Risk Register

Orienteering (Rogaine)

1. Hazard Classification	2. Description of Risk	3. Current Risk Control/s Measures Implemented at our School	4. Risk Rating Refer to OHS Risk Management Procedure			5. Further Control/s to be Implemented Measures to be taken by our school to eliminate or reduce impact of the risk	6. Revised Risk Rating After implementing Treatments		
			Consequence	Likelihood	Risk Level		Consequence	Likelihood	Risk Level
Falling	**Description:** There is a risk of injury to a participant due to falling **Causes:** Fatigue Terrain Poor Visibility River Crossing	➢ Staff to brief students about walking in steep slippery or rough terrain. ➢ Ensure students have suitable footwear ➢ Pack correctly packed and fitted. ➢ Terrain suitable to the experience of participants ➢ River crossings to be undertaken as per internal school protocol ➢ Staff to ensure participants are adequate hydrated and carry water	**Moderate**	**Possible**	**Medium**	Group briefing about the need for extra care if running. Stay out of water unless supervised by ROC staff.	Moderate	possible	Medium

Date Reviewed:

State Government Victoria
Department of Education & Training

Hit by Falling Object	**Description:** There is a risk of injury to a participant due to a falling object **Causes:** Tree Fall Branch Fall	➢ Assess area for potential hazards and modify if appropriate. • Monitor weather and warnings prior to and during activity particularly in forested areas.	**Severe**	**Rare**	**Medium**	Abandon activity If assessment is indicating strong and damaging wind warnings for local areas.	If aband oned there should be no risk		
Environment	**Description:** There is a risk of injury to a participant due to getting lost **Causes:** Incorrect navigation Skill level of participant	➢ Staff to be familiar with the areas in which activity is undertaken. ➢ Staff and participants taught appropriate navigation and provided with adequate resources ➢ Staff to carry effective communication equipment ➢ Ensure students have a thorough understanding on group management and lost procedure ➢ Ensure staff monitor numbers and assist students at all times	**Major**	**Unlikely**	**Medium**	Staff should establish clear boundaries for the activity and limit the extend of student travel in relationship to yr level and weather conditions. Establish who will be where with what form of communications. Staff should be sure all students are accounted for before the sweep of the course is started.	major	rare	low

Date Reviewed:

Environment	**Description:** There is a risk of injury to a participant due to weather conditions **Causes:** Exposure to cold and wet conditions Exposure to hot and windy conditions Hit by lightening Bushfire Flooding/rising waters Poor visibility	➢ Monitor weather and warnings prior to and during activity ➢ Develop alternative route, escape routes and shelter location ➢ Staff trained and aware of Emergency Response Plan (EMP) in the event of an bushfire and/or severe weather event ➢ Staff to ensure participants are dressed appropriately for hot/cold weather conditions ➢ Staff will encourage students to wear sunscreen and hat during high UV periods ➢ Staff will ensure participants do not walk in areas when FDI is Extreme or Severe, or on days where the FDI is High and high winds prevail ➢ Staff to ensure participants are adequate hydrated and carry water ➢ Staff to assess depth, speed, downstream and upstream hazards prior to river crossing	**Moderate**	**Possible**	**Medium**	Staff should be prepared to abandon the activity if the FDI or prevailing weather conditions are adverse.	nil moderate	nil possible	nil Medium

Date Reviewed:

Environment	**Description:** There is a risk of injury to a participant due to bites and stings **Causes:** Animals and insects	• Monitor orienteering venues for particular animals. • Carry appropriate first aid. • Appropriate communication devices carried and used as per protocols. • Instruct students on appropriate behavior on sighting snake. • Ensure students wear appropriate footwear and clothing during high risk times. • Ensure students understand emergency procedures if a bite occurs. • Instruct students on basic first aid if a bite occurs. • If a snake inhabits areas close to buildings a snake removalist should be contacted.	**Major**	**Unlikely**	**Medium**	If a snake is sighted by students then this should be communicated to staff who in turn should warn other students and staff of its location as best as possible	major	unlikely	medium
Environment (Rogain)	**Descriptions:** Lost students **Causes:** Insufficient supervision, behavioural	• Instruct students thoroughly on the skills required to complete the course. • Ensure students have a thorough understanding of lost procedure. • Ensure staff are on the course to monitor and assist students at all times. • Ensure students clearly understand the boundaries for this activity.	**Major**	**Unlikely**	**Medium**	Staff should establish clear boundaries for the activity and limit the extend of student travel in relationship to yr level and weather conditions. Establish who will be where with what form of communications. Staff should be sure all students are accounted for before the sweep of the course is started	major	unlikely	medium

Date Reviewed:

Environment	**Description:** Reaction to animal or insect bite/sting **Causes:** Bee sting, spider bite	• Staff to check student medical forms to identify students with known risks. • Carry anti-histamine, Epi-pen (if student has a known allergy), stingose & ice pack. • Ensure students always wear appropriate footwear and clothing	**Severe**	**Rare**	**Medium**	nil			
Environment	**Description:** Allergic reaction to food **Causes:** Exposure to trigger substance	• Staff to check student medical forms to identify students with known risks. • Carry anti-histamine, Epi-pen (if student has a known allergy). • Ensure food substances highly allergic to a student are not on the trip.	**Severe**	**Rare**	**Medium**	nil			

Date Reviewed:

Pre- Existing Medical Conditions	**Description:** Injury or illness due to a pre-existing medical condition **Causes:**	• Staff to be aware of students medical summary sheets containing information from medical forms • Staff to ask students on arrival if there are any further medical issues they should be aware of • Participants should be informed to participate within their limitations and carry any required medications • Staff to monitor that participants are acting within their stated limitations	**Moderate**	**Unlikely**	**Medium**	nil			

Date Reviewed:

DET Acceptability Chart

Extreme = Intolerable (without Executive Oversight)	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Executive Officer level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
High = Tolerable (with continual Management review)	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
Medium = Tolerable (with frequent risk owner review)	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to *As Low As Reasonably Practical* (ALARP) and is subject to frequent review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Date Reviewed:

Consequence	Health and Safety Consequence Description
Insignificant	First aid only – no measurable impact or lost time
Minor	Medically treated injury Peer support for stress event
Moderate	Hospital treatment (outpatient), less than 3 days lost time Stress event requiring professional support
Major	Long term injury or illness (hospital admission) Possible permanent disability Stress event requiring clinical support
Severe	Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals

Likelihood	Description	Indicative Frequency
Almost Certain **(>95%)**	Expected to occur	Prone to occur regularly Is anticipated for each repetition of the activity or event
Likely **(66 - 95%)**	Probably will occur ("no surprise")	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Possible **(26 – 65%)**	May occur at some stage	May occur several times across DEECD or a region over a period of time
Unlikely **(5 – 25%)**	Would be surprising	May occur somewhere within DEECD over an extended period of time
Rare **(<5%)**	May never occur	May occur somewhere, sometime ("once in a life time / once in a hundred years")

Note:

1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.

2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows.)

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