

SCHOOL RISK ASSESSMENT

Generations in Jazz Festival

Version 2 Dated 26 February 2018

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Risk Criteria Matrices

LIKELIHOOD:		
A	ALMOST CERTAIN	The risk will occur during the festival
B	LIKELY	The risk will likely occur during the festival
C	POSSIBLE	The risk is possible and may occur
D	UNLIKELY	The risk is unlikely to occur on the festival
E	RARE	The risk is rare and not expected to occur

CONSEQUENCES:		
5	CRITICAL	Loss of life, permanent disability or multiple serious injuries (Notifiable)
4	MAJOR	Serious injury requiring immediate hospitalization as In patient (Notifiable) – ongoing treatment by specialists
3	MODERATE	Moderate injury/illness requiring medical treatment or hospitalization (ER) – ongoing treatment (i.e. Physio)
2	MINOR	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, strains)
1	INSIGNIFICANT	No treatment required

RISK LEVEL					
Likelihood	Consequences				
	1 – Insign	2 - Minor	3 - Mod	4 - Major	5 – Severe
A (Almost Certain)5	Medium	High	High	Very High	Very High
B (Likely)4	Medium	Medium	High	High	Very High
C (Possible)3	Low	Medium	High	High	Very High
D (Unlikely)2	Low	Low	Medium	Medium	High
E (Rare)1	Very Low	Low	Medium	Medium	High

RISK ACCEPTABILITY AND TOLERANCE:			
EXTREME	20 to 25	Unacceptable	Significant strategy changes
HIGH	15 to 19	Undesirable	Transfer to another party or treat to as low as reasonably practicable
MEDIUM	10 to 14	Tolerable	Treat to reduce to as low as reasonably practicable
LOW	1 to 9	Acceptable	None

**GENERATIONS IN JAZZ FESTIVAL
SCHOOL GROUP RISK ASSESSMENT**



Location: GENERATIONS IN JAZZ FESTIVAL SITE & VENUES		Task: SCHOOL STUDENTS ATTENDANCE AT EVENT.		Assessed by: NETHANEL SUTTON		
HAZARD OR RISK SOURCE	RISKS	CONTRIBUTING FACTORS TO RISK OCCURRING	Risk Score (refer to 4.1.2.b)	CONTROL MEASURES TO BE UNDERAKEN BY SCHOOL GROUPS	New Risk Score (refer to 4.1.2.b)	Completed by whom?
LACK OF VENUE ASSESSMENT	- PRESENCE OF UNKNOWN HAZARDS	- POOR PLANNING - POOR CONSULTATION	RARE MEDIUM 3	- CONDUCT SCHOOL EXCURSION RISK ASSESSMENT* - CONSULT WITH GIJ - REVIEW DIRECTORS HANDBOOK AND WEBSITE FOR ACCESS AND SAFETY INFORMATION	RARE LOW 2	SCHOOL GIJ
EXTREME WEATHER	- EXPOSURE TO RAIN, STORM	- PRESENCE OF WEATHER - INADEQUATE CLOTHING	POSSIBLE MINOR 6	- MONITOR WEATHER IN LEAD UP TO EVENT - CONSULT WITH GIJ ORGANISERS - ASSESS CONDITIONS PRIOR TO TRAVEL - ENSURE CLOTHING IS SUITABLE - ALTER SCHEDULE IF ADVISED BY GIJ	UNLIKELY LOW 4	SCHOOL GIJ
EXTREME WEATHER	- EXPOSURE TO HEAT/SUN.	- PRESENCE OF WEATHER - INADEQUATE CLOTHING - LACK OF WATER	POSSIBLE MINOR 6	- MONITOR WEATHER IN LEAD UP TO EVENT - CONSULT WITH GIJ ORGANISERS - ASSESS CONDITIONS PRIOR TO TRAVEL - ENSURE WATER IS READILY AVAILABLE - ENSURE CLOTHING IS SUITABLE	UNLIKELY LOW 4	SCHOOL
USE OF FOOTPATHS AND CROSSING ROADS	- COLLISION BETWEEN CHILD AND VEHICLE.	- PROXIMITY TO CARS - POOR SUPERVISION - POOR BRIEFINGS	RARE MAJOR 4	- EDUCATE STUDENTS ABOUT USE OF FOOTPATHS AND TRAFFIC LIGHTS. - SUPERVISE STUDENTS AT BUSY CROSSINGS - STAY ON APPROVED ROUTES - DEPLOY VOLUNTEERS/STAFF TO ASSIST	RARE MOD 3	SCHOOL GIJ

