

CYC The Island
Photo/Number/Letter Hunt – Risk Management Plan

School:	Year Level:
Supervising teachers / staff:	Dates:
Program / Excursion:	Location:

For an explanation of risk management terminology and to ensure you understand how the rating / grading system is determined please ensure you have read the **CYC Activity Risk Profile** document.

The Photo/Number/Letter Hunt Risk Management Plan contains the Photo/Number/Letter Hunt specific risks, control measures and gradings, as well as the gradings of all general risks relevant for all CYC activities. Please refer to the **General Activity Hazards – Risk Management Plan** for a list of general risks and control measures relevant for all CYC activities.

Risk Description	Existing Control Measures	Rating		
		Likelihood	Consequence	Control Effectiveness
Slip – Trip – Fall Caused by unauthorized use of another activity	<ul style="list-style-type: none"> Participants are instructed not to go on any other activity (Low Ropes, Initiatives etc.) whilst completing the Photo / Number / Letter Hunt activity 	Unlikely	Minor	Satisfactory
Striking Students being hit by road users, or participants or equipment from other activities	<ul style="list-style-type: none"> The group is instructed to walk around, rather than through activities on their search Participants are instructed to be alert and aware when on or near roads within the campsite Road signs are clearly displayed throughout the campsite highlighting the speed limit and that the roads are a shared zone (vehicles and pedestrians) Participants always work in groups and are instructed to look out for each other 	Rare	Moderate	Satisfactory

Risk Rating – Photo/Number/Letter Hunt

All identified risks are recorded in the Risk Matrix according to the Likelihood and Consequence. The purpose of this matrix is to provide a snapshot of all identified risks and establish the level of risk associated to determine if further treatment is required.

X		Likelihood					
		Almost Certain	Likely	Possible	Unlikely	Rare	
Consequence	Catastrophic	80	64	48	32	16	<ul style="list-style-type: none"> Environmental Exposure 4 Environmental Hazard 3
	Major	40	32	24	16	8	<ul style="list-style-type: none"> Environmental Hazard 1 People – Instructor 1 & 2 Inappropriate use after hours People – Group leader 2
	Moderate	20	16	12	8	4	<ul style="list-style-type: none"> People – Participant behaviour Environmental Exposure 2 Striking Environmental Exposure 3
	Minor	10	8	6	4	2	<ul style="list-style-type: none"> Slip-Trip-Fall (General) Environmental Exposure 1 Environmental Hazard 2 People – participant ability Slip-Trip-Fall Entanglement Cutting / Scratching Striking People – Group Leader 1
	Insignificant	5	4	3	2	1	

NB: All risks in **bold** are Photo/Number/Letter Hunt specific risks. All other risks are from the General Activity Hazards RMP and are therefore relevant for all activities.

For grading risks, scores obtained from the risk matrix are assigned grades as follows;

HIGH 20 – 80	MEDIUM 10 – 16	LOW 1 – 8
Unacceptable risk which requires immediate action to reduce or remove the hazard. Senior management must be notified. Item should be TAKEN OFF LINE until risk reduced.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.

RMP REVIEWED BY: A Paterson

DATE: 14 / 09 / 2016

NEXT REVIEW DUE: September 2017