

This Risk Management Plan is a guide only. It is designed to assist with the development of your own RMP.

Your RMP is an essential part of your planning and organisation for a successful visit.

Other helpful information can be found at <https://www.education.tas.gov.au/intranet/CSD/HR/Pages/Safety-Injury-and-Risk-Management.aspx>

Last Update: 5th September 2013

Business Unit: Hagley Farm School	Level: N/A	Next higher RMP/Level: N/A	Target area¹: Environment Centre Activities for Client Schools/Users
		Next lower RMP/Level: N/A	

#	Risk	Outcome if the risk occurred	Other management areas/sites affected if the risk occurred	Existing risk treatment actions	Consequence ²	Likelihood ³	Risk rating ⁴	Details of proposed (additional) risk treatment actions (ARTA) ⁵	Additional resources required to implement ARTA	Person responsible for ARTA & target date ⁶	Notes
1	<u>Outdoor Activities – Farm walk/Animal feeding</u> Bites Allergic reactions Fall Fences (electric/barbed wire) Sunburn Dehydration Inappropriate clothing	Potential injury/death to either child or animals Legal action Interruption to learning program Damaged reputation	Learning Services and Central Office (In serious cases)	Safety instructions discussed Students under supervision Activities matched to students ability Visiting staff to have medical action plans Staff informed of requirements prior to visit and requested to advise children and volunteers First Aid kit available Staff to carry communication devices	3	3	M	<ul style="list-style-type: none"> Obtain sign-off from Principal that risk and risk levels are acceptable Monitor risk on an ongoing basis 	• N/A	• N/A	• N/A
2	<u>Tractor & Trailer Ride</u> Injury	Potential injury/death to either child or animals Legal action Interruption to learning program Damaged reputation	Learning Services and Central Office (In serious cases)	Safety instructions discussed Students under supervision Staff to carry communication devices	3	1	L	<ul style="list-style-type: none"> Accept risk level Monitor risk on an ongoing basis 	• N/A	• N/A	• N/A

¹ Activities in respect of which designated management area has full or partial control over

² Go to 'Risk Rating'

³ ibid

⁴ Go to 'Risk Acceptance/Risk Appetite'

⁵ Aimed at reducing risk to lower risk levels (e.g. to Medium or Low)

⁶ Target date for implementation of additional treatment actions & person responsible for implementation

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3	<u>Cottage Industries</u> 'Butter Making'/ 'Spinning' Allergic Reaction	Potential injury/death to child Legal Action Interruption to learning	Learning Services and Central Office (In serious cases)	Identify individual children at risk prior to the activity Students under supervision Visiting staff to have medical action plans	3	I	L	<ul style="list-style-type: none"> Accept risk level Monitor risk on an ongoing basis 	• N/A	• N/A	• N/A
4	<u>Cottage Industries</u> 'Bread Making' Allergic reaction	Potential injury/death to child Legal Action Interruption to learning	Learning Services and Central Office (In serious cases)	Identify individual children at risk prior to the activity Students under supervision Visiting staff to have medical action plans	3	I	L	<ul style="list-style-type: none"> Accept risk level Monitor risk on an ongoing basis 	• N/A	• N/A	• N/A
5	<u>Cottage Industries</u> 'Candle Making' Injury-Fall/burn	Potential injury to child Legal action Interruption to learning program Damaged reputation	Learning Services	Safety instructions discussed Students under supervision First Aid Kit available	2	I	L	<ul style="list-style-type: none"> Accept risk level Monitor on an ongoing basis 	• N/A	• N/A	• N/A
6	<u>Activity Museum and Agricultural Museum</u> Injury Burn Property Damage/breakage	Potential injury to child Legal action Interruption to learning program Damaged reputation	Learning Services and Central Office (In serious cases)	<ul style="list-style-type: none"> Expectations and safety rules discussed on arrival Children under adult supervision First Aid Kit available Maintenance protocols in place 	3	I	L	<ul style="list-style-type: none"> Accept risk level Monitor on an ongoing basis 	• N/A	• N/A	• N/A
7	<u>Old Classroom</u> Injury	Potential injury to child Legal action Interruption to learning program	Learning Services	Safety instructions discussed Students under supervision	2	I	L	<ul style="list-style-type: none"> Accept risk level Monitor on an ongoing basis 	• N/A	• N/A	• N/A
8	<u>Pond Study</u> Injury Drowning Bites/stings Allergic Reactions Dehydration	Potential injury/death to child Legal action Interruption to learning program	Learning Services and Central Office (In serious cases)	Safety instructions and nature of activity discussed Students under supervision Staff informed of requirements prior to visit and requested to advise children and volunteers	3	3	M	<ul style="list-style-type: none"> Obtain sign-off from Principal that risk and risk levels are acceptable Monitor risk on an ongoing basis 	• N/A	• N/A	• N/A

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9	<u>Mixed Farm/General Environment Studies</u> Injury Sunburn Inappropriate footwear and clothing Dehydration	Potential injury/death to child Legal action Interruption to learning program	Learning Services	Safety instructions and nature of activity discussed Students under supervision Staff informed of requirements prior to visit and requested to advise children and volunteers	3	I	L	Accept risk level Monitor risk on an ongoing basis	• N/A	N/A	N/A
10	<u>Poultry Study</u> Injury Allergic reactions Sunburn Inappropriate clothing Dehydration	Potential injury to child Legal action Interruption to learning program	Learning Services	Safety instructions and nature of activity discussed Students under supervision Staff informed of requirements prior to visit and requested to advise children and volunteers	3	I	L	Accept risk level Monitor risk on an ongoing basis	N/A	N/A	N/A
11	<u>Sheep Study</u> Injury Sunburn Inappropriate clothing Dehydration	Potential injury to child Legal action Interruption to learning program	Learning Services	Safety instructions and nature of activity discussed Students under supervision Staff informed of requirements prior to visit and requested to advise children and volunteers	2	I	L	Accept risk level Monitor risk on an ongoing basis	N/A	N/A	N/A
12	<u>Dairy Study</u> Injury Sunburn Inappropriate clothing Dehydration	Potential injury to child Legal action Interruption to learning program	Learning Services	Safety instructions and nature of activity discussed Students under supervision Staff informed of requirements prior to visit and requested to advise children and volunteers	2	I	L	Accept risk level Monitor risk on an ongoing basis	N/A	N/A	N/A
13	<u>Ducks n Dogs</u> Injury Sunburn Inappropriate clothing Dehydration	Potential injury to child Legal action Interruption to learning program	Learning Services	Safety instructions and nature of activity discussed Students under supervision Staff informed of requirements prior to visit and requested to advise children and volunteers	2	I	L	Accept risk level Monitor risk on an ongoing basis	N/A	N/A	N/A

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14	<u>Photo Trail</u> Injury Sunburn Inappropriate clothing Dehydration	Potential injury to child Legal action Interruption to learning program	Learning Services	Safety instructions and nature of activity discussed Students under supervision Staff informed of requirements prior to visit and requested to advise children and volunteers	2	I	L	Accept risk level Monitor risk on an ongoing basis	N/A	N/A	N/A
15	<u>St Marys Church</u> Injury Sunburn Inappropriate clothing Dehydration	Potential injury to child Legal action Interruption to learning program	Learning Services	Safety instructions and nature of activity discussed Students under supervision Staff informed of requirements prior to visit and requested to advise children and volunteers	2	I	L	Accept risk level Monitor risk on an ongoing basis	N/A	N/A	N/A
16	<u>Dung Beetle Study</u> Injury Sunburn Inappropriate clothing Dehydration	Potential injury to child Legal action Interruption to learning program	Learning Services	Safety instructions and nature of activity discussed Students under supervision Staff informed of requirements prior to visit and requested to advise children and volunteers	2	I	L	Accept risk level Monitor risk on an ongoing basis	N/A	N/A	N/A
17	<u>Tree Study</u> Injury Sunburn Inappropriate clothing	Potential injury to child Legal action Interruption to learning program	Learning Services	Safety instructions and nature of activity discussed Students under supervision Staff informed of requirements prior to visit and requested to advise children and volunteers	2	I	L	Accept risk level Monitor risk on an ongoing basis	N/A	N/A	N/A
18	<u>Egg Collecting</u> Injury	Potential injury to child Legal action Interruption to learning program	Learning Services	Safety instructions and nature of activity discussed Parental permission obtained	3	I	L	Accept risk level Monitor risk on an ongoing basis	N/A	N/A	N/A
19	<u>Farm Squad</u> Injury Sunburn Inappropriate clothing	Potential injury to child Legal action Interruption to learning program	Learning Services	Safety instructions and nature of activity discussed Parental permission obtained	3	I	L	Accept risk level Monitor risk on an ongoing basis	N/A	N/A	N/A

