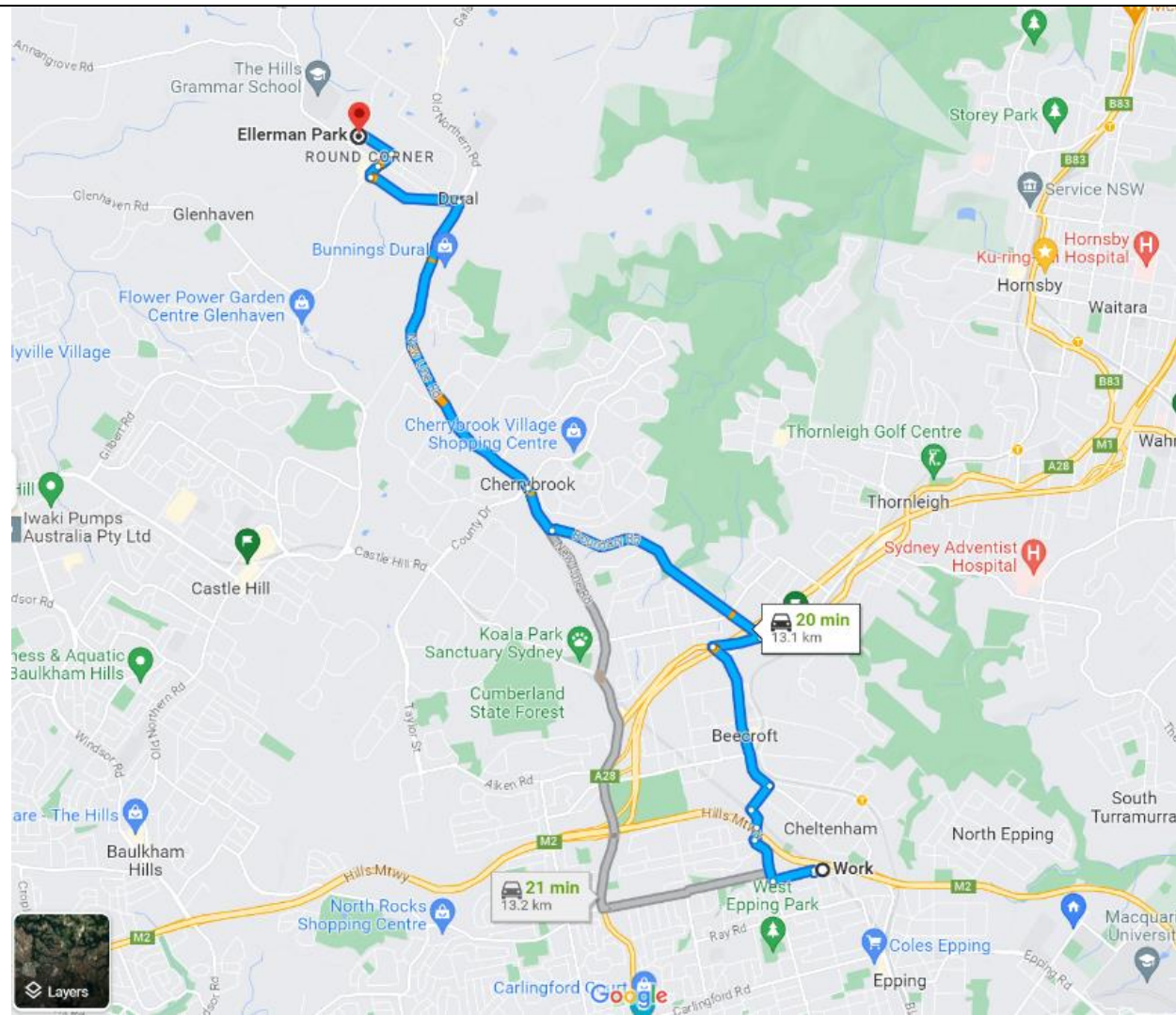
Out Of School Hours Care Inc.

