

Tanderra OOSH

Excursion Risk Assessment / Management Plan

Approved providers, nominated supervisors and family day care educators must ensure a risk assessment is carried out before children are taken outside the service premises on an excursion. Prior authorisation must also be obtained from parents or other authorised nominees.

Regulation 101 of the Education and Care Services National Regulations includes the minimum risk assessment considerations for excursions, including specific considerations when an excursion involves transporting children.

| Tanderra Out Of School Hours | |
|--|--|
| Excursion details | |
| Date of excursion | 16.04.2024 |
| Venue / Destination | Inflatable World, St Marys |
| Venue Phone Number | 0439 832 626 |
| Proposed activities List all activities that will take place during the excursion | Playing on the indoor inflatable equipment Eating packed lunch. Spending money on treat from canteen (optional) |
| Pick up location and destination (s) List each location travelled to and from as part of the excursion | Pick up: Tanderra, 14 Raymond Road, Springwood Destination: 20 Forthorn Place, Nth St Marys, NSW 2760 Departing venue and returning directly to Tanderra |
| Estimated departure and arrival times and duration of the excursion E.g. from the service to each destination and returning to the service | Depart S/W: 10:00am Arrive St Marys: 10:45am Depart St Marys: 2:00pm Arrive Springwood: 2:45pm Duration in total: Approx 4.75 hrs |

| | | | |
|--|--|------------------------------|-------------|
| Responsible Person on Excursion | Suzanne Allnutt | | |
| Proposed route | See map attached | | |
| Means of transport | Chartered Bus | | |
| Name of Bus Company (if using chartered bus) | Compass Tours info@compasstours.com.au | Phone Number: 9623 6111 | |
| Requirements for seatbelts or safety restraints in your state or territory have been met | Yes Comment: seatbelts not mandatory in NSW. Bus charter request includes seatbelts | | |
| Number and full names of each adult involved in the excursion E.g. service staff, family members, volunteers | Simone Knox Callum Nichols | Dallas Bigelow Molly Boys | Pheobe Knox |
| The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required E.g. for children's individual needs | 5 | | |
| The number of children involved in the excursion. | 40 | | |
| Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below | No | | |

| | |
|---|---|
| <p>Educator to child ratio, including whether this excursion warrants a higher ratio</p> <p>Provide details in the risk assessment table below</p> | <p>1:8</p> <p>The staff : child ratio is adequate</p> |
| <p>Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for): Leaving Tanderra: Children will be gathered in the back room and will be instructed to fetch their bags, go to the toilet etc and assemble at the front gate (or side gate depending on where bus is parked) ready to leave. The Responsible Person will (or will delegate another educator to) lead the group in single file out of the gate and onto the bus. The RP (or another educator) will count the children as they embark. Other educators will get onto the bus dispersed evenly amongst the group ie. Not all educators at the start of end of the group of children. The Responsible Person will be last onto the bus, ensuring that all children are on the bus and no children remain on the footpath or in Tanderra premises. The RP will ensure that the correct number of children are on the bus by asking for the head count details or performing the headcount again while children are in their seats.</p> <p>Leaving Inflatable World: Children will be gathered in the seating area and will be requested to go to the bathroom, wash hands, collect their bags etc. When ready, the RP will instruct the children to line up at the door and will lead the children through the front door and out into the carpark. The RP will lead the children onto the bus, counting them as they embark and recording it on a roll call. Other educators will embark in a dispersed manner ie. Not all at the end, not all at the start. The RP will enter the bus last, ensuring no child remains at the venue or on the footpath. When all children and educators are on the bus, the RP will advise that the bus driver may drive.</p> | |
| <p>Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking): On arrival at Inflatable World: The Responsible Person will (or will delegate another educator to) wait until the bus fully stops. The RP (or educator) will stand up and lead the children off the bus, lead the group away from the bus to a safe place to wait for the group to assemble. The last educator off the bus will ensure no child remains on the bus. The Responsible Person will count the children into the venue, ensuring that the correct number of children have exited the bus and entered the premises.</p> <p>On arrival at Tanderra: The Responsible Person will (or will delegate another educator to) wait until the bus fully stops. The RP (or educator) will stand up and lead the children off the bus, lead the group away from the bus and into the front gate or side gate and headcount the children into the front door. The last educator off the bus will ensure no child remains on the bus. Once inside the centre, the RP will conduct a roll call (to be recorded on Kidsoft) to verify that all children are present.</p> | |


