

# Risk Management Plan

## Risk Matrix

Consequence (Impact)	Catastrophic	5 Low	10 Medium	15 High	20 High	25 High
	Significant	4 Low	8 Medium	12 Medium	16 High	20 High
	Serious	3 Low	6 Low	9 Medium	12 Medium	15 High
	Low	2 Low	4 Low	6 Low	8 Medium	10 Medium
	Minor	1 Low	2 Low	3 Low	4 Low	5 Low
		Unlikely	Occasional	Probable	Almost Certain	Frequent
Likelihood (Probability)						

## Mitigation Plan

- **Eliminate:** Remove the hazard or stop the activity
- **Isolate:** Corner off or distance the group away from hazard
- **Administrative:** Ensure policies and procedures are in place and that all staff and volunteers follow them.
- **Environment:** Make a change to the surrounding area to reduce risk.
- **PPE:** Personal protective gear to be used

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Classroom Hazards (Sanctuary and Fairfield House)					
Hazard	Potential harm(s)	Risk Matrix Score	Mitigation Plan	Other Action Required	Any PPE Required
Child accessing kitchen area	Child coming into contact with fire from gas stove and getting burnt, or using tools/knives and getting a cut	serious occasional (6)	Environment Administrative	Protocols and rules when near those areas. Reminder signs warning students at entrance ways.	N/A
Food allergies	Students eating food not suitable for them. Anaphylactic shock	Serious Occasional (6)	Administrative	Allergies listed on enrolment form. Medication to be carried by the Facilitator of known students with allergies. Notice emailed to families of foods not allowed (e.g. nuts) if there are any students with severe allergies on a programme.	N/A
Ladder up to meditation space	Falls	Serious unlikely (3)	Elimination	Keep this door locked, or have off-limits	N/A
Fairfield House Tower	Slips or falls	Catastrophic unlikely (5)	Elimination	Children advised this area is off- limits, Facilitator to check the gate to the tower steps is locked.	N/A
Residents, visitors and members of	Exposing children to undesirable acts, kidnapping	Significant unlikely (4)	Administrative	Receive updates from Fairfield of public accessing the venue. Children are to be supervised by a Facilitator or parent	N/A

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the public at Fairfield				volunteer (who has police clearance) at all times. Fluro vests worn when outside the classroom. Protocols and rules for interacting with the public. Use Police Resources from <a href="#">‘keeping ourselves Safe’</a> Programme with students	
Cleaning products	Poisoning from contact	Serious unlikely (3)	Elimination Isolation	Toxic products are kept in high cupboards. The drawers under the laundry tub have a child lock attached.	N/A
Using the bathroom	Strangers using the bathroom at the same time and potentially abusing child	Serious unlikely (3)	Administration	Policy in place that a Facilitator or parent volunteer is to accompany children to the bathroom, check the bathroom is clear and wait outside while the child uses the bathroom. This information is included in parent helper training. It is preferable for children to go in groups to the bathroom with the Facilitator/volunteer to reduce the number of needed visits.	N/A

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Reserve Hazards (Fairfield grounds)					
Identified Hazard	Potential harm(s)	Risk Matrix Score	Introduced Control	Other Action Required	PPE Required
Dogs	Sickness from dog fouling or injury from dog attacks	Low unlikely (2)	Administrative PPE	Protocols and rules established for dealing with dogs and faeces	Gloves, bags
Getting lost/ boundary not fenced	Lost child may end up in dangerous situation	Serious occasional (6)	Administrative	Facilitators know where students are. Students wear hi-vis vests with Aroha Discovery phone number on it. Everyone in the group understands the whistle signals for re-grouping and emergencies.	N/A
Fences	Cuts from barbed wire	Low Unlikely (2)	Administrative	Protocols and rules	N/A
Powerpoints on the meadow	Electric shock	Catastrophic unlikely (5)	Administrative	Protocols and rules, ensure these have their individual safety covers on.	N/A
Strangers at the reserve	Talking to students, abduction, abuse	Significant unlikely (4)	Administrative	Protocols and rules for interaction with the public. Use Police Resources from <a href="#">‘keeping ourselves Safe’</a> Programme with students	N/A

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Allergic reaction to pesticide spray used by Council	Anaphylactic response, rash	Minor unlikely (1)	Administrative	Obtain spraying schedule from Nelson Council and stay out of Grampian reserve for recommended time. Observe any signs that have been put up.	N/A
Fire	Burns	Serious low (6)	Administrative	Complete fire ban anywhere around Fairfield. Noted in policies and procedures	N/A
Trees	Falling when climbing, falling branches	Serious probable (9)	Administrative	Trees climbed to 3m unless given permission from parent/caregiver to climb higher	N/A
Acorns	Being hit as they fall, slip hazard on the ground	Minor almost certain (4)		Caution exercised	N/A
Equipment - ropes/bungees/tarps/hammocks etc.	Inappropriate use of bungees and ropes (strangulation, rope burn, impact wound from bungees pinging back)	Serious occasional (6)	Administrative	Protocols, rules and instructions for using the equipment.	N/A
Traps/bait stations	Poisoning	Serious unlikely (3)	Administrative	Traps are identified, and not to be touched.	N/A