HAZARD OR RISK SOURCE	RISKS TO HEALTH AND SAFETY	CONTRIBUTING FACTORS TO RISK OCCURRING	Risk Score (refer to 4.1.2.b)	CONTROL MEASURES TO BE UNDERAKEN BY SCHOOL GROUPS	New Risk Score (refer to 4.1.2.b)	Complete by whom and by when?
USE OF FOOTPATHS AND STEPS	- SLIP AND TRIP ON STEPS.	- PUSHING/OVERCROWDING - POOR SUPERVISION - POOR BRIEFINGS	POSSIBLE MINOR 6	- SUPERVISE STUDENTS AT AREAS WITH LARGE STEPS. - ESTABLISH MANAGEABLE GROUPS AND SEPARATE	UNLIKELY LOW 4	SCHOOL
USE OF BUSES AND BUS STOPS	- SLIP AND TRIP - OVERCROWDING OF BUSES.	- PUSHING/OVERCROWDING - POOR SUPERVISION - POOR BRIEFINGS	RARE SEVERE 5	- SUPERVISE STUDENTS AT BUS ZONES - ESTABLISH MANAGEABLE GROUPS AND SEPARATE. - RESTRICT STUDENTS TO SAFE POSITIONS - RESTRICT MOVEMENT ONTO BUSES IF FULL.	RARE LOW 2	SCHOOL
LACK OF MEDICAL SUPPORT	- STUDENT BECOMES ILL OR INJURED AT GIJ VENUE	- ALLERGIC REACTION - ANALPHYLAXIS	POSSIBLE MINOR 6	- RESTRICT FOODS WITH ALLERGENS SUCH AS NUTS. - ENSURE STUDENTS WITH ANALPHYLAXIS ARE IDENTIFIED AND EPI-PEN VERIFIED. - IDENTIFY FIRST AID STAFF AT VENUE AND CONTACT NUMBERS.	UNLIKELY LOW 4	SCHOOL
LOST CHILD	- STUDENT BECOMES LOST DURING MOVEMENT OF GROUPS.	- SEPARATION FROM GROUP - PRESENCE OF CROWDS.	POSSIBLE MINOR 6	- ESTABLISH LOST STUDENT PROTOCOLS - LIAISE WITH GIJ TO IDENTIFY HELP POINTS AND INFO BOOTHS. - OBTAIN KEY GIJ CONTACTS FOR ASSISTANCE. - APPLY GIJ LOST CHILD PRACTICES.	UNLIKELY LOW 4	SCHOOL

HAZARD OR RISK SOURCE	RISKS	CONTRIBUTING FACTORS TO RISK OCCURING	Risk Score (refer to 4.1.2.b)	CONTROL MEASURES TO BE UNDERAKEN BY SCHOOLS	New Risk Score (refer to 4.1.2.b)	Completed by whom and by when?
BUS USAGE	- STUDENTS BECOME ILL ON BUS TRIP.	- MOTION SICKNESS - LACK OF MEDICAL INFORMATION ON STUDENT	POSSIBLE MINOR 6	- CONFIRM IF STUDENTS HAVE MOTION SICKNESS. - OBTAIN SICK BAGS FOR STUDENTS - TAKE REST BREAK IF UNDERTAKING LONG TRIPS.	UNLIKELY LOW 4	SCHOOL
LACK OF VENUE SPECIFIC EVACUATION PROCEDURES	- STUDENTS TRAPPED IN VENUE.	- SEPARATION FROM GROUP - PRESENCE OF CROWDS - LACK OF BRIEFINGS	RARE MEDIUM 3	- CONFIRM EVACUATION PROCEDURES FOR ALL VENUES - LIAISE WITH GIJ TO IDENTIFY HELP POINTS AND INFO BOOTHS. - EDUCATE STUDENTS ON VENUE PROCEDURES.	RARE LOW 2	SCHOOL
LACK OF FIRE FIGHTING EQUIPMENT	- STUDENTS TRAPPED OR CAUGHT IN AREA WITH FIRE	- FIRE IN BACK OF HOUSE AREA - FIRE AT ELECTRICAL SOURCE	RARE MEDIUM 3	- LIAISE WITH GIJ TO IDENTIFY EVACUATION PROCEDURE FOR VENUE - EDUCATE STUDENTS ON VENUE PROCEDURES.	RARE LOW 2	SCHOOL
UNAUTHORISED CONTACT OR ATTEMPTED CONTACT WITH CHILD	- STUDENT TARGETED BY PERSON INTENT ON HARM.	- CRIMINAL ACT - POOR SUPERVISION - POOR SECURITY	RARE MAJOR 4	- LIAISE WITH GIJ IN RELATION TO SAFEGUARDING OF STUDENTS. - GIJ POLICIES ON WORKING WITH CHILDREN ESTABLISHED. - ALL STUDENTS MANAGED BY PERSONS WITH WWC CHECKS	RARE LOW 2	SCHOOL GIJ