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20	<u>Assistant Farmers</u> Injury Sunburn Inappropriate clothing	Potential injury to child Legal action Interruption to learning program	Learning Services	Safety instructions and nature of activity discussed Parental permission obtained	3	1	L	Accept risk level Monitor risk on an ongoing basis	N/A	N/A	N/A
21	<u>Farm Science</u> Injury Drowning Sunburn Inappropriate clothing	Potential injury/death to child Legal action Interruption to learning program	Learning Services and Central Office in serious cases	Safety instructions and nature of activity discussed Parental permission obtained	3	2	M	<ul style="list-style-type: none"> Obtain sign-off from Principal that risk and risk levels are acceptable Monitor risk on an ongoing basis	N/A	N/A	N/A

Risk Rating

<p>Consequence arising from the risk occurring or through the objective of the 'event' not being achieved</p> <p>Likelihood of risk occurring / objective not being met within a period of 12 months (for risks in general) or within a specified period (e.g. for a special event)⁷</p>	<p>1 - Insignificant</p> <p>'An event, the consequences of which can be absorbed through normal activity'</p> <ul style="list-style-type: none"> • Managed within Budget ⁸ • Virtually no impact ⁹ • Virtually no impact ¹⁰ • Minor injury requiring first aid ¹¹ • Minor loss or loss that can be replaced from within Budget ¹² • Virtually no impact ¹³ • Other? ¹⁴ 	<p>2 - Minor</p> <p>'An event, the consequence of which can be absorbed but management effort is required to minimise the impact'</p> <ul style="list-style-type: none"> • Minor impact on Budget / some resources diverted • Some media attention, credibility questioned • Short/medium term recovery and minor budgetary impact • Injuries requiring time off from workplace/school • Destruction or loss that can be replaced, requiring some diversion of resources • Minor loss of clientele, short term recovery, minor impact on Budget 	<p>3 - Moderate</p> <p>'A significant event that can be managed under normal circumstances by the organisation. The consequences could mean the activity will be subject to significant review or changed way of operations'</p> <ul style="list-style-type: none"> • Serious impact on Budget / resource reallocation • Senior management damage control required • Medium term recovery and serious budgetary impact • Severe injuries, hospitalisation with long recuperative period • Destruction or loss that can be replaced with serious impact on budget • Some loss of clientele, serious impact on budget and resources, medium term recovery 	<p>4 - Major</p> <p>'A critical event that with proper management can be endured by the organisation'</p> <ul style="list-style-type: none"> • Critical impact on Budget, external recovery required • Public confidence shaken but not totally lost • Long term recovery and external resources required • Death or severe permanent disablement • Destruction or loss of high significance that can be substituted or recreated with external assistance • Loss of clientele, senior management damage control, long term recovery required 	<p>5 - Critical</p> <p>'A disaster that would lead to permanent or long-term damage to the ability of the organisation to achieve its objectives'</p> <ul style="list-style-type: none"> • No possible funding recovery for function • Total loss of confidence, long term recovery required • Destruction/loss, without possible recovery • Multiple deaths or severe permanent disablement • Destruction or irretrievable loss of high/ national significance without possible replacement • Large scale loss of clientele, with associated funding reduction, long term recovery required
5 - Almost Certain (>95%)	Medium	High	High	Extreme	Extreme
4 - Likely (76-95%)	Low	Medium	High	High	Extreme
3 - Possible (25-75%)	Low	Medium	Medium	High	High
2 - Unlikely (5-24%)	Low	Low	Medium	Medium	High
1 - Rare (<5%)	Low	Low	Low	Medium	Medium

⁷ Percentage indicates probability of the event occurring

⁸ Descriptor for funding harm

⁹ Descriptor for harm to reputation

¹⁰ Descriptor for harm to facilities

¹¹ Descriptor for personal injuries

¹² Descriptor for loss of information or significant objects

¹³ Descriptor for harm to service delivery

¹⁴ Other - the list of descriptors is not complete. Please insert other descriptors to suit the project's particular circumstances

