#### Victoria University: *(Club Name)*

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| **\*Grading the risks:** use this matrix to identify your risk rating. Risks which rate medium or high must receive strong attention |
| **Likelihood** | **Consequences** |
|  | Minimal | Minor | Moderate | Major | Catastrophic |
| Rare | Low risk |  | Low risk | Medium risk | High risk |
| Unlikely |  |  |  |  |  |
| Possible |  |  |  |  |  |
| Likely |  |  | Medium risk | High risk |  |
| Almost Certain |  |  |  |  |  |

#### Risk Assessment

***Use this template to help you identify, analyse and develop plans to manage the risks on your programme or event.***

Programme/event: *(General activity/Event/Trip/Outdoor/adventure)*

Date/time: (\*\*/\*\*/\*\*\*\*) - (\*\*/\*\*/\*\*\*\*)

Activities: *(Brief Description….where/why/who/how)*

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| **Identifying the risks** | **Managing the risks** | **\*Grading the risks** |
| What is the risk? (e.g. to people, environment, equipment, budget, reputation) | **How can it happen?** | How will we manage it? | **Emergency management (what will we do if it happens?)** | **Likelihood score** | **Conseq-uences score** | **Overall risk rating** |
| *People - Falls/Scrapes/Trips* | *Due to uneven surfaces causing slipping or falling over* | *Inform them to wear appropriate footwear.* *Carry a first aid kit to use if needed.* *Monitor weather conditions and provide appropriate advice re: surfaces.* | *Use the first aid kit if needed.* *If more serious dial 111.* | *Possible* | *Minor* | *Low Risk* |
| *People - Students getting lost or split from the group* | *Crowds.* *Leaders not communicating enough.* *Students getting distracted and wander off.* | *Head count /roll call regularly.**Advise them of departure time and meeting place.**Ask them to let us know if they are leaving the group.**Take contact list with us which has cell phone numbers etc.**Buddy system.* | *Use contact sheet to call and track them down.* *One member looks for them, other stays with group.**Phone the club contact for the group* | *Possible* | *Minimal* | *Low Risk* |
| *Participants medical / allergy problems* | *The activity or outside influences affecting pre-existing medical or allergy problems.* | *We ask all participants to tell us any medical or allergy conditions before the sessions. We deiced whether they should do the event. Be prepared for any (eg know where their medication is)* | *Get them to stop the activity. If it is something first aid can deal with then use the kit. If they need their own medication then get them to take it. If they need medical assistance call an ambulance.* | *Possible* | *Major* | *Medium Risk* |
| *Personal Belongings being lost or stolen* | *Participants’ personal belongings could be stolen from the car or if the member needs to deal with any incident they may be left alone and stolen.* | *Personal belongings can be left in the participants or cars or left with a member (at their own risk)**If left in the car they will be kept out of sight from the windows and if left with the dry member they will be kept in the ocean swim box file which the member will generally be holding.* | *Phone the police and Kelburn Recreation Centre or Clubs Manager Make a list of who had what taken.* | *Possible* | *Major* | *Medium Risk* |
| *Student/ Club training* | *Guide leaders must be well authorized and hold the qualifications to take a group* | *All leaders to be fully trained with emergency training and preparedness* | *First Aid/trauma training* | *Possible* | *Moderate* | *Low Risk* |
| *Animals* | *Animals such as dogs being about which can injure or scare participants* | *If any are near then move participants away from them.* | *First aid.* | *Possible* | *Moderate* | *Low Risk* |
| *Conflict with Public* | *Members of the public being dangerous, violent, aggressive or abusive* | *Try to calm them down and avoid/move the group away from them* | *First Aid.* | *Possible* | *Moderate* | *Low Risk* |

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| *Travel by Private car/van* | *All drivers hold current and full NZ licenses and experienced driver (a copy of all drivers licenses to be submitted)**International license must be submitted prior to travel**Understand and confident to drive NZ road conditions and driving in hazardous in all seasons.**Understand the NZ Road code**Does the car/van hold current WOF, registration?* *Drivers have experience of changing tyres, putting on chains etc.**All spare tyres checked.**Does the van require a passenger licence.* *Driver/s able to drive a van with passengers.* | *If there is an accident or death occurs. Responsibilities of the drivers.**Insurance for drivers and passengers, list of details* | *A list of Victoria Students details and their student ID travelling in cars must be submitted prior to travel to the Clubs Manager**A list of Drivers name, licenses must be submitted to the Club Manager**A list of car/van registration and current WOF information to be submitted to the Club Manager.* | *Possible* | *Major* | *Medium Risk* |
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Compiled by: *(Name and position)*  Date: \*\*?\*\*/\*\*\*\*

Review Comment: *(When should this be reviewed, why, other things to consider)*

Helpful Tips

* Use the Risk Assessment to improve your planning. Share with others to build your equipment checklist and refine your group communications
* If you are paying for accommodation or a service, ask to see/use the supplier’s own risk assessment
* Do your research prior – contact the appropriate authorities for guidance – [www.watersafety.org.nz](http://www.watersafety.org.nz) / [www.mountainsafety.org.nz](http://www.mountainsafety.org.nz) etc
* Ask for your Risk Assessment to be checked by the Victoria University Safety and Risk team - safety@vuw.ac.nz