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Excursion details:			
<b>Date(s) of Excursion</b>	<b>Monday 22<sup>nd</sup> January 2024</b>	<b>Excursion destination/address:</b>	1 Pellitt Ln, Dural NSW 2158
<b>Departure and arrival times</b>	<b>Depart Centre: 10:00 am</b>	<b>Arrival: 10:20 am</b>	<b>Departure : 2:15 pm</b> <b>Arrive back at Centre: 2:45pm</b>
<b>Proposed activities</b>	Free play at Ellerman park and Inflatable World	Water hazards? No If yes, detail in risk assessment below.	
<b>Method of transport, including map of proposed route</b>	Bus		



<b>Name of excursion co-ordinator</b>	Adam Pearson or Zoe Hanna		
<b>Centre Contact Details</b>	Landline: 0298690602	Mobile: 0459883456	
<b>Number of children attending excursion</b>	<b>Intended: 45</b>	<b>Number of educators/parents/volunteers</b>	4
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 (1 Extra educator if there are children with disability/special needs)		
<p>Procedures for:</p> <ul style="list-style-type: none"> <li>- Leaving the centre</li> <li>- Entering and exiting the bus</li> <li>- Entering the venue</li> <li>- Leaving the venue</li> <li>- Entering and exiting the bus</li> <li>- Returning to the centre</li> </ul> <p>Including accounting for children at all times.</p>	<ul style="list-style-type: none"> <li>- A roll call is conducted prior to the children leaving the EHOSHC building. The responsible person is to ensure they know the number of children who are in our care.</li> <li>- Children are encouraged to go to the bathroom before leaving, an educator remains at toilet block until all children have finished</li> <li>- Children are lined up in the playground and walked in 2 lines. Educators positioned at front, middle and ends of group</li> <li>- Two educators count the children onto the bus.</li> <li>- A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus.</li> <li>- As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items.</li> <li>- We then walk to our destination, with the educators working to ensure the children stay within the group at all times. An educator is stationed at the front, leading all the children to the destination, another at the back to ensure all children are safe and others spaced out throughout the middle of the group.</li> <li>- On arrival at our destination a headcount is conducted.</li> <li>- Educators are to ensure that they have knowledge of where the children are at all times.</li> <li>- Prior to exiting the venue another headcount is conducted.</li> <li>- We then walk to our bus, with the educators stationed at the front, middle and back of the group leading all the children to the destination, to ensure all children are safe.</li> <li>- Two educators count the children onto the bus.</li> </ul>		

	<ul style="list-style-type: none"> <li>- A roll call &amp; headcount is conducted before the bus departs.</li> <li>- When the bus stops to let us off a headcount is conducted as the children alight. The bus is checked for any remaining children and items.</li> <li>- We then walk to the Centre, where a roll call &amp; headcount is conducted.</li> </ul>
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Excursion checklist	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> Excursion Bag & Children’s medication
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Walkie Talkies
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list

Hazard identified	Risk Rating (use matrix)	Elimination/control measures	Who	When
Slips, trips, falls, collisions	Moderate	<ul style="list-style-type: none"> <li>- Walk children in 2 lines in close groups</li> <li>- Educators positioned at front, middle and ends of groups</li> <li>- Educators to encourage children to tie up shoes laces and assist if required</li> </ul>	All Children	Entering bus/leaving bus & During excursion
Extreme Weather conditions (including heat	Moderate	<ul style="list-style-type: none"> <li>- Seek shade/shelter where appropriate</li> </ul>	All Children & Educator	While at Excursion

stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation		<ul style="list-style-type: none"> <li>- Give time for children to be calm, safe, and secure</li> <li>- Leave excursion if extreme weather conditions or any critical emergencies</li> </ul>		
Missing Child/absconding	Moderate	<ul style="list-style-type: none"> <li>- Walk children in 2 lines in close groups and educators positioned at front, middle and ends of groups</li> <li>- Constant head counts, and checking on children</li> <li>- Educators to communicate with one another and the children</li> <li>- Maintain staff to child ratio 1:10</li> </ul>	All Children	Leaving/entering the bus & At the Excursion/transitioning to other areas
Anaphylactic reaction/allergies	Moderate	<ul style="list-style-type: none"> <li>- First aid Kits/ EpiPen's on hand</li> <li>- Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements.</li> <li>- Ensure each educator and volunteer is aware of the medical and dietary list/info of each child.</li> <li>- Staff are trained in First aid, anaphylaxis and allergy awareness.</li> <li>- Asthma and anaphylaxis medication has been taken on the excursion, and their plans are followed in the event of a reaction/asthma attack</li> </ul>	Children with Allergies	Throughout the day
Using the toilets/public toilets & hand washing/hygiene	Moderate	<ul style="list-style-type: none"> <li>- An Educator to check toilet areas for any hazards before children enter</li> <li>- If the gender of that educator is not able to check the toilets. Send 2x older more responsible children to check whilst the educator waits right outside of toilet area</li> </ul>	All Children	At the Excursion

		<ul style="list-style-type: none"> <li>- Children to go in small groups of same gender</li> <li>- Regular head counts and roll calls</li> <li>- Educators to walk children in groups at a time and remain near toilet block area until children have finished</li> <li>- Children to always communicate with educators about going to and from the toilets.</li> <li>- Multiple toilets are located around the Island</li> </ul>		
Choking, illness, vomiting	Moderate	<ul style="list-style-type: none"> <li>- Have sickness bags available on the bus</li> <li>- Ensure children do not eat or drink on the bus</li> <li>- Ensure children are seated down whilst eating or drinking</li> <li>- All staff trained in first aid</li> </ul>	All Children	On the Bus & While eating/drinking
<p>Slips, trips, falls</p> <ul style="list-style-type: none"> <li>- Climbing on obstacle course</li> <li>- Running and falling over on equipment</li> <li>- Friction burns/ blisters</li> <li>- Cuts/ bruises</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>- Discuss safety rules with children prior to excursion</li> <li>- Educators positioned to ensure quick access to children in need</li> <li>- All staff trained in first aid</li> </ul>	All children	Inflatable World
Encounters with the public/other children	Low / Moderate	<ul style="list-style-type: none"> <li>- Encounters with public are discussed with children before departure to ensure safety of all children</li> <li>- Educators to supervise and monitor the area/children for any potential issues/hazards</li> </ul>	All children	Ellerman Park and Inflatable World
Proximity to roads and carparks / Walking to and from excursion locations	Moderate	<ul style="list-style-type: none"> <li>- Discuss road safety rules with children prior to excursion</li> <li>- Walk children in 2 lines in close groups</li> </ul>	All children	Roads surrounding Ellerman park

		- Educators positioned at front, middle and ends of groups		
Covid- 19 Illness, infections, hospitalisation, death of child/educator/adult	Moderate	<p>Ensure Educators &amp; Families are aware of our Covid-19 Policy &amp; procedure</p> <p>Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19</p> <p>Ensure information of Covid-19 and any practices are updated as new information becomes available</p> <p>Ensure all such important information and factsheets are available &amp; /or displayed for educators /parents /families and visitors to view</p> <p>Educators &amp; families are updated with any new information / updates on Covid-19</p> <p>Ensure that when adults enter the service, they practice social distancing, cleaning of hands. That they enter and exit solely to drop off or collect their child</p> <p>Ensure that there are no children, educators or adults that enter the premises if they have been in contact with anyone that has had COVID-19 symptoms or are currently displaying any related symptoms</p> <p>If children or adults present during the day as unwell, they will be set aside from others. For a child: their parent will be contacted to collect them as soon as possible. For an adult: they will be asked to leave the centre to seek further medical advice.</p> <p>All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government</p>	<p>Coordinator</p> <p>Educators</p> <p>Families and children</p> <p>Provider Staff</p>	Throughout the whole day

		<p>Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to</p> <p>Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises.</p> <p>Educators are strongly recommended to wear PPE including gloves &amp; face masks where necessary</p> <p>Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based)</p> <p>A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule.</p> <p>Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices</p>		
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<b>Plan prepared by: Evi von Gavel</b>	<b>Date: 14/14/2023</b>
<b>Communicated to:</b> All Staff on the day & Families (via website, and printed in centre)	
<b>Venue and safety information/risk assessment/COVID-19 safety reviewed and attached:</b>	
<b>Yes / No</b>	
Comment if needed:	
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>	



Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High





# INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



<b>Name of Job Task</b>	Operation, supervision and management of Inflatable playground equipment and associated activities in Indoor Sports Centre		
<b>Workplace area:</b>	Covers all Inflatable World Centres	<b>Date Updated:</b>	2 September 2019
<b>Conducted By:</b>	Caroline Kingston, Director Safety for Life Pty Ltd	<b>Review Date:</b>	2 September 2020
<b>Approved By:</b>	Brett Clark, Director Inflatable World Australia Pty Ltd		

Items	Hazards	IR	Potential risks	Risk Controls	RR	Responsible Persons
Access to Site	<ul style="list-style-type: none"><li>- Vehicle movement in car park</li><li>- Tripping on uneven ground to access / egress premises</li><li>- Broken glass / bottles left by members of the public</li></ul>	10M	<ul style="list-style-type: none"><li>- Moving vehicles in car park</li><li>- Hit by motor vehicle</li><li>- Injuries from tripping</li><li>- Children not wearing shoes when entering / exiting centre</li></ul>	<ul style="list-style-type: none"><li>- Control of children exiting bus / car</li><li>- Buses to unload children as close to entrance of building as possible and then park</li><li>- Supervisors of children to control movements to front door and into centre</li><li>- Facility inspection to include access and egress to and from building and premises as a whole</li><li>- Centre manager to report any unsafe footpath or nature strip issues to their local council</li><li>- Centre manager to inspect car parks and entry points and clean up rubbish, broken bottles etc.</li><li>- Parents / Guardian to ensure that children are wearing shoes when entering and exiting from the Centre</li></ul>	3L	<ul style="list-style-type: none"><li>- Parent / Teacher / Child Supervisor</li><li>- IW manager</li></ul>



# INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



Items	Hazards	IR	Potential risks	Risk Controls	RR	Responsible Persons
Security of Children in Playground Area	<ul style="list-style-type: none"> <li>- Wandering child</li> <li>- Child leaving through opening in nets</li> <li>- Child leaving centre through open doorways</li> </ul>	9M	<ul style="list-style-type: none"> <li>- Child goes missing from centre during time on site</li> <li>- Child being hit by car in car park or adjacent roadways</li> <li>- Child being taken or abused by another person</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Inflatable World Supervision Guidelines</i> to be followed by supervisors</li> <li>- Nets to be secured to prevent egress from within the courts, with the exception of the main entry / exit into the playground area</li> <li>- Emergency response established for missing child procedures and staff trained</li> <li>- Earpieces to be used to get assistance from staff in the case of a missing or injured child</li> <li>- Supervision Standards to be displayed and adhered to be parents / guardians of children</li> </ul>	6M	<ul style="list-style-type: none"> <li>- Child Supervisor</li> <li>- Inflatable World</li> </ul>
Inflatable Playground Equipment	<ul style="list-style-type: none"> <li>- Deflating equipment</li> <li>- Stuck between inflatables</li> <li>- Misuse of blowers</li> </ul>	17H	<ul style="list-style-type: none"> <li>- Child gets caught in deflating equipment</li> <li>- Child gets stuck between two inflatables</li> <li>- Patron accessing blowers and switching them off</li> </ul>	<ul style="list-style-type: none"> <li>- Emergency Response established for deflating inflatable.</li> <li>- Staff trained in the procedure for responding to deflating equipment</li> <li>- Staff to monitor and prevent children attempting to squeeze between inflatables</li> <li>- Blowers in public areas to be covered by the blue blower covers.</li> <li>- Staff to monitor movement around any accessible blowers.</li> <li>- Earpieces to be used to get assistance from senior staff in the case of blower or deflation</li> </ul>	7M	<ul style="list-style-type: none"> <li>- Inflatable World</li> <li>- Parent / guardian supervision as per Supervision Requirements</li> </ul>
Inflatable Playground Equipment	<ul style="list-style-type: none"> <li>- Falling while exiting inflatable</li> <li>- Falling over the side of inflatable</li> <li>- Generally falling through loss of</li> </ul>	17H	Injuries results such as: <ul style="list-style-type: none"> <li>- Contusions</li> <li>- Bruising</li> <li>- Burns</li> <li>- Fractures</li> <li>- Concussion</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Safety Video</b> provided and requirement to be watched prior to entry.</li> <li>- <b>Safety Video</b> available on website</li> <li>- Verbal safety message provided on entry</li> <li>- Thick fall matting provided at entrance and exit of all equipment</li> </ul>	11M	<ul style="list-style-type: none"> <li>- Children and their supervisors</li> <li>- Inflatable World Centre Manager, Supervisor and Floor Staff</li> </ul>



# INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



Items	Hazards	IR	Potential risks	Risk Controls	RR	Responsible Persons
	<ul style="list-style-type: none"> <li>balance</li> <li>- Jumping and falling awkwardly</li> <li>- Flipping / Somersaults (prohibited activity)</li> <li>- Sliding and pushing against walls of slide</li> <li>- Body collision with another person during play</li> <li>- Overcrowding on inflatable equipment</li> <li>- Weight limit per individual exceeded</li> <li>- Jumping down from walls internally instead of climbing down</li> <li>- Being pushed while undertaking play by another person</li> <li>- Climbing over walls of inflatable</li> <li>- Sliding with feet apart against wall</li> <li>- Sliding down slide attempting to stand-up when still in motion</li> <li>- Children playing while unwell / sick</li> </ul>		<ul style="list-style-type: none"> <li>- Bleeding</li> <li>- Sprain / Strain</li> <li>- Heat Illness</li> <li>- Infections</li> <li>- Heart Attack/Stroke</li> <li>- Asthma attack</li> </ul>	<ul style="list-style-type: none"> <li>- Number of players on each item is displayed on equipment, and floor signs</li> <li>- Staff to monitor and control patron numbers on equipment</li> <li>- Specific equipment has full time floor staff monitoring equipment when in use</li> <li>- <b>Flipping is a prohibited activity on all equipment</b></li> <li>- <b>Bullying and aggressive behaviour is prohibited activity and offenders will be removed from the centre</b></li> <li>- Signage provided throughout courts on safety requirements</li> <li>- Regular cleaning of equipment with hot soapy water</li> <li>- IWOS inspections include visual inspection of all parts of the inflatable</li> <li>- Silicone spray used on slides to protect surface and reduce friction during sliding</li> <li>- First Aid Officer on duty every shift</li> <li>- Automated External Defibrillators are available in some centres with trained staff</li> <li>- Staff trained in asthma emergency</li> <li>- Weight limits clearly marked and signed throughout centre and on inflatables</li> <li>- Staff training provided on identifying and questioning if people are over the weight limits and enforcing the safety rules</li> <li>- Children not permitted to play when sick, ill or presenting with existing injury or illness, this includes casts and any form of tube from body and signs of infection (snotty</li> </ul>		<ul style="list-style-type: none"> <li>- Parent / guardian as per Supervision Requirement</li> </ul>



# INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



Items	Hazards	IR	Potential risks	Risk Controls	RR	Responsible Persons
	- Children playing with existing injury			nose)		
Children's general play	- Running - Heat - Health - Sugar	17H	- Trip and fall - Overheating and potential for heat related illness - Dehydration - Over excited due to excessive sugar / energy	- Children encouraged to NOT run - Staff trained in identification of heat related illness - Air cooling units provided to assist with cooling down - Children monitored by parents / supervisors to have regular breaks and drinking water to rehydrate - Limit the amount of sugar intake to assist with controlling behaviour	7M	Centre Manager  Parent / guardian as per Supervision Requirement
Parental supervision requirements	- Parents not actively supervising young children - Children being left in centre without supervision	12M	- Children injured or lost - Child causing injuries to others	- Parental supervision requirements clearly posted around the centre and included in safety message on entry - Unsupervised young children brought to front counter as 'lost', requiring PA message to parent - Earpieces to be used to get assistance from staff in the case of lost children - Unaccompanied underage children kept at front counter until parent returns to centre	8M	- Centre Manager - Supervisors - Parent / guardian as per Supervision Requirement
Children with Special Needs	- Considered independently with child supervisor / parent	-	- Distress to child from noise, activity - Injuries - Damage to inflatables	- To be determined based upon individual assessment of child's requirements. - Parent or carer to remain with child at all times while in centre - Safety alert released to all centres	-	- Centre Manager - Parent / guardian as per Supervision Requirement
Communal Areas	- Trip and fall - Body collisions - Hot drink spills - Fluid spills	13M	- Trained First Aid Officer on site to attend to injured person	- Centre Manger and Supervisor to monitor and control patrons and their children's activities - Earpieces to be used to get assistance from staff in the case of unwanted	4L	- Centre Manger - Supervisor - Parent / guardian as per Supervision Requirement



# INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



Items	Hazards	IR	Potential risks	Risk Controls	RR	Responsible Persons
				behaviour - Cleaning procedures in place		
Emergency Response	<ul style="list-style-type: none"> <li>- Fire</li> <li>- Electrical Safety issues</li> <li>- People / Patrons</li> <li>- Entry points</li> </ul>	9M	<ul style="list-style-type: none"> <li>- Injury to persons whereby first aid and emergency services are required</li> <li>- Delayed response</li> <li>- Management and control of patrons in centre</li> <li>- Overcrowding of occupants in centre</li> <li>- Restricted access by emergency services due to patron egress</li> </ul>	<ul style="list-style-type: none"> <li>- Emergency Site Plans established</li> <li>- Emergency Assembly Areas available, signed in prominent locations and known by all staff</li> <li>- Training provided to staff on duties in the event of emergency situation on commencement of employment and regularly thereafter</li> <li>- Fire extinguisher awareness training provided to all staff</li> <li>- Emergency equipment – particularly fire extinguishers - unobstructed and readily available to all areas of the operation</li> <li>- Emergency equipment tested every 6 months</li> <li>- Annual building compliance certification</li> <li>- Electrical equipment on 6 monthly test and tag</li> <li>- Damaged or unsuitable electrical equipment removed from use immediately</li> <li>- Earpieces to be used to get assistance from staff in the case of emergency</li> <li>- Occupancy numbers managed through IW operating system at kiosk</li> <li>- Wrist bands provided to all patrons playing on equipment</li> </ul>	2L	<ul style="list-style-type: none"> <li>- Centre Manger</li> <li>- Supervisor</li> <li>- Floor Staff</li> <li>- Parent / guardian as per Supervision Requirements</li> </ul>
Party groups / Youth Groups /	<ul style="list-style-type: none"> <li>- Cuts, burns</li> <li>- Pin / needlestick injury</li> <li>- Slips, trips</li> </ul>	12M	<ul style="list-style-type: none"> <li>- Children handling sharp knives and/or lighters or matches for the birthday cake</li> </ul>	<ul style="list-style-type: none"> <li>- Children are not given sharp knives or lighters for birthday cakes by IW staff</li> <li>- Teachers, parents, carers and relevant other to remove any badges and ensure</li> </ul>	8M	<ul style="list-style-type: none"> <li>- Parents of party groups</li> <li>- Floor staff</li> <li>- Centre Manager</li> </ul>



# INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



Items	Hazards	IR	Potential risks	Risk Controls	RR	Responsible Persons
School Groups etc..	<ul style="list-style-type: none"> <li>- Safety rules not followed</li> </ul>		<ul style="list-style-type: none"> <li>- Badges being worn by teachers / carers</li> <li>- Spilled food and drink, obstructions from shoes and presents causing slip, trip and fall hazards</li> <li>- Group not provided safety rules as guests generally arrive at different times.</li> <li>- Patrons tripping and falling on party floor mats</li> </ul>	<ul style="list-style-type: none"> <li>- any sharp objects are not on their possession when on inflatables.</li> <li>- Floor staff (or dedicated IW party hosts) are to make regular inspections of the party area to ensure walkways and floors are clear of obstructions and spilled food and drink.</li> <li>- All party guests and hosts to receive safety message on arrival at the front desk.</li> <li>- Party host to receive written safety guideline on confirmation of the party re: supervision and safety rules (similar to group advice) particularly around adult supervision</li> <li>- Floor mats to be secured to prevent trip hazard to patrons – use of durable mat that lays flat</li> </ul>		
Group entry to centre	<ul style="list-style-type: none"> <li>- Lack of supervision by parents / guardians</li> <li>- Injuries due to tripping and falling</li> <li>- Pin / needlestick injury</li> </ul>	12M	<ul style="list-style-type: none"> <li>- Missing child</li> <li>- Walking out on to road</li> <li>- Walking out in front of moving vehicle</li> <li>- Walking through gardens and falling</li> <li>- Badges being worn by teachers / carers</li> </ul>	<ul style="list-style-type: none"> <li>- Group leaders or parents to be clearly advised of and understand the supervision requirements for children of different ages</li> <li>- Teachers, parents, carers and relevant other to remove any badges and ensure any sharp objects are not on their possession when on inflatables.</li> <li>- Group leaders or parents agree to actively supervise all children under their care</li> <li>- Operational risk assessment to be supplied to groups on request</li> <li>- All groups and parties to receive the verbal safety message prior to entering</li> </ul>	8M	<ul style="list-style-type: none"> <li>- Group leaders and supervisors</li> <li>- Parents of party groups</li> <li>- Centre Manager</li> </ul>





# INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



Items	Hazards	IR	Potential risks	Risk Controls	RR	Responsible Persons
				<ul style="list-style-type: none"><li>the courts to play</li><li>- Floor and counter staff to monitor supervisory levels provided by groups and raise any issues immediately with the group or party leader</li></ul>		



# INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



Inflatable World - Risk Matrix		
Consequence	SAFETY	ASSET PROTECTION
Disastrous	Fatality of staff or patron Prosecution - Director / Senior Managers jailed on criminal charges by regulatory body. Extensive public alarm, media coverage Extensive disruption to public	Complete loss of business operations / maximum foreseeable loss event > \$10,000,000
Critical	Disabling injury, i.e. amputation and / or permanent loss of bodily function Prosecution & maximum penalty / fine imposed by regulatory authority Major public alarm, attracting media attention Major disruption to public activities	Partial loss of business operations / major business interruption event > \$1,000,000
Serious	Injury resulting in hospitalisation (overnight stay/ surgery) Prosecution & penalty / fine imposed by regulaor. Serious public alarm and social media attention	Serious property or equipment damage / interruption to provision of service capability > \$100,000
Significant	An injury resulting in less than 1 week off normal duties or patron requiring ambulance Warning notice issued by regulatory body Negligible public alarm but social media attention Negligible disruption to public activities	Property or equipment damage / interruption to provision of service capability > \$1,000
Minor	Minor first aid injury to staff member or patron No action from regulatory body No public alarm or negative social media impact No disruption to public activities	Insignificant property or equipment damage / interruption to provision of service capability < \$1,000

RISK ASSESSMENT MATRIX					
Likelihood  Most Likely Consequence	Almost Certain	Quite Possible	Unusual but Possible	Unlikely to Occur	Extremely Unlikely to Occur
	Can occur on a weekly basis	Can occur on a monthly basis	Could occur on a yearly basis	Could occur every 5-10 years	Could occur once in 20 years
Disastrous	25 - E	24 - E	22 - E	19 - H	15 - H
Critical	23 - E	21 - E	18 - H	14 - H	10 - M
Serious	20 - E	17 - H	13 - M	9 - M	6 - M
Significant	16 - H	12 - M	8 - M	5 - L	3 - L
Minor	11 - M	7 - M	4 - L	2 - L	1 - L

Score and Statement	Action
Extreme	Highest management decision required. Thorough assessment of risk and immediate attention required. Stop task until controls implemented and risk reduced to lowest level acceptable.
High	Urgently do something about the risks. Immediate attention of risk control required.
Moderate	Management to review and ensure that system / task instruction is provided to workers
Low	Acceptable for now. Record and review if any equipment/people/materials/ work methods or procedures change.