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Holes in the reserve and steep slopes	Tripping when walking/running	Low frequent (10)	Administrative	Discussions on walking on uneven and steep terrain.	N/A
Rubbish in the reserve	Drugs, alcohol exposure, broken glass etc	Minor occasional (2)	Administrative PPE	Rubbish bags and gloves provided. Protocols and rules for rubbish students can safely pick up.	Gloves, bags
Debris around property - eg gardening equipment	Students accessing debris, climbing on it, falls, injuries caused from contact	Low unlikely (2)	Elimination Administration	Daily inspection of the area, and danger removed or cornered off.	N/A
Long grass	Debris hidden in the grass, people standing or falling on it.	Minor frequent (5)	Administrative	Facilitator/Volunteer to check before entering or stay out of that area. Working bee to tidy up garden areas.	N/A
Plants, berries, mushrooms, insects	Stings, scratches, poisoning	Serious occasional (6)	Administrative	Medication to be carried by the Facilitator of known students with allergies. Protocols and rules established in dealing with poisonous substances. Identified poisonous mushrooms removed at pre-safety scout	N/A
Child urgently needing defecate	Contamination causing sickness	Serious Probable (9)	Administrative	Facilitator will carry a trowel to dig a hole at least 15cm deep for the child to squat over, and then adequately bury afterwards. Facilitator to	N/A

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				also carry toilet paper, soap and hand sanitiser for use.	
Tools	Cuts, inappropriate use	Serious occasional (6)	Administrative	Protocols and rules for using the equipment safely. First Aid kit and knowledge	N/A
Natural disaster	Fire or earthquake	Significant unlikely (4)	Administrative	Protocols for natural disasters	
Extreme weather e.g lightning, gale force winds may mean outside play is not safe	Lots of rain could mean everything is slippery, children may get cold if wet for long periods	Low almost certain (8)	Administrative	Weather forecasts checked at the beginning of each day. Use of suitable shelter	N/AN/A
Inappropriate clothing when outdoors	Students could get cold, or sunburnt	Minor occasional (2)	Administrative	Appropriate clothing list given to parents when enrolling. Spare clothing available in the classroom at all times. Appropriate food and drink consumption	N/A

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Excursion Hazards (not otherwise listed under Reserve Hazards)					
Identified Hazard	Potential harm(s)	Risk Matrix Score	Introduced Control	Other Action Required	PPE Required
Booster seat not adequately installed in vehicle	Injury in car accident	Catastrophic unlikely (5)	Administrative	Safety check sheet	N/A
Children trying to leave the vehicle before fully stopped	Injury from moving vehicle	Serious Unlikely (1)	Administrative	(Covered in safety check sheet – to advise students) When stopping- students remain in the car until the driver signals for them to move from the vehicle.	N/A
Crossing a road	Injury from car accident	Catastrophic Unlikely (1)	Administrative	(Covered in safety check sheet) Drivers should try to avoid students needing to cross a road to get to their destination (e.g. toilet, sports field or shop) or directly supervise any road crossing. This also applies to groups departing from the venue site or returning to the venue.	N/A
Child goes missing	Lost child may end up in dangerous situation	Serious Unlikely (3)	Administrative	Regular head counts are conducted throughout the day by the facilitator.... (Covered in safety check sheet) Drivers should ensure that they return with the same passengers they took. Children should only change	N/A



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				vehicles at the supervisors discretion with all relevant drivers involved being informed.	
Driver gets lost enroute		Minor Occasional (2)	Administrative	Drivers will be given exact location and will use (or be given) maps if they are unfamiliar with the location	N/A

Drop-off and pick-up Hazards					
Identified Hazard	Potential harm(s)	Risk Matrix Score	Introduced Control	Other Action Required	PPE Required
Carpark	Student hit by car, car crash, students crossing the road.	Serious unlikely (3)	Administrative	Advise parents and children of traffic management plan, and drop off zone onto red brick area only.	N/A
Correct caregivers	Students abducted.	Serious unlikely (3)	Administrative	Relevant lists of students' approved parents/caregivers available for Facilitators at all times. Sign in / sign out register	N/A
Personal belongings lost or stolen	Loss of belongings	Minor occasional (2)	Administrative	Belongings named. Visitors will sign in to the classroom. The Classroom will be locked when vacant for the day.	N/A