

GEELONG GRAMMAR SCHOOL RISK ASSESSMENT

This form is a method of documenting the risk and emergency management process for School activities

WHEN TO USE THIS FORM

This form is to be completed and submitted to Risk and Compliance (riskandcompliance@ggs.vic.edu.au) as part of the approval process for:

- excursions
- incursions
- school camps (overnight stay)
- sport events/excursions
- sport camps (overnight stay)

You must complete any area that has been highlighted based on what is appropriate for the activity.

Additional risks, hazards and controls can be added in each theme dependent on the activity (or removed if not applicable).

Detailed and **specific** activities and controls must be included at the end of the Risk Assessment.

STEP 1 – ESTABLISH THE CONTEXT

Think about the activity, in particular:

- *What are we doing?* (location, participants,

teacher in charge, supervising teachers)

- *What can we do to make it safer?* (Controlling the risks).

STEP 2 – RISK IDENTIFICATION

Ask, *what can go wrong?*

Identify the **hazards** in column 2 which need to be considered during the activity and identify the risks associated with these hazards.

Consider what, why, when, where and how incidents may occur.

STEP 3 – RISK ANALYSIS

Analyse the risks to ensure an understanding of each risk, its consequences and the likelihood of the risk occurring .

Consider the **inherent risk rating** in column 3. The inherent risk rating is the risk before any hazard controls are applied. Use **table 1 (likelihood criteria)** and **table 2 (risk matrix)** to do this.

Risks rated Low or Medium do not necessarily require further treatments as this level of risk is considered to be acceptable.

Risks rated High or Extreme require further treatments to reduce their level of risk to a more acceptable level.

STEP 4 – RISK EVALUATION

Ask, *what can we do to make it safer?*

Consider the **hazard control measures** in column 4 which will reduce the risks.

Remember that most of the hazard controls are required and/or recommended by the School and must be taken into consideration.

Hazard controls can involve:

- **reducing** the risk
- **sharing** the risk (e.g. outsourcing or insurance)
- **avoiding** the risk by changing or not undertaking the activity
- **retaining** the risk and creating an appropriate emergency response procedure.

STEP 5 – RISK TREATMENT

Once the hazards and risks have been identified and controls considered, consider the **residual risk rating** (column 5). The

residual risk rating is the likelihood once the appropriate hazard controls are put in place. Use **table 1, table 2 and table 3 (risk action priority)** to do this. If you need to reduce the risk, start by reassessing the existing controls in place to see if they can be improved.

Responsibility for implementing the treatments should be assigned to relevant staff involved by adding their name to the assigned task.

STEP 6 – MONITOR AND REVIEW

Changes to the risk assessment may be required if certain factors change, for example, the weather, student/staff health, etc. While on the activity, staff should continue to monitor risks.

STEP 7 – COMMUNICATION

Communicate the risks with all staff attending the excursion. Ensure that each staff member understands their role in monitoring the risk



TABLE 1 – LIKELIHOOD CRITERIA *Refers to the likelihood of a risk consequence occurring*

Likelihood	A Almost Certain	Common or repeat occurrence expected. Known to have happened regularly.
	B Likely	Known to have happened.
	C Moderate	Could or might occur, has happened.
	D Unlikely	Unlikely to occur but may happen.
	E Rare	Practically impossible but could theoretically occur. Has occurred elsewhere.

