

Risk Management

Use the following table to assess the risks at your base location and prepare strategies to minimise them (attach additional pages if required for your program).

Risks or Hazards	Preventative Strategies (during normal operation)	Emergency Strategies
1. Injury or misbehaviour due to unhelpful/inappropriate classroom environment	Negotiate with the school in regard to the most helpful environment/venue for the program	Obtain help from the class teacher, school office, principal, first aid officer as appropriate
2. Behavioural problems and no teacher supervision	Inform the school of the importance of the presence of the class teacher, and ensure adequate communication with parents, teachers and students in regard to the program	Obtain help from the school office, senior staff or principal as appropriate
3. Accident or incident due to isolation of small group	Make sure team members are aware of the risks involved in taking their small group(s) away from the main group	Alert the team leader. Ensure appropriate group supervision while a team member obtains help from the school office, first aid officer, class teacher and/or principal as appropriate
4.		
5.		
6.		

School Emergency Contact:

Location:

Safety Checklist

1. Factors to consider in relation to Participation

- Yes No Leaders have been / will be briefed to ensure that participation in risk-oriented activities is voluntary for everyone.
- Yes No Leaders have been / will be briefed to ensure sensitivity is shown in relation to issues of gender, ethnicity, family and medical conditions.
- Yes No If there is a broad range of ages, the program has been / will be prepared to ensure all may participate.
- Yes No The team is / will be aware of any children with special needs among students and have made provision for them where needed.

2. Factors to consider in relation to Leadership

- Yes No All activities have / will have a Team Member assigned to supervise them.
- Yes No The program has an appropriate ratio of Team Members to participants.
- Yes No The team members have adequate experience in the activities offered.
- Yes No The team consists of people who are appropriate for their leadership role.

3. Factors to consider in relation to our Duty of Care

- Yes No Procedures are in place to attempt to ensure adequate care at all times.
- Yes No Specifically, group control mechanisms are in place to minimise the chance of somebody leaving the program for extended lengths of time unsupervised.
- Yes No I am aware of procedures in the event of an accident.
- Yes No The team has been / will be appropriately briefed in relation to physical contact, disclosure of abuse and contact with participants outside the program.

4. Factors to consider in relation to Equipment and the Site

- Yes No The site is suitable for the program.
- Yes No The equipment is suitable for the program, is being used safely in the manner for which it was designed and has been checked prior to use.
- Yes No Where the equipment requires a person to have special knowledge or training, the person setting up and using the equipment has this knowledge or training.

5. Factors to consider in relation to First Aid and Medical Care

- Yes No Medical forms for all team members are completed appropriately and stored in a secure location in case they are required.
- Yes No Appropriate precautions are being taken to minimise health risks during the program.

6. Additional factors to consider

- Yes No Team Members are aware that alcohol consumption or illegal substance use is not permitted on SU programs
- Yes No Team Members are aware of the basics of SU's insurance arrangements.
- Yes No All team members have been informed about what to do in the event that the Media wish to interview somebody in relation to your program.
- Yes No Copies of all appropriate forms have been sent to SU.
- Yes No The team is aware of emergency procedures.
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Interchurch Council Details

Name of council/ministers association:

Finance contact:

Address:

Phone:

Checklist:

- COP Information Sheet completed correctly and submitted
- The Team Leader has a copy of the current Emergency Response Team contact information.
- All team members are appointed SU volunteers. (Volunteer application forms, Police Check Consent Forms and Medical Forms received, team members interviewed and referees checked.)

NB: If there is personal equipment that you would like to be insured during this program, you need to lodge Form G6.

For office use only:

Term Planner Entry	
Box Packed	
Stats File Entry	
School File Entry	
Account Sent	

Checklist Reminder

- Team Leader appointed.
- COP Information Sheet completed correctly and submitted.
- All team members are appointed SU volunteers.
- The Team Leader has a copy of the current Emergency Response Team contact information.

Office Use:

Date Application Received:

Date Application Processed:

Outcome: Permission Granted—Permission Certificate issued on:

Permission withheld or pending—Reason:

Date:

Name of authorising person:

Signature of authorising person: _____