| Excursion checklist – items to be readily available during the excursion (please tick) | |
|---|---|
| <input type="checkbox"/> First aid kit | <input type="checkbox"/> Service EpiPen |
| <input type="checkbox"/> Instant Ice Pack | <input type="checkbox"/> List of adults involved in the excursion |
| <input type="checkbox"/> List of children involved in the excursion | <input type="checkbox"/> Contact information for each adult |
| <input type="checkbox"/> Contact information for each child | <input type="checkbox"/> Mobile phone (switched ON) |
| <input type="checkbox"/> Excursion Folder (including medical management plans for individual children, Incident/injury/Illness forms) | <input type="checkbox"/> Medication and authorisation for medication for children |
| <input type="checkbox"/> Sunscreen N/A | <input type="checkbox"/> Hand Sanitiser or other hand washing aid N/A |
| <input type="checkbox"/> Means of Payment | <input type="checkbox"/> Sick bag |

| Excursion Readiness Actions - actions to be completed prior to leaving (please tick) | |
|--|--|
| <input type="checkbox"/> All children have been made aware of safety plan, precautions, expectations, boundaries and actions to take if lost | <input type="checkbox"/> The excursion been confirmed with the venue including final numbers of children in attendance |
| <input type="checkbox"/> An authorisation form has been signed for all children attending | <input type="checkbox"/> All children are wearing Tanderra t-shirts, badges or other means of identification |
| <input type="checkbox"/> All adults attending have read this Excursion Risk Assessment/Management Plan | <input type="checkbox"/> Answering machine message has been changed to include excursion details, approx. return time and emergency contact number |
| <input type="checkbox"/> Note has been left on front door including excursion details, approx. return time and emergency contact number | <input type="checkbox"/> Roll has been checked and families of children not yet arrived have been contacted |
| <input type="checkbox"/> Venue risk assessment or WHS info has been attached to this risk assessment (if available) | <input type="checkbox"/> |

The table below identifies and assesses risks to the safety, health or wellbeing of children attending the excursion, and specifies how these risks will be managed and minimised [regulation 101(1)]. This includes any risks associated with water-based activities.

| Risk assessment | | | | | |
|---------------------------------|---------------------------------------|---------------------------------|--|---|---|
| Activity | Hazard identified | Risk assessment (use matrix) | Elimination/control measures | Who | When |
| Bus Travel | Injury due to sudden stop | High | <ul style="list-style-type: none"> Advise children to stay seated during journey | Responsible Person All educators | During safety talk During transit |
| Playing at venue | Getting lost | low | <ul style="list-style-type: none"> Inform children of boundaries for play Supervise all areas of venue Perform roll call at lunch and prior to leaving Allocate an educator to watch children considered to be at higher risk of wandering off | Responsible person All educators Responsible Person Responsible Person | During safety talk During excursion During excursion Prior to leaving, during play |
| Playing at venue | Altercation with member of the public | low | <ul style="list-style-type: none"> Remind children of behaviour needed in public and to seek an educator if needed Supervise children across all areas of venue where children have access Intervene in any incident involving a member of public | Responsible Person All educators | During safety talk During excursion |
| Playing on inflatable equipment | Injury due to unsafe technique | High | <ul style="list-style-type: none"> Advise children to play within their ability and to | Responsible Person | During safety talk |