TABLE 2 - RISK MATRIX *To determine the overall level of risk by combining consequences of the risk with the likelihood criteria*

		Consequence				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophe
Likelihood	A Almost Certain	High	High	Extreme	Extreme	Extreme
	B Likely	Medium	High	High	Extreme	Extreme
	C Moderate	L	Medium	High	Extreme	Extreme
	D Unlikely	Low	Low	Medium	High	Extreme
	E Rare	Low	Low	Medium	High	High

TABLE 3 – RISK ACTION PRIORITY *Prioritise based on risk rating*

Risk Rating	Risk Tolerance	Control effectiveness description
Extreme	Highly intolerable	Very high propriety; extreme risk; requires immediate risk improvement action
High	Intolerable	Prompt action required in order to reduce or eliminate exposure
Medium	Tolerable with regular review	Review existing control measures to reduce risk as low as reasonably practicable; moderate priority action required
Low	Acceptable with periodic review	Refer to procedures; ensure ongoing review and monitoring



DESCRIPTION OF ACTIVITY: Equine Event
 SCHOOL CAMPUS (if necessary): Corio
 ANALYSIS BY: Marina Oman & Paul Horton
 DATE/S: 12-01-22
 LOCATION OF ACTIVITY: Werribee Park National Equestrian Centre

Risk Item/Schedule	Hazards	Raw Risk Ranking	Hazard Control Measures	Residual Risk Ranking
List the steps required to perform the activity in the sequence they are carried out	List the potential hazards against each step that could cause injury when the activity is performed.		For each hazard identified, list the control measures required to eliminate or minimise the risk of injury	
Event Safety Management	<ul style="list-style-type: none"> No safety officer appointed or identified Event does not meet EA or FEI rules for safety Volunteers and other event personnel experience and knowledge are not appropriately trained or supervised Event personnel are not appropriately briefed/inducted on event safety procedures. Emergency Response equipment (i.e.. blankets, fire extinguishers, Communication devices) are not appropriate or supplied. Emergency exits not clear/signed. 	E (4,D)	<ul style="list-style-type: none"> Safety Officer appointed for the event to monitor risk assessments during the event, support the event organiser in decisions regards changing risk thresholds, ensuring EA and FEI rules are being adhered to in terms of risk management needs. Event personal to hold relevant experience, knowledge and where required certification for roles adopted in managing the event. Event Staff and officials will be recognisable by their wearing of a specific event lanyard or similar (i.e., event bibs) Event Organiser to carry out pre-event checks to confirm appropriate levels of experience, knowledge and certification where required for all event staff (paid and volunteer). Event Organiser and event Safety Officer to carry out a pre-event start site inspection to ensure emergency management plan measures (procedures, signage, equipment) and appropriateness of the venue for the event (in line with EA and FEI rules) are being met. 	L (2,D)
Event set up	<ul style="list-style-type: none"> Staff/Volunteers not appropriately trained/inducted. Pre event checks not carried out On event safety checks not completed/monitored. 	E (4,D)	<ul style="list-style-type: none"> All staff at the event (paid & volunteer) will be briefed by the Event Organiser (and or Safety Officer) on the risk assessment for the event, including emergency management protocol in the event of an incident. Safety Officer will confirm with the Event Organiser, and document a pre event start site safety check. 	L (2,D)
Security	<ul style="list-style-type: none"> Unauthorised intrusion Horse escapes Horse float stolen 	H (3,C)	<ul style="list-style-type: none"> Ball locks advised to be installed on floats to all float owners. Spring loaded/electric gate at horse entrance/exit. Security to check site 24 hours Gates to external roads to be always shut 	L (2,E)
Emergency procedures	<ul style="list-style-type: none"> No emergency procedure No site emergency warning signals or sounds to alert participants/spectators. Emergency Access/provision restricted 	E (4,D)	<ul style="list-style-type: none"> GGG Emergency Thresholds in place (see attached Emergency Response Thresholds). All staff (paid/volunteer) are inducted to site emergency plan prior to the event start. Pre event start site safety inspection completed. Emergency contacts will be readily displayed and supplied as part of event schedule 	L (2,D)



