

Risk Management of Events

Policy

An Policy covers any activity that is organised or managed by MNA or a Subcommittee. Parents or guardians of children must be given clear and comprehensive details of the activity and his or her consent for the participation of their children must be obtained before the activity. The minimum level of approval for all activities is that of the Chairperson of MNA or the Subcommittee Chair. The Subcommittee Chair or the Director of MNA or his or her delegate is responsible for ensuring that the management plan for an activity addresses the risk factors that may exist for both participants, especially children and supervisors.

Procedure – Day or overnight activities

1. Sufficient notice is required for activities to proceed in order to ensure all safety measures are implemented and participation is maximized.
2. The Event Leader responsible for the activity is required to fill out an [Activity Request Form](#) and a [Risk Assessment Form](#) which includes: 1) identified risks, 2) supervision and activity management strategies, 3) a list of all participants and 4) emergency response planning.
3. The Activity Coordinator will seek approval from MNA or a Subcommittee Chair or his/her delegate.
4. After approval from the Coordinator, the Event Leader or his or her delegate will action parent consent forms, information notification and venue and transport booking confirmation.
5. Prior to the activity the Leader responsible for the activity must notify MNA of the activity.
6. Prior to the activity the Leader must brief Leaders, volunteers and participants.
7. After the activity a report of the success and issues faced must be presented to MNA Board.

Procedure – *For specific location like bushfire prone areas, or water activities please refer to: [Emergency Management and Security](#).*

Procedure – Approving offsite activities at risk of bushfire at the activity location

In addition to the procedure for Activities, the Leader responsible is to submit a specific plan of action in the event of a bushfire or flooding alert that is relevant to the activity location.

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Review

Jan 2018 or as required