

Risk Management Plan for **Parliament House Excursion**

Site: Parliament House, Perth Date: 24 July 2014

Name:	Signature:	Name:	Signature:
Tilly Simons	Event Organiser		
Gabrielle Crosse	HEWA Coordinator		

The Risk	Likelihood (Table 1)	Consequences (Table 2)	Controls:	Level of Risk after Control (Table 3)	Responsibility
Event youth participant missing during the event.	Unlikely	Moderate	<p>All event participants to have a visible disposable name tag which identifies them as part of this group.</p> <p>Event Organiser and supervisors to conduct regular head counts. When the group moves from one area to another, one supervisor to remain in front of all youth participants, another supervisor to remain at the rear of all youth participants.</p> <p>Remaining supervisors to ensure groups stays together and doesn't become to spread</p>	Medium	Organiser, Supervisors

			<p>out.</p> <p>Youth participants understand that they must seek permission from a supervisor before leaving the group.</p>		
Fire	Unlikely	Moderate	<p>Emergency Evacuation Plan obtained from Parliament House Education office.</p> <p>Parliament House Education Office to instruct event participants, volunteers and the event organiser on the Emergency Evacuation procedure at the commencement of the tour.</p> <p>Event Organiser is responsible for ensuring all event participants are accounted for at the muster point in the event of an evacuation.</p>	Low	<p>Organisers</p> <p>Parliament House Education Officer</p>
Accidents and injuries	Low	Moderate	<p>Emergency Contact Details and Medical Action Plans to be kept by the Event Organiser for the duration of the event.</p> <p>A supervisor to remain with the sick/injured youth until such time as they are able to rejoin the group or a parent/guardian collects them from the venue.</p> <p>The Event Organiser is the First Aid Responder for the duration of the event. The Event Organiser will carry a small first aid kit for the duration of the event.</p>	Low	Organisers
Child protection Contact of a harmful nature	Unlikely	Moderate	<p>All event participants under the age of 18 years to remain with the group at all times. Children under the age of 12 years to be accompanied to and from the toilet. Two supervisors to remain with the group at all times.</p>		Organisers, Supervisors

Supervision before and after the event	Unlikely	Minor	Parent/Guardian has been informed that no supervision is provided before or after the event. Parent/guardian are responsible for signing their child(ren) in and out. Parent/guardian has been advised of the drop off and pick up location for the event.	Low	Organiser

Table 1

Likelihood: What is the likelihood of potential risk occurring?

Descriptor	Description
Rare	The event may only occur in exceptional circumstances
Unlikely	The event could occur at some time
Moderate	The event will probably occur at some point
Likely	The event will probably occur in most circumstances
Almost Certain	The event is expected to occur in most circumstances

Table 2

Consequences: What is the outcome of an event or situation?

Descriptor	Description
Insignificant	No injuries, low financial loss
Minor	First aid treatment, medium financial loss
Moderate	Medical treatment required, high financial loss
Major	Extensive injuries, major financial loss
Catastrophic	Death, huge financial loss

Table 3

Level of risks

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	Low	Low	Medium	Significant	Significant
Unlikely	Low	Low	Medium	Significant	High
Moderate	Low	Medium	Significant	High	High
Likely	Medium	Significant	Significant	High	High
Almost certain	Medium	Significant	High	High	High