

Risk Register

School: _____

Supervising teachers/staff: _____

Program/Excursion: Kryal Castle _____

Year Level: _____

Dates: _____

Location(s): Kryal Castle. 121 Forbes Rd, Leigh Creek. 3350 _____

Risk Description	Existing Controls	Rating			Treatment Priority	Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none">What will be done?Who is accountable?When will it happen?
Bus crash caused by road incident leading to serious injury.		Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	Teacher in charge controls the group. First aider attends to injuries. Call 000 in an Emergency

<p>Slips, trips and falls caused by uneven surfaces leading to injury.</p>	<p>Teachers read and communicate safety information before excursion. Students should wear appropriate enclosed flat, non-slip footwear. Pathways are provided and maintained. Dangerous areas are restricted by fencing and signage. Teachers are expected to supervise students.</p>	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	<p>School provides first aiders. Kryal Castle has emergency response procedures in place.</p>
<p>Ant, wasp or insect bite</p>	<p>Brief students about the risk All sightings are to be reported. Kryal Castle has procedures for identification and eradication of nests and hives.</p>	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	<p>All schools bring first aid equipment and staff. Kryal Castle provides first aid stations.</p>

<p>Injury caused by the use of medieval weaponry (bow and arrows, foam LARP weapons and siege machines).</p>	<p>Kryal Castle safety information and code of conduct is read by staff and discussed with students before excursion.</p> <p>Students listen to the directive of Kryal Castle staff at all times.</p>	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	<p>All schools bring first aid equipment and staff. Persons exhibiting dangerous behavior and breaching the code of conduct may be directed to leave Kryal Castle. Visiting schools will be responsible for supervising anyone directed to leave as per code of conduct.</p>
<p>Sun exposure and heat stroke caused by being outdoors.</p>	<p>Schools to follow Sunsmart procedures.</p>	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	<p>All schools bring first aid equipment and staff. Students should all have hats, sunscreen and water bottles. Kryal Castle provides first aid stations.</p>
<p>Anaphylactic reaction to food or insect bite.</p>	<p>Dietary requirements and allergies noted in parental consent forms. Appropriate medication kept by qualified first aider where necessary</p>	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>Treat</p> <p>Monitor</p>	<p>All schools bring first aid equipment and staff. Kryal Castle provides first aid stations.</p>

<p>Undesirable visitors gain access to students while on excursion.</p>	<p>Students are to be supervised by teachers at all times as stipulated in code of conduct. The castle is closed to the public in a normal school week. Kryal Castle complies with Working With Children Check legislation. All suspicious circumstances should be reported to Kryal Castle staff.</p>	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	<p>Kryal Castle has response procedures in place.</p>
<p>Injury caused by student misbehavior. (e.g. stone throwing)</p>	<p>Student code of conduct is read and discussed with students before excursion. Students will be supervised by teachers at all times as specified in the code of conduct. Students and teachers must follow the directives of Kryal Castle Staff</p>	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	<p>Persons exhibiting dangerous behavior and breaching the code of conduct may be directed to leave Kryal Castle. Visiting schools will be responsible for supervising anyone directed to leave as per code of conduct.</p>

<p>Injury due to accessing restricted and dangerous areas, e.g tournament arena.</p>	<p>Dangerous areas are restricted by fencing and signage and barriers and outlined in safety information document. Teachers are expected to supervise students as specified in the code of conduct. Kryal Castle staff monitor dangerous exhibits.</p>	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	<p>Persons who ignore safety directions and breach the code of conduct may be directed to leave Kryal Castle. Visiting schools will be responsible for supervising anyone directed to leave as per code of conduct.</p>
<p>Horse trampling caused by inappropriate behaviour (e.g. walking into restricted areas) leading to injury.</p>	<p>Teachers read and communicate Kryal Castle safety information to students before excursion. Students are not to enter any restricted area where horses are being exercised or stalled.</p>	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	<p>Kryal Castle has emergency procedures in place. Teachers to maintain order in students and follow instructions of Kryal Castle staff.</p>
<p>Snake or spider bite on nature walk</p>	<p>Teachers read and communicate Kryal Castle safety information to students before excursion. Students are to stay on the path and with their facilitator.</p>	<p>Satisfactory Poor Unknown</p>	<p>Major Moderate Minor Insignificant</p>	<p>Almost certain Likely Unlikely Rare</p>	<p>Treat Monitor</p>	<p>Kryal Castle has emergency procedures in place. Teachers to maintain order in students and follow instructions of Kryal Castle staff.</p>

And more rows as required. *This is one way of documenting the risk management process and does not preclude other approaches.*

Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

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Consequences	Major	Dark Red		Black			
	Moderate	Dark Red	Dark Red	Dark Red	Dark Red	Dark Red	
	Minor	Light Green	Dark Red	Dark Red	Dark Red	Black	
	Insignificant	Black					
		Rare	Unlikely		Likely		Almost certain
Likelihood							

