

Risk Register

School:

Supervising teachers/staff:

Program/Excursion: Eureka Centre Ballarat

Year Level:

Dates:

Location(s): 102 Stawell St S, Ballarat Central VIC 3350

See risk analysis tools accompanying document on department of education website: <https://www.education.vic.gov.au/school/teachers/studentmanagement/excursions/Pages/outdoorforms.aspx>

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		Risk Consequences	Risk Likelihood	Risk Rating	
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 the risk					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? 				Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
Slips, trips and falls in museum or in park/playground.	<ul style="list-style-type: none"> Visiting teachers are responsible for First Aid equipment and response procedures. School staff should read the safety information provided at booking and familiarise themselves with slip areas in playground. Handrails and tactile stoppers on stairs. Hazard tape on stairs. Non-slip flooring in entrance. Adequate lighting in high traffic areas. Safety glass used for glass panels enclosing exhibits. Students should be supervised in darkened rooms as per code of conduct. 	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
Anaphylactic reaction.	<ul style="list-style-type: none"> Visiting teachers are responsible for carrying appropriate allergy First Aid equipment and response procedures. 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
Undesirable visitors gain access to students while on excursion.	<ul style="list-style-type: none"> Students are to be supervised by teachers at all times. Students must not leave the group unsupervised (eg to go to the bathroom) 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

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	<ul style="list-style-type: none"> Eureka Centre complies with Working With Children Check legislation and has a Child Safe Policy. Suspicious circumstances should be reported to Eureka Centre staff. 									
Severe weather while on lunch breaks.	<ul style="list-style-type: none"> A sheltered area is available at the front of the museum. Eureka Centre is not a code red bushfire location. 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
Emergency evacuation.	<ul style="list-style-type: none"> Eureka Centre staff are trained in evacuation procedures. School staff should read the Safety information provided at booking and familiarise themselves with the emergency information provided. 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
Students stepping in front of moving cars in car park.	<ul style="list-style-type: none"> Students are to be supervised by teachers at all times as stipulated in code of conduct. A designated bus drop off area is close to the main entrance. Students alight from the bus directly onto the footpath leading to the main entrance. 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	
Injury or drowning in pond in park out front	<ul style="list-style-type: none"> Students are to be supervised by teachers at all times as stipulated in code of conduct. School staff should read the safety information provided at booking and familiarise themselves with hazards in park out front. 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low				Extreme High Medium Low	

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