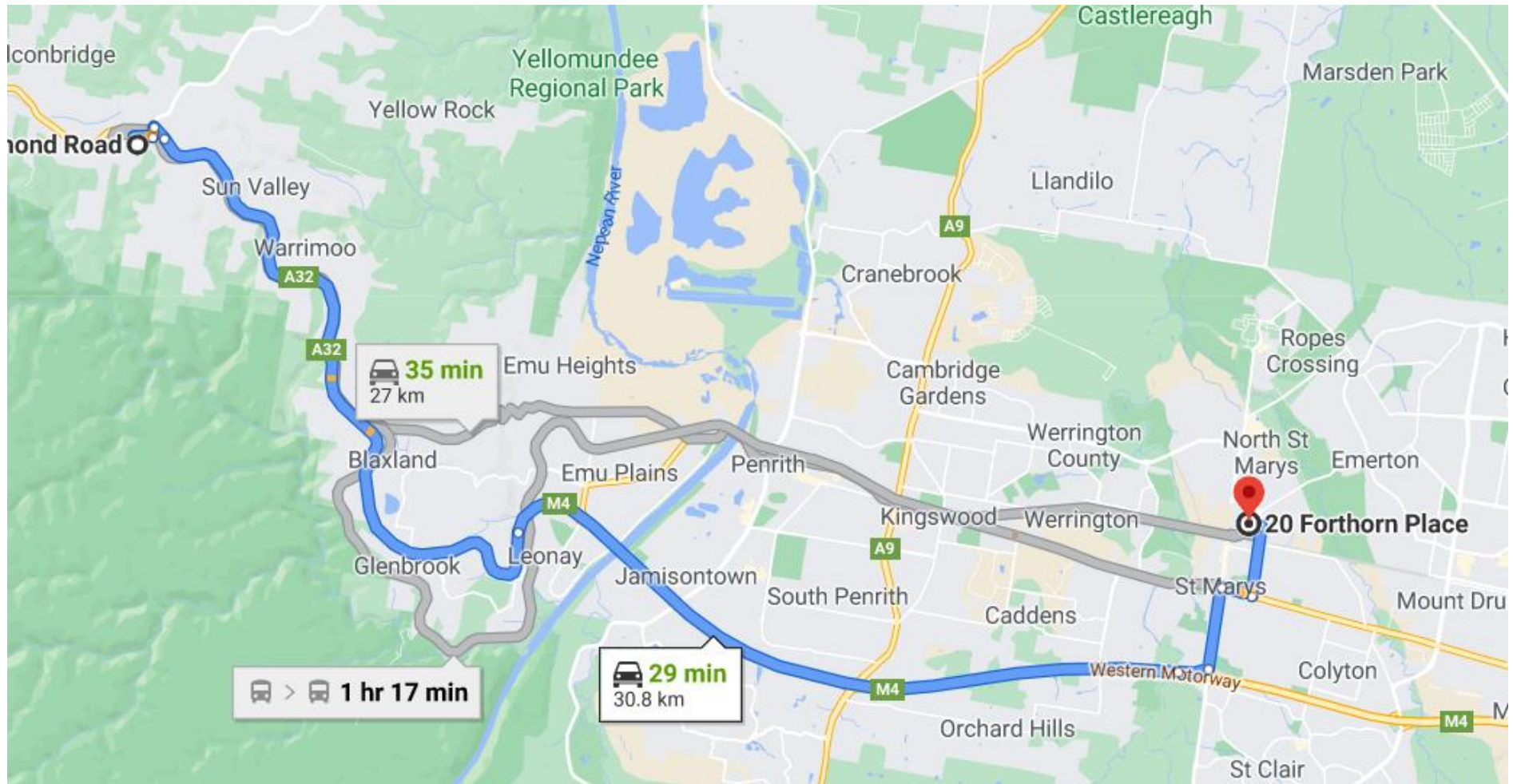
| | | | | | |
|---------------------------------|---|----------|--|--|--|
| | | | <p>follow all safety rules of venue</p> <ul style="list-style-type: none"> Supervise children's safety behaviour on inflatables | All educators | During excursion |
| Eating lunch and purchased food | Child suffering an allergic reaction to food or substance | Moderate | <ul style="list-style-type: none"> Remind children not to share food Ensure children with known severe food allergies take epi-pens Take service epi-pen Ensure children with known allergies take care if purchasing Supervise children as they eat and watch for signs of anaphylaxis | <p>Responsible Person All educators</p> <p>Responsible Person</p> <p>All educators</p> | <p>During safety talk During excursion</p> <p>Prior to leaving</p> <p>During lunch</p> |
| Going to the bathroom | Being accosted by a predatory person | Low | <ul style="list-style-type: none"> Remind children to visit the bathroom with another child, not alone Remind children to let an educator know when they're going to the bathroom so they can watch for their speedy return | <p>Responsible Person</p> <p>Responsible Person All educators</p> | <p>Prior to leaving</p> <p>Prior to leaving During visit</p> |
| Arriving and leaving the venue | Getting hit by a car | High | <ul style="list-style-type: none"> RP or another educator will lead the group, ensuring all children stay behind and walk in an orderly manner Educators will locate themselves evenly amongst the group | All educators | During visit |

| Plan and Review | | |
|--|---|------------------|
| Plan prepared by: | Full name: Suzanne Allnutt Signature:  Role/Position: Nominated Supervisor | Date: 08.04.2024 |
| Names of staff consulted: | Simone Knox, Brodie Santas, Pheobe Knox, Sharon Fairbairn, Dallas Bigelow, Callum Nichols | |
| Communicated to all relevant staff: | Yes Comment if needed: Posted onto FB group, educators attending to sign paper copy | |
| Vehicle safety information reviewed and attached: | No. Comment if needed: Private bus company – no info provided | |
| Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). | Date: Next occasion of excursion | |

| Staff/Students/Volunteers please sign below to indicate that you have read and understood this Risk Assessment / Management Plan | |
|--|-----------|
| Name | Signature |
| | |
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Below: map showing probable bus route to Inflatable World