<p>Child Safety</p>	<p>Potential abuse to children involved in this event from any of the child safety risk categories listed below:</p> <ul style="list-style-type: none"> • predatory risk (persons who may become adept at creating opportunities to abuse and avoid detection) • opportunistic risk (persons who may abuse in low-risk, low-effort situations); • situational risk (persons who may abuse in a specific set of circumstances) • environmental risk (environments that create child safety risks). 	<p>E (4,D)</p>	<ul style="list-style-type: none"> ▪ Child Safety Officer to be present at the event and able to monitor or respond to any concerns raised and ensure Actions Steps are followed: ▪ Action 1 - Responding <ul style="list-style-type: none"> ▪ If a Child is at risk of immediate harm you must ensure their safety by: <ul style="list-style-type: none"> ▪ Calling 000 for medical and/or police assistance to respond to urgent health or safety concerns. ▪ Administering first aid, if required. ▪ Separating at-risk Child and others involved. ▪ Identifying an appropriate contact person for any on-going liaison with the Police if required. If there is no immediate harm go to Action 2 below. ▪ Action 2 – Reporting <ul style="list-style-type: none"> ▪ If you suspect, on reasonable grounds that a Child is, or is at risk of being abused and/or neglected, you must <ul style="list-style-type: none"> ▪ report it to the police and/or the relevant State/Territory child protection agency. ▪ Child Safe Officer to follow GGS Child Safe Policy and ensure EV is informed of the incident. ▪ Action 3 – Contact <ul style="list-style-type: none"> ▪ You must contact the police and/or the relevant child protection agency to determine the information that may be shared with parents/guardians, and who should lead this contact (i.e. police, child protection department or relevant organisation representative). This could include advice: <ul style="list-style-type: none"> ▪ Not to contact the parents or guardians in circumstances where they are alleged to have engaged in the abuse; or ▪ To contact the parents/guardians and provide agreed information as soon as possible. ▪ Action 4 - Support <ul style="list-style-type: none"> ▪ Support should be provided to any Child that has experienced abuse. ▪ It is important that the person providing support to the Child does not attempt to provide support which is outside of the scope of their role. ▪ Support should include maintaining a calm open manner when listening to any allegations and/or disclosures, while avoiding seeking detailed information or asking leading questions. ▪ This information needs to be well documented. ▪ Further support for the Child, relevant adults and others involved may be required, including a referral to wellbeing or healthcare professionals and or the development of a safety plan. 	<p>M (3,D)</p>
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			<ul style="list-style-type: none"> ▪ Event Child Safe Officer to notify the National Integrity Complaints Manager (02) 8762 7777 or integrity@equestrian.org.au of the incident. ▪ All event staff and volunteers to hold a current WWCC ▪ All event staff will be inducted to the GGS Child Safe Code of Conduct and abide by this policy. ▪ Staff and volunteers briefed prior to event start regards matters of child safety. ▪ Professional photographers must be approved and meet EV rules for Child Safety. 	
Covid Safety	<ul style="list-style-type: none"> • Event not being equipped with COVID Safe plans. • Event not following COVID Safe principles to reduce the likely spread of COVID. 	E (4,D)	<ul style="list-style-type: none"> ▪ Covid Safe Marshall present at the event and in position to ensure that access to the event by participants and spectators is following current advice regards Vic Health COVID Safe rules. To include: <ul style="list-style-type: none"> ▪ Facility for QR Code sign in ▪ Provision of Handwash and sanitizer ▪ Vaccination proof for Staff working at the event. ▪ Fire extinguishers, hoses and fire blankets in place. 	M (3,D)
Fire equipment/alarms	<ul style="list-style-type: none"> • No fire equipment 	E (4,D)	<ul style="list-style-type: none"> ▪ Fire extinguishers, hoses and fire blankets in place. 	M (3,D)
Medical Response	<ul style="list-style-type: none"> • No first aid provision at the event • First Aid kits and basic veterinary tools are not onsite or easily accessible. 	E (4,D)	<ul style="list-style-type: none"> ▪ Dedicated First Aider provision at the event ▪ Attending First Aid Staff are First Aid and Anaphylaxis accredited. ▪ Ensure a person is placed at the event entrance in the event of an emergency response, to direct outside responder if unfamiliar to the event location when called. ▪ First Aid equipment and supplies confirmed in the pre-event safety inspection. ▪ Signage and information at registration to the event to inform participants and spectators of first aid response support for the event. ▪ Due to COVID-19, Kits to contain extra face masks, hand sanitiser and paper towel. 	M (3,D)



