


Activity DESCRIPTION: Eg: Camp BBQ fundraiser	ACTIVITY DATE/S  ACTIVITY TIME:
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### APPROVAL

Submitted By:	Date:
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Indicate the names of staff involved in preparation of documentation including risk assessments:

	Approved as submitted
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	Approved with the following conditions:
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	Not Approved for the following reasons:
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By:	Designation:
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Signed:	Date:
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Once approved Activity details should be filed into the MNA Activity Folder.

Activity Name:

### Instructions:

To create a risk assessment for any activity, esp overnight, **consider the following** areas where there are inherent risks.

- Transport – e.g. hired bus, parent cars
  - Child Safety – e.g. identification of children, Leadership / student ratio (1:10), safety equipment, sun protection
  - Venue – e.g. trip, slip and fall hazards, access to the public, access to traffic
  - Activities – e.g. high risk activities (e.g. flying fox in a play ground, cleaning chemicals for art or craft)
1. Identify the **risks** and **hazards** involved in this activity and record them in the **Nature of Potential Hazard** column of the risk assessment table on the next page.
  2. Identify the potential injuries and record them in the **various potential injuries or damage to Leaders, participants or volunteers** column
  3. Using the Risk Matrix below assess the **probability** and **consequence** of the hazard or risk and record the risk level in the **Risk Level** Column.
  4. Determine which control strategies you will use to control the risk you have identified and record them in the **control strategies** column.
    - a) **Elimination:** If you can eliminate the hazard do this first – fill in the hole in the ground to prevent the tripping hazard
    - b) **Substitution:** Can you use an alternative? E.g. one venue is dangerous; can you use an alternate venue
    - c) **Isolation:** Can you put a guard or barrier around the hazard to prevent the risk?
    - d) **Redesign:** Can you re-design the activity to prevent the risk? Do the activity in a different order to prevent students having to cross a road.
    - e) **Administration:** Organisational changes to make the activity safer
    - f) **PPE:** Personal Protective Equipment – e.g. sun safety equipment, goggles, gloves, breathing apparatus

Please use the following Risk Matrix to assess the risk of each activity and record the risk calculation in the table on the following pages.								
Risk Matrix								
Consequences		CONSEQUENCE					Hierarchy of Controls	
1 ..... No injury	PROBABILITY		1	2	3	4	5	1. Elimination (Remove Hazard)
2 ..... First Aid Treatment		1	1	3	6	10	15	2. Substitution (use an alternative)
3 ..... Medical treatment required		2	2	5	9	14	19	3. Isolation (Add guard / barrier)
4 ..... Extensive Injuries		3	4	8	13	18	22	4. Redesign (Change process / equipment)
5 ..... Death		4	7	12	17	21	24	5. Administration (Change work practice)
		5	11	16	20	23	25	6. PPE (Safety Gear)
<b>Probability</b>								
1 ..... Rare								
2 ..... Unlikely								
3 ..... Moderate								
4 ..... Likely								
5 ..... Almost certain								
<b>Risk Level Class</b>								
High (18-25)								
Significant (10-17)								
Moderate (6-9)								
Low Risk (1-5)								

1. Nature of Potential Hazard	2. Potential injuries or damage to staff, students or helpers	3. Risk Level (Rate Probability using risk matrix above)	4. Control Strategies (To eliminate or reduce risk)
e.g Tripping	•		•
	•		•
	•		•
	•		
	•		•
	•		•
	•		•
	•		•
	•		•
	•		•

OFFICE USE ONLY:	
Reviewed by Activity Leader:	Initials: Date:
Reviewed by Subcommittee Chair:	Initials: Date:
Reviewed by MNA Board Officer:	Initials: Date: