

My Event is an:

Excursion (*Going off Campus*)

Incursion (*Remaining on Campus*)

To ensure that your Event is submitted to the correct person for approval please select the relevant area below:

Approval is required for:

Junior School

Middle/Senior School/Other

Pre-Approval Responsibilities

1. Determine your activity is viable by considering the following:
 - Its purpose, as discussed with your Line Manager.
 - Its proximity to formal assessment for the group involved – check Outlook Calendar.
 - The venue – is there a clash?
 - The group – are the students already involved in something at that time?
2. Secure an Event Number by clicking on the Request Event Number tile on the Staff Portal, contacting the Business Office on ext. 208 or emailing: account@fairholme.qld.edu.au.
3. Create a Public Tag List in Synergetic using the Event Number preceding the event title as the name [eg. 30478 Lion's Den]

Pre-Event Responsibilities

1. Make associated bookings.
2. Establish Parent/Guardian permission via myFairholme (required for all activities).
 - Be sure to include the Risk Warnings section already imbedded in the myFairholme permissions process - form that families complete.
 - Be sure to make the types of activities very clear in the top/information section of the permissions process/form. The Risk Warning is generic and relies entirely on specific activities being listed in the first list of information.
3. Obtain Certificates of Currency for venues and establishments leading activities or for major events/venues. E.g., for a camp, HumeRidge, external caterers on site.
Obtain risk documents from providers doing all significant activities that include increased risk. E.g., camp activities – high ropes, surf activities
4. Complete this document.
 - A base Risk Form has been completed for your use. You MUST alter it according to your event. It cannot be used without alteration. Delete/add, as necessary.
5. Arrange a First Aid Kit to be prepared & liaise with the Health Centre staff concerning your student list to ensure all relevant medications and medical issues have been catered for appropriately. Please liaise with Health Centre for out-of-town events so medications can be taken, according to the needs of the students and activities planned.
6. SUBMIT by using the submit link at the end of the form. These then go direct to:
 - a. Head of Junior School – All Junior School & Kindy events
 - b. Deputy Principal – All other events
7. Attend to any changes that may have arisen during the approval process.
8. When approved, the organiser and all relevant parties will receive the event information.
9. Attend to any tasks that become apparent or necessary during the approval process.

Day-of-Event Responsibilities

1. Where relevant: Confirm attendees with Assistants to Heads of Junior, Middle and/or Senior School, via absent-today@fairholme.qld.edu.au. This allow for roll accuracy and means families are not contacted unnecessarily.
2. Once the Event has occurred complete a Student Charges form and attach all invoices and a list of students that attended the event and send it to the Business Office.
3. BE SURE TO COMPLETE the Post-Event Check-In Form. This can be accessed on the main Events - Incursion and Excursions page of the Staff Portal.



RISK ANALYSIS MATRIX

Risk Matrix Chart – Risk Rating

<i>Likelihood</i>	<i>Consequence</i>				
	1 Insignificant No injuries; low financial loss; minor delays	2 Minor First aid treatment; on-site release immediately contained; medium financial loss	3 Moderate Medical treatment required; on-site release contained with outside assistance; high financial loss	4 Major Extensive injuries; loss of production capability; off-site release with no detrimental effects; major financial loss	5 Catastrophic Death; toxic release off-site with detrimental effect; huge financial loss
A - Rare May occur only in exceptional circumstances	1 - Very Low	1 - Very Low	2 - Low	3 - Medium	3 - Medium
B - Unlikely Could occur at some time but not likely	1 - Very Low	2 - Low	3 - Medium	3 - Medium	4 - High
C - Possible Might occur at some time	2 - Low	2 - Low	3 - Medium	4 - High	4 - High
D - Likely Will probably occur in most circumstances	3 - Medium	3 - Medium	4 - High	4 - High	5 - Extreme
E - Almost Certain Is expected to occur in most circumstances	3 - Medium	4 - High	4 - High	5 - Extreme	5 - Extreme

Risk Rating Recommended Action Guide

Level	Description
5 - Extreme	The proposed task or activity MUST NOT proceed until the supervisor has reviewed the task or process design and the risk controls. Take steps to firstly eliminate the risk and if not possible to introduce measures to control the risk by reducing the level of risk to the lowest acceptable risk. In the case of an existing hazard that is identified, controls must be put in place.
4 - High	The proposed task or activity MAY NOT proceed until all hazards with this rating are eliminated or reduced to a medium risk. Urgent action is required to eliminate or reduce the foreseeable risk arising from the task or activity. The Principal must be made aware of the hazard. However, the supervisor may be given special permission from the Principal to undertake some high risk activities provided that the system of work is clearly documented, specific training has been given and a detailed action plan is implemented.
3 - Medium	Action to eliminate or reduce the risk is required within a specified period. The supervisor should approve all moderate risk task or activities.
2 - Low	Manage by routine procedures.
1 - Very Low	Tolerated without further control but should be monitored periodically to ensure the rating does not change.







Spot the Hazard			Controls	Risk Rating			Responsibility
Task/Activity	Hazard <i>(Identify what could cause harm)</i>	Risks <i>'Assess the Risk'</i> <i>(What could go wrong when exposed to the hazard?)</i>		Likelihood	Consequence	Rating	

Monitor and Review Controls:

Complete after the activity, or as required when a change in controls is required.	Yes	No	Why? Details:
Are the planned control measures sufficient and effective in minimising the level of risk?			
Have there been any changes to the planned control measures?			
Are there further control measures required in the future?			

Review Completed by:		Signature:		Date:	
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EVENT APPLICATION SUMMARY

Event Number:

Event Name:

Supervising Staff:

Staff Mobile:

Organiser:

Department:

Venue:

Purpose:

Day Students:

Boarders:

Total Students:

Adults:

TOTAL:

Transport Method:

Tag List:

Depart Date from College:

Depart Time from College:

Destination:

Pick up Date from Venue:

Pick up Time from Venue:

Arrival Date at College:

Arrival Time at College:

Total Est. Cost:

Cost per Student:

Subsidy per Student:

Total charged to Student:

Charge to:

To submit this form for approval, click the button below:

SUBMIT