This route is subject to change dependent upon changed traffic conditions and other variables to be determined by the bus driver and bus company





INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



| | | | |
|-------------------------|---|----------------------|-------------|
| Name of Job Task | Operation, supervision and management of Inflatable playground equipment and associated activities at Indoor Sports Centres | | |
| Workplace area: | Covers all Inflatable World Centres | Date Updated: | 17 May 2023 |
| Conducted By: | Caroline Kingston, Director Safety for Life Pty Ltd | Review Date: | 17 May 2024 |
| Approved By: | Brett Clark, Director Inflatable World Australia Pty Ltd | | |

| Items | Hazards | IR | Potential risks | Risk Controls | RR | Responsible Persons |
|---|---|-----|--|---|----|---|
| Access to Site | <ul style="list-style-type: none"> - Vehicle movement in car park - Tripping on uneven ground to access / egress premises - Broken glass / bottles left by members of the public | 10M | <ul style="list-style-type: none"> - Moving vehicles in car park - Hit by motor vehicle - Injuries from tripping - Children not wearing shoes when entering / exiting centre | <ul style="list-style-type: none"> - Control of children exiting bus / car - Buses to unload children as close to entrance of building as possible and then park - Supervisors of children to control movements to front door and into centre - Facility inspection to include access and egress to and from building and premises as a whole - Centre manager to report any unsafe footpath or nature strip issues to their local council - Centre manager to inspect car parks and entry points and clean up rubbish, broken bottles etc. - Parents / Guardian to ensure that children are wearing shoes when entering and exiting from the Centre | 3L | <ul style="list-style-type: none"> - Parent / Teacher / Child Supervisor - IW manager |
| Security of Children in Playground Area | <ul style="list-style-type: none"> - Wandering child - Child leaving through opening in nets - Child leaving centre though open doorways | 9M | <ul style="list-style-type: none"> - Child goes missing from centre during time on site - Child being hit by car in car park or adjacent roadways - Child being taken or abused by another person | <ul style="list-style-type: none"> - <i>Inflatable World Supervision Guidelines</i> to be followed by supervisors - Nets to be secured to prevent egress from within the courts, with the exception of the main entry / exit into the playground area - Emergency response established for missing child procedures and staff trained - Earpieces to be used to get assistance from staff in the case of a missing or injured child - Supervision Standards to be displayed and adhered to be parents / guardians of children | 6M | <ul style="list-style-type: none"> - Child Supervisor - Inflatable World |



INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



| Items | Hazards | IR | Potential risks | Risk Controls | RR | Responsible Persons |
|---------------------------------|---|-----|--|--|-----|---|
| Inflatable Playground Equipment | <ul style="list-style-type: none"> - Inflatable not fully inflated - Deflating equipment - Stuck between inflatables - Movement and stability of inflatables due to positioning on courts - Movement and stability of inflatables - Misuse of blowers | 17H | <ul style="list-style-type: none"> - Unstable entry and exit onto device due to lack of airflow and / or wear/tear/rips on device - Child gets caught in deflating equipment or tries to use slide during deflation - Movement of inflatable on ground, i.e. sliding - Child gets stuck between two inflatables - Patron accessing blowers and switching them off | <ul style="list-style-type: none"> - Risk Assessments conducted by Engineers and improvements implemented - Operating Instructions updated and provided to all sites through IWOS as part of staff having access to information and instruction - Operators to ensure staff are trained and competent in the updated Operation Instructions and requirements specific to each inflatable on site - Emergency Response established for deflating inflatable. - Staff trained in the procedure for responding to deflating equipment - Staff to monitor and prevent children attempting to squeeze between inflatables and climb on walls - Blowers in public areas are covered by the blue blower covers. - Staff to monitor patron movement around any accessible blowers. - Earpieces worn by staff to communicate emergency situation i.e. blower failure, deflation and inappropriate use or lack of supervision by parent / guardian. | 7M | <ul style="list-style-type: none"> - Inflatable World - Parent / guardian supervision as per Supervision Requirements |
| Inflatable Playground Equipment | <ul style="list-style-type: none"> - Falling while exiting inflatable - Bouncing against and falling over the side wall of inflatable - Climbing over walls of inflatable and falling on to ground - Generally falling through loss of balance - Jumping and falling awkwardly - Flipping / Somersaults (prohibited activity) | 17H | Injuries results such as: <ul style="list-style-type: none"> - Contusions - Bruising - Burns - Fractures - Concussion - Bleeding - Sprain / Strain - Falling - Heat Illness - Infections - Heart Attack/Stroke - Asthma attack - Viral infection | <ul style="list-style-type: none"> - Safety Video provided and requirement to be watched prior to entry - Safety Video available on website - Verbal safety message / rules provided on entry. - Wrist bands provide warning on risk of falls - Staff Training on Operational Instructions for Inflatable equipment verbally and sent to their email through IWOS so sign-off - Active monitoring by staff to ensure correct use of equipment - Time out for patrons not abiding by safety rules. - Adequate staffing levels provided by Licensee - Staff to monitor patrons to ensure they do not bounce against walls or lay on walls. - Thick fall matting provided at entrance and exit of all equipment - Number of players on each item is displayed on | 11M | <ul style="list-style-type: none"> - Children and their supervisors - Inflatable World Centre Manager, Supervisor and Floor Staff - Parent / guardian as per Supervision Requirement |



INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



| Items | Hazards | IR | Potential risks | Risk Controls | RR | Responsible Persons |
|-------------------------|---|-----|--|--|----|---|
| | <ul style="list-style-type: none"> - Sliding and pushing against walls of slide - Body collision with another person during play - Overcrowding on inflatable equipment - Weight limit per individual exceeded - Jumping down from walls internally instead of climbing down - Being pushed while undertaking play by another person - Sliding with feet apart against wall - Sliding down slide attempting to stand-up when still in motion - Children playing while unwell / sick - Children playing with existing injury - Biological contamination | | | <ul style="list-style-type: none"> equipment, and floor signs - Staff to monitor and control patron numbers on equipment - Specific equipment has full time floor staff monitoring equipment when in use - Flipping is a prohibited activity on all equipment - Bullying and aggressive behaviour is prohibited activity and offenders will be removed from the centre - Signage provided throughout courts on safety requirements - Regular cleaning of equipment with hot soapy water - IWOS inspections include visual inspection of all parts of the inflatable - Silicone spray used on slides to protect surface and reduce friction during sliding - First Aid Officer on duty every shift - Automated External Defibrillators are available in some centres with trained staff - Staff trained in asthma emergency - Weight limits clearly marked and signed throughout centre and on inflatables - Staff training provided on identifying and questioning if people are over the weight limits and enforcing the safety rules - Children not permitted to play when sick, ill or presenting with existing injury or illness, this includes casts and any form of tube from body and signs of infection (snotty nose) | | |
| Children's general play | <ul style="list-style-type: none"> - Running - Heat - Health - Sugar | 17H | <ul style="list-style-type: none"> - Trip and fall - Overheating and potential for heat related illness - Dehydration - Over excited due to excessive sugar / energy | <ul style="list-style-type: none"> - Children encouraged to NOT run - Staff trained in identification of heat related illness - Air cooling units provided to assist with cooling down - Children monitored by parents / supervisors to have regular breaks and drinking water to rehydrate - Limit the amount of sugar intake to assist with controlling behaviour | 7M | <ul style="list-style-type: none"> - Centre Manager - - Parent / guardian as per Supervision Requirement |
| Parental supervision | <ul style="list-style-type: none"> - Parents not actively supervising young | 12M | <ul style="list-style-type: none"> - Children injured or lost - Child causing injuries to | <ul style="list-style-type: none"> - Parental supervision requirements clearly posted around the centre and included in safety message on | 8M | <ul style="list-style-type: none"> - Centre Manager - Supervisors |



INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



| Items | Hazards | IR | Potential risks | Risk Controls | RR | Responsible Persons |
|-----------------------------|--|-----|---|---|----|--|
| requirements | <ul style="list-style-type: none"> Children being left in centre without supervision | | others | <ul style="list-style-type: none"> entry Unsupervised young children brought to front counter as 'lost', requiring PA message to parent Earpieces to be used to get assistance from staff in the case of lost children Unaccompanied underage children kept at front counter until parent returns to centre | | <ul style="list-style-type: none"> Parent / guardian as per Supervision Requirement |
| Children with Special Needs | <ul style="list-style-type: none"> Considered independently with child supervisor / parent | - | <ul style="list-style-type: none"> Distress to child from noise, activity Injuries Damage to inflatables | <ul style="list-style-type: none"> To be determined based upon individual assessment of child's requirements. Parent or carer to remain with child at all times while in centre Safety alert released to all centres | - | <ul style="list-style-type: none"> Centre Manager Parent / guardian as per Supervision Requirement |
| Communal Areas | <ul style="list-style-type: none"> Trip and fall Body collisions Hot drink spills Fluid spills Viral infections | 13M | <ul style="list-style-type: none"> Trained First Aid Officer on site to attend to injured person Lack of infection control standards by patrons increasing risk of viral illness. | <ul style="list-style-type: none"> Centre Manager and Supervisor to monitor and control patrons and their children's activities Earpieces to be used to get assistance from staff in the case of unwanted behaviour Cleaning procedures maintained and monitored. Hand washing facilities maintained | 4L | <ul style="list-style-type: none"> Centre Manager Supervisor Parent / guardian and Party Host |
| Emergency Response | <ul style="list-style-type: none"> Fire Electrical Safety issues People / Patrons Entry points | 9M | <ul style="list-style-type: none"> Injury to persons whereby first aid and emergency services are required Delayed response Management and control of patrons in centre Overcrowding of occupants in centre Restricted access by emergency services due to patron egress | <ul style="list-style-type: none"> Emergency Site Plans established Emergency Assembly Areas available, signed in prominent locations and known by all staff Training provided to staff on duties in the event of emergency situation on commencement of employment and regularly thereafter Fire extinguisher awareness training provided to all staff Emergency equipment – particularly fire extinguishers - unobstructed and readily available to all areas of the operation Emergency equipment tested every 6 months Annual building compliance certification Electrical equipment on 6 monthly test and tag Damaged or unsuitable electrical equipment removed from use immediately Earpieces to be used to get assistance from staff in the case of emergency Occupancy numbers managed through IW | 2L | <ul style="list-style-type: none"> Centre Manager Supervisor Floor Staff Parent / guardian as per Supervision Requirements |



INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



| Items | Hazards | IR | Potential risks | Risk Controls | RR | Responsible Persons |
|---|--|-----|---|--|----|--|
| | | | | operating system at kiosk - Wrist bands provided to all patrons playing on equipment | | |
| Party groups / Youth Groups / School Groups etc.. | <ul style="list-style-type: none"> - Cuts, burns - Pin / needlestick injury - Slips, trips - Safety rules not followed | 12M | <ul style="list-style-type: none"> - Children handling sharp knives and/or lighters or matches for the birthday cake - Badges being worn by teachers / carers - Spilled food and drink, obstructions from shoes and presents causing slip, trip and fall hazards - Group not provided safety rules as guests generally arrive at different times. - Patrons tripping and falling on party floor mats | <ul style="list-style-type: none"> - Children are not given sharp knives or lighters for birthday cakes by IW staff - Teachers, parents, carers and relevant other to remove any badges and ensure any sharp objects are not on their possession when on inflatables. - Floor staff (or dedicated IW party hosts) are to make regular inspections of the party area to ensure walkways and floors are clear of obstructions and spilled food and drink. - All party guests and hosts to receive safety message on arrival at the front desk. - Party host to receive written safety guideline on confirmation of the party re: supervision and safety rules (similar to group advice) particularly around adult supervision - Floor mats to be secured to prevent trip hazard to patrons – use of durable mat that lays flat | 8M | <ul style="list-style-type: none"> - Parents of party groups - Floor staff - Centre Manager |
| Group entry to centre | <ul style="list-style-type: none"> - Lack of supervision by parents / guardians - Injuries due to tripping and falling - Pin / needlestick injury | 12M | <ul style="list-style-type: none"> - Missing child - Walking out on to road - Walking out in front of moving vehicle - Walking through gardens and falling - Badges being worn by teachers / carers | <ul style="list-style-type: none"> - Group leaders or parents to be clearly advised of and understand the supervision requirements for children of different ages - Teachers, parents, carers and relevant other to remove any badges and ensure any sharp objects are not on their possession when on inflatables. - Group leaders or parents agree to actively supervise all children under their care - Operational risk assessment to be supplied to groups on request - All groups and parties to receive the verbal safety message prior to entering the courts to play - Floor and counter staff to monitor supervisory levels provided by groups and raise any issues immediately with the group or party leader | 8M | <ul style="list-style-type: none"> - Group leaders and supervisors - Parents of party groups - Centre Manager |