Welfare of Riders	<ul style="list-style-type: none"> • Fall from horse • Riding alone • Collision with other horse • Lack of personal protective equipment • Hazardous manual handling (<i>use of force exerted by a person to lift, lower, push, pull, carry materials in a horse stable environment or otherwise move, hold or restrain a live animal.</i>) • Contracting diseases (ringworm, leptospirosis, gastrointestinal and other skin infections) 	H (3,B)	<ul style="list-style-type: none"> ▪ Riders must not ride alone. ▪ Riders must wear a current EFA standard helmet at all times when riding. ▪ Helmets to be tagged asap beginning of term/year ▪ Riders must wear flat soled, heeled riding boots whilst riding ▪ Riders ride own horses only. ▪ All riders are aware of rules and regulations for each specific event also including safe practice on/off the horse, keeping safe distances between other horses and the possibility of horses kicking or biting ▪ Check that riders can control their horse i.e. how to start, stop and turn. ▪ Provide and maintain hygienic hand washing facilities including running water, liquid soap and hand drying facilities like disposable paper towels. ▪ Use waterless alcohol based hand rubs. ▪ Instruct staff and others to practise hand hygiene: <ul style="list-style-type: none"> ▪ after contact with horses, handling horse equipment, removing PPE and on leaving animal areas ▪ before eating and drinking ▪ following accidental contamination with a horse's blood and body substances. ▪ Provide designated eating areas away from animal areas. ▪ Prohibit staff and others from eating and drinking in animal areas. ▪ Maintain stables and yards in a clean and hygienic condition. ▪ Riding etiquette in the arena: <ul style="list-style-type: none"> ○ When riding, pass left hand to left hand. ○ Walk on the inside track only ○ Faster pace has preference, so canter has preference over trot, etc ○ Lateral work has preference over all paces ○ A maximum of four riders can ride in the dressage arena. 	M (3,D)
Welfare of horses	<ul style="list-style-type: none"> • Horse contracting a disease or illness. • Horse becomes lame • Horse escapes/bolts • Horse hit by vehicle • Horse scared by small animals (ie dogs) in yard and arena areas. 	H (3,B)	<ul style="list-style-type: none"> • Horse health declaration signed by participants/owners of horses • Provide barriers to prevent unsupervised access e.g. child proof fencing. • Install warning signs. • Exclude other animals like dogs from areas where horses will be present. • Dogs to be on a lead at all times • In the unlikely event of a biosecurity incident the Event Organiser & Event Safety Officer will: meet with infected parties to advise action such as isolate horse, contact vet. Identify all parties' horses who have had contact, if necessary prepare an initial public safety statement. • Provision of Vet on call number at main office. 	M (3,D)



