# Fairholme ll College 

My Event is an: $\square$ Excursion (Going off 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

## 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-ot-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

| Likelihood | Consequence |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  | 1 Insignificant <br> No injuries; low financial loss; minor delays | 2 Minor <br> First aid treatment; onsite release immediately contained; medium financial loss | 3 Moderate <br> Medical treatment required; on-site release contained with outside assistance; high financial loss | 4 Major <br> Extensive injuries; loss of production capability; off-site release with no detrimental effects; major financial loss | 5 Catastrophic <br> Death; toxic release offsite 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 | $\quad$ 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 <br> 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 <br> 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 <br> eliminate or reduce the foreseable risk arising from the task or activity. The Principal must be made aware of the hazard. However, the supervisor may be given <br> special permission from the Principal to undertake some high risk activities provided that the system of work is clearly documented, specific training has been <br> 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. |

## Fairholme I1 College

## RISK ASSESSMENT

This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined herein. Changes will be made to the activity, if required, to manage any emerging risks to ensure safety.

|  |  |  |  |  |  |  | Excursion Number: | 0 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Excursion Name: |  |  |  |  |  |  |  |  |
| Activity/Task: |  |  | Location: |  |  |  | Date(s): |  |
| Assessors Name(s): |  |  |  |  |  |  | Assessment Date: |  |
| Spot the Hazard |  |  |  | Risk Rating |  |  |  |  |
| Task/Activity | Hazard <br> (Identify what could cause harm?) | Risks <br> 'Assess the Risk' <br> (What could go wrong when exposed to the hazard?) | Controls | $\begin{aligned} & \text { 응 } \\ & \text { 을 } \\ & \text { 흘 } \end{aligned}$ |  | $\xrightarrow{\substack{\text { ¢ } \\ \text { ¢ }}}$ | Responsibility |  |
| GENERAL ACTIVITY <br> MANDATORY INCLUSION read and adjust the existing descriptors to the right to reflect the activity | Accident; unforeseeable incident; equipment involved | Slips; trips; falls; accident | Staff supervision; no particularly physical aspect to event; supervision at all times; familiar venue; participants experienced in the activity; staff first aid trained; Health Centre in operation; 000 if necessary |  |  |  | College Staff <br> Students <br> Facilitators/Presenters [if relevant] |  |
| CATERING <br> MANDATORY INCLUSION read and adjust the existing descriptors to the right to reflect the activity | Unsuitable food items; food items not meeting safety standards | illness; allergic reaction; choking | Food prepared by College caterers or supplied by families; health records studied and conveyed to external parties, where appropriate; spare epi pens taken for students; use of eskies if off campus and food prepared by College staff; students supervised |  |  |  | College Staff <br> Students <br> Families <br> Hosts [if external] |  |

TOOWOOMBA


## Fairholme IC College




## Fairholme 11 College

| Spot the Hazard |  |  | Controls | Risk Rating |  |  | Responsibility |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Task/Activity | Hazard <br> (Identify what could cause harm) | Risks <br> 'Assess the Risk' <br> (What could go wrong when exposed to the hazard?) |  |  |  | $\xrightarrow{\text { ¢ }}$ |  |
| Uses of External Venue | Significant Incident causing financial, reputational risk, or likewise | Could include: injuries; malfunctions; illness; injury to reputation, etc. as a result of circumstances in venue | Certificate of Currency obtained prior attached; |  |  |  | College Staff Host/Venue Staff |
| Event Conclusion and Check In | Incidents not followed up, care given or reports submitted | Support not given, records inaccurate, potential harm, potential reputation risk | After each event staff are to complete a brief Pro-Event Check In - accessible via myFairholme and approval email; focus is on health/injury and Child Protection Issues that require action |  |  |  | Event Organiser/Delegate |

## Monitor and Review Controls:



## EVENT APPLICATION SUMMARY

Event Number: $\square$

Event Name: $\square$

| Supervising Staff: | $\square$ | Staff Mobile: |  |
| :--- | :--- | :--- | :---: |
| Organiser: | $\square$ | Department: |  |
| Venue: | $\square$ |  |  |
| Purpose: | $\square$ |  |  |
|  |  |  |  |
|  |  |  |  |

Day Students: 0 Boarders: 0 Total Students: 0 Adults: 0 TOTAL: 0

Transport Method: $\square$

## Tag List:

$\square$

Depart Date from College: $\square$ Depart Time from College: $\square$

Destination:


Pick up Date from Venue: $\square$ Pick up Time from Venue: $\square$
Arrival Date at College: $\square$

Total Est. Cost: $\square$
Subsidy per Student: $\square$ Total charged to Student: $\square$
Charge to: $\square$

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