INFLATABLE WORLD OPERATIONAL RISK ASSESSMENT



INFLATABLE WORLD RISK ASSESSMENT METHODOLOGY

Step 1 Determine the most likely Consequence of the risk

Step 2 Select the phrase which best describes the Likelihood of the Consequence occurring

| Consequence | HEALTH AND SAFETY | FINANCIAL COST / REPUTATION |
|-------------|--|---|
| Disastrous | <ul style="list-style-type: none"> - Fatality of staff or patron - High level of infection / contamination affecting health - Prosecution - Directors / PCBU jailed on criminal charges by regulatory body | <ul style="list-style-type: none"> - Complete loss of business operations / maximum foreseeable loss event > \$10,000,000 - Extensive disruption to operations / shut down by authorities - Extensive public alarm, national media coverage and social media exposure |
| Critical | <ul style="list-style-type: none"> - Disabling injury or illness, i.e. permanent loss of bodily function of staff or patron - Prosecution & maximum penalty / fine imposed by regulatory authority | <ul style="list-style-type: none"> - Partial loss of business operations / major business interruption event > \$1,000,000 - Major disruption to operations / enforcement action by authorities - Major public alarm, attracting widespread media attention |
| Serious | <ul style="list-style-type: none"> - Injury or illness resulting in hospitalisation (overnight stay / surgery) of staff or patron - Serious disruption or incident, resulting in distress to children and adults - Prosecution & penalty / fine imposed by regulatory authority | <ul style="list-style-type: none"> - Serious property or equipment damage / interruption to provision of service capability > \$100,000 - Complex welfare and /or health care issue - Serious public alarm, attracting high level of negative social media exposure |
| Significant | <ul style="list-style-type: none"> - Injury or illness resulting medical attention (not admitted to hospital) of a staff member or patron - Minor behavioural issues within centre - Improvement noticed issued by regulatory authority | <ul style="list-style-type: none"> - Property or equipment damage / interruption to provision of service capability > \$10,000 - Significant public alarm, attracting some negative social media exposure |
| Minor | <ul style="list-style-type: none"> - Minor first aid injury to staff member or patron - No action from regulatory body | <ul style="list-style-type: none"> - Insignificant property or equipment damage / interruption to provision of service capability < \$1,000 - No public alarm or negative social media impacts - No disruption to public activities |

Step 3 Line up the Consequence and the Likelihood you have identified for the Risk to determine the Risk Score

| RISK ASSESSMENT MATRIX | | | | | |
|-------------------------|-----------------------------|------------------------------|-------------------------------|------------------------------|------------------------------|
| Likelihood | Almost Certain | Quite Possible | Unusual but Possible | Unlikely to Occur | Extremely Unlikely to Occur |
| Most Likely Consequence | Can occur on a weekly basis | Can occur on a monthly basis | Could occur on a yearly basis | Could occur every 5-10 years | Could occur once in 20 years |
| Disastrous | 25 - E | 24 - E | 22 - E | 19 - H | 15 - H |
| Critical | 23 - E | 21 - E | 18 - H | 14 - H | 10 - M |
| Serious | 20 - E | 17 - H | 13 - M | 9 - M | 6 - M |
| Significant | 16 - H | 12 - M | 8 - M | 5 - L | 3 - L |
| Minor | 11 - M | 7 - M | 4 - L | 2 - L | 1 - L |

Step 4: Use the Risk Score to determine the appropriate actions to take in addressing the risk

| Score and Statement | Action |
|---------------------|---|
| Extreme | Highest management decision required. Thorough assessment of risk and immediate attention required. Stop task until controls implemented and risk reduced to lowest level acceptable. |
| High | Urgently do something about the risks. Immediate attention of risk control required. |
| Moderate | Management to review and ensure that system / task instruction is provided to workers |
| Low | Acceptable for now. Record and review if any equipment/people/materials/ work methods or procedures change. |

Step 5 Address the Risk using the Hierarchy of Controls