Horses in pedestrian zones/areas	<ul style="list-style-type: none"> Horses not tethered correctly or managed around the public Horses overcrowded or trapped. 	H, (3,B)	<ul style="list-style-type: none"> Clear designated areas for Horses and passage of Horses between yard/stalls and event arena(s). All horses must remain in designated horse areas at all times Horse not to be mounted in Load/Unload area at any time No horse to be left unattended in horse Load/Unload area Participants and supports to be briefed on designated horse areas and rules for mounting, riding and supervision of horses. 	L (2,D)
Equestrian Competitions/Events	<ul style="list-style-type: none"> Major Influx of extra people and horses Traffic management/Collision 	H (3,B)	<ul style="list-style-type: none"> Event Organiser & Safety Officer control event registrations. Traffic Management plan enacted for the venue. 	L (2,D)
Heat stress to horses & riders	<ul style="list-style-type: none"> Horses & riders can be affected by competing or practicing for events. 	E (4,D)	<ul style="list-style-type: none"> Event Safety Officer to monitor weather conditions (BOM warnings) and enact controls from GGS Heat Threshold Policy. All staff and participants informed of safe heat thresholds. 	M (3,D)
Equine Building/Structural	<ul style="list-style-type: none"> Horses kick and damage building and/or themselves. 	H (3,B)	<ul style="list-style-type: none"> Wooden/rubberised wall barriers to be installed Enclose yard to prevent escape. 	L (2,D)
Parking - General	<ul style="list-style-type: none"> Vehicles bogged following rain Vehicle collision Parking in area 	H (3,B)	<ul style="list-style-type: none"> Event to monitor weather thresholds and environmental changes. Designated parking and traffic flow routes in and out of event and for transporting horses. 	L (2,D)
Parking - Floats	<ul style="list-style-type: none"> Vehicles and Floats parked with insufficient distance (around 9 metres) from other floats to enable a horse to be tethered to each float and to move around without coming so close to another horse as to permit one horse to kick the other or to damage vehicles. Parking blocks the exit for others. Tethered horses with known propensity to kick or engage in any activity that might be a danger to a passer-by, that horse must be attended by Horses not tethered in accordance with good practice. 	H (3,B)	<ul style="list-style-type: none"> Event Safety Officer to monitor risk assessment at the event and inform of any unsafe tethering of horses, unsafe horse supervision and unsafe transport of horses onsite. Participants informed of event rules and code of conduct in the management and safety of horses and others at the event. 	L (2,D)
Registration	<ul style="list-style-type: none"> Participant not registered or meeting registration requirements 	H (3,B)	<ul style="list-style-type: none"> All participants to pass through a registration check point to enter the event to confirm registration complete, decelerations and covid sign in. Covid Marshall present at event entry point. 	L (2,D)



Weather Event/Threshold	<ul style="list-style-type: none"> Heat exposure Cold exposure SWW warning Other environmental threshold trigger (i.e. thunderstorm asthma) 	H (3,B)	<ul style="list-style-type: none"> Event Organiser and event Safety Officer to monitor weather thresholds and enact safety plans for weather as required. All staff (paid/volunteers) to be inducted/briefed prior to event start on safety policies/procedures for weather events/thresholds Have gravel, bark chips for mud control if required. Event Organiser & Event Safety Officer will revise isolation of event areas as required. Loose objects will be tied down and work ceased and /or competition if weather threshold assessment deems it necessary by the event organiser and event safety officer. 	L (2,D)
Riding Arena set-up (warm-ups)	<ul style="list-style-type: none"> Arena capacity exceeded Slippery, muddy, hard or rough terrain Spectator and horse collision, or kick 	H (3,B)	<ul style="list-style-type: none"> Steward to monitor warm up areas making sure a safe number of students are in arena at one time Provide pedestrian only areas. 	L (2,D)
Competition Arena/Course set-up	<ul style="list-style-type: none"> Slippery, hard, muddy, or rough terrain Obstacle courses not designed/constructed with appropriate level of skill/knowledge. 	H (3,B)	<ul style="list-style-type: none"> All surfaces inspected prior to and as required during the event to make sure all areas are safe, any slippery/rough areas to be highlighted. 	L (2,D)
Food provision	<ul style="list-style-type: none"> Food vendors not licensed Food Handling Regulations not complied with Food Vendors do not have a permit to provide food no current public liability cover 	H (3,B)	<ul style="list-style-type: none"> Food serving documentation/certificates to be checked prior to event start Licensed Food vendors only on site for sales of Food to riders and supporters. Food Handling Regulations complied with permit to provide food and current cert of public liability cover checked prior to the start of the event. 	L (2,D)