Risk Acceptance (Risk Appetite)

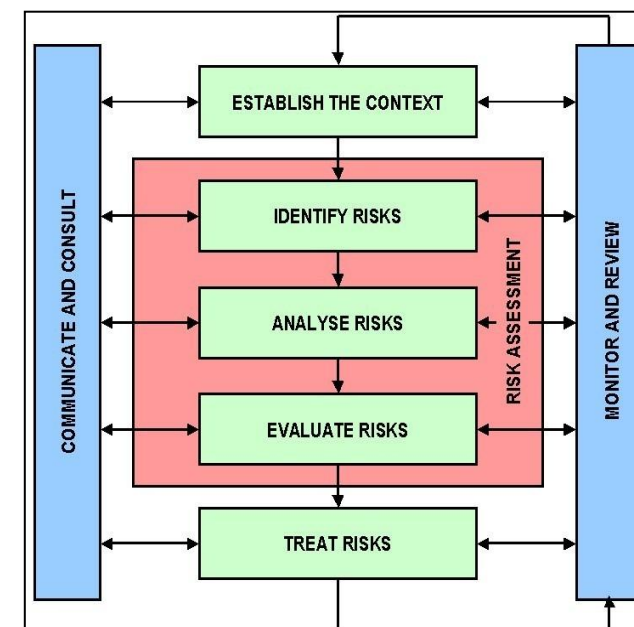
As a general rule, if an action's *residual risk*¹⁵ is in the 'unacceptable' range (extreme, high, and some medium ratings), it is necessary to implement further treatment actions to reduce the risk to an acceptable level. The following provides a guide on what is needed.

Extreme	Unacceptable risk without further treatment Detailed Risk Management Plan required to lower <i>residual risk</i> level before proceeding with activity (risk owner and treatment must be clearly defined) Elevate risk management/sign-off - Strategic Risks to Secretary/RIMAC; Operational (Lower Level) Risks to Deputy Secretary; School Risks to GM (Learning Services)
High	Unacceptable risk without further treatment Detailed Risk Management Plan required to lower <i>residual risk</i> level before proceeding with activity (risk owner and treatment must be clearly defined) Elevate risk management/sign-off - Strategic Risks to Deputy Secretary; Operational Risks to Director; School Risks to General Manager (Learning Services)
Medium	Risk may be tolerated. Manage risk with detailed Risk Management Plan Elevate all risks and management/sign-off to Principal/Manager
Low	Risk and risk treatment actions generally acceptable Risk must be monitored because risk level could change over time

Legend

Consequence	The outcome if a risk occurred - there are many categories of outcomes, including injuries, facilities, financial, reputation etc. (measured 1 to 5, '5' being most severe). Risk treatments in place must be taken into consideration when determining likelihood/consequences
Context	Establishing the Context is the most important step in the risk management cycle. This step determines the scope covered by the risk management plan, including the risks faced by stakeholders involved
Inherent risk	The 'pure' risk associated with an action without taking any existing risk treatment actions into consideration
Likelihood	The possibility of a risk occurring (measured 1 to 5, '5' is most likely). Risk treatments in place must be taken into consideration when determining likelihood/consequences
Residual risk	The risk that remains after certain risk treatment actions inserted in the 'Existing risk treatment actions in place' column of the Risk Management Plan have been implemented
Risk	The chance of something happening that will impact objectives. Risk is measured in terms of Consequence and Likelihood to give a Risk Rating for any action
Risk appetite	Value judgment by stakeholders to determine whether risk levels are acceptable given existing risk treatments, or whether additional treatments are required
Risk management cycle	The process involving seven formal steps of risk management as defined in the AS/NZS Risk Management Standards 31000
Risk owner	The person responsible for managing the risk (very often the person, due to his involvement in the activity or position held, creates the risk).
Risk rating	Based on the combination of Likelihood and Consequence (rated 'extreme' to 'low')
Risk treatment	Any action designed to reduce the likelihood of the risk occurring or the severity of consequences if the risk occurred
Target date	Date the treatment activity must be in place - Risk Owner is responsible for meeting target date

The Risk Management Cycle



¹⁵ Risk level after taking into consideration existing risk treatments