



# **CAMP TOUKLEY - RISK MANAGEMENT PLAN**

**2020**

## RISK MANAGEMENT PLAN

**VENUE** (Consider potential hazards such as location, crowds, slippery floors)

Location	Hazard Identification	Control Measures	Level of Risk	Who	When
General	▪ Buildings unstable	▪ The Centre holds all licences required to operate. ▪ Construction meets relevant building codes.	Low	Centre Manager Maintenance Manager	Ongoing site management
	▪ Site uninsured	▪ Centre maintains Public Liability insurance. Certificate of Currency provided on request.	Low	Centre Manager	Ongoing site management
	▪ Injury due to OH&S issue	▪ Construction is undertaken by licensed, insured builders. ▪ Centre has a commitment to managing OH&S issues.	Low	Centre Manager Ongoing site management All Staff	Ongoing site management
Participants walking / crossing roads	▪ Struck by vehicle whilst crossing road	▪ Signage identifies “children on site” & a speed limit of 15km. ▪ Signage encourages vehicles to be parked in designated areas. ▪ Provide group with rules & monitor. ▪ Walk on roads only when absolutely necessary.	Low	Centre Manager  All	Ongoing site management  During stay
Meeting rooms	▪ Struck by falling equipment	▪ Chairs are stacked no more than 10 high ▪ Tables are stacked out of the way	Low	Camp Host Group Leader	Throughout stay
	▪ Hot water burn	▪ Miniboils are over drainage at a height to discourage access & with warning signage.	Low	Centre Manager	Ongoing site management
Sporting Equipment & Areas (including swings & volley ball & tennis courts)	▪ Faulty equipment causes injury	▪ Fixed equipment meets building codes & council requirements. ▪ Equipment is inspected annually. ▪ Soft fall areas are in place & maintained. ▪ Sporting equipment is kept in good repair. ▪ Group leaders have access to sports equipment. ▪ Participants under 18 years must be supervised by group leaders.	Low	Activities Manager Activity/Maintenance staff	Ongoing site management  On arrival Throughout stay
	▪ Fall off equipment	▪ The Centre encourages adult supervision of all recreational activities.	Low	Host/All	On arrival
Maintenance	▪ Injury due to unsupervised access ▪ Tripping over tools or maintenance area ▪ Faulty equipment ▪ Hazardous material incident	▪ Tools are stored in maintenance sheds or in locked vehicles. ▪ During major construction, areas are fully fenced. ▪ During maintenance areas are identified by road barriers, witches hats, safety tape or appropriate barricade. ▪ The Centre promotes a safe working environment. ▪ Centre has a designated chemical store. ▪ A Heavy Vehicle Procedure is in place. ▪ A Delivery Procedure is in place. ▪ Material Safety Data Sheets are maintained.	Low	Centre Manager Maintenance Manager Activity/Maintenance staff	Ongoing site maintenance
Site Hazards (incl trip hazards, environment).	▪ Tripping on paths/tracks	▪ Paths and tracks are kept well maintained by grounds staff	Low	Maintenance Manager Activity/Maintenance staff	Ongoing site management
	▪ Fallen trees	▪ Trees are cut back, tracks cleared & general maintenance conducted to reduce risks	Low	Maintenance Manager Activity/Maintenance staff	Ongoing site management

**NOTE: Adult supervision is required for groups under 18 years of age during free time activities and on instructor facilitated activities.**

**ACTIVITIES** (Consider activities planned on the program)

Activity/ Location	Hazard Identification	Control Measures	Level of Risk	Who	When
Activity Structures & Hardware	<ul style="list-style-type: none"> <li>▪ Failure of structure or equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ All equipment is in accordance with Australian Standards or relevant building codes and annual checks &amp; maintenance are conducted.</li> <li>▪ Equipment is used, stored &amp; retired in accordance with manufacturer guidelines.</li> <li>▪ Equipment found to be damaged or faulty is not to be used.</li> </ul>	Low	Activities Manager Activity/Maintenance staff	Ongoing  After activity Before activity
Activity specific	<ul style="list-style-type: none"> <li>▪ Unsafe practices</li> <li>▪ Injured whilst on activity</li> <li>▪ Injured by other participant</li> <li>▪ Inadequate supervision</li> </ul>	<ul style="list-style-type: none"> <li>▪ Centre has developed Standard Operating Procedures that meet or exceed industry standards to manage known &amp; potential risks and ensure safe operation of activities.</li> <li>▪ The Centre is a member of the National Accommodation, Recreation &amp; Tourism Accreditation (NARTA).</li> <li>▪ Instructor to participant ratios will vary depending on activity &amp; group.</li> <li>▪ Instructors undertake work that is in line with their level of training or experience on each activity.</li> <li>▪ Ensure one Leader allocated to each group</li> <li>▪ Activity areas are inspected to identify any hazards.</li> <li>▪ Groups given instructions on boundaries &amp; behaviour.</li> <li>▪ Supervision of group during activity session required.</li> <li>▪ Participants must attend induction to undertake activity.</li> <li>▪ Vehicle access to all activities onsite.</li> <li>▪ Accident Report Form completed for any incidents.</li> </ul>	Low	Centre Manager  Activities Manager Activity/Maintenance staff  Camp Host	Ongoing management
Off Site Activities	<ul style="list-style-type: none"> <li>▪ Group getting lost</li> <li>▪ Individual getting lost</li> <li>▪ Injury requiring Medivac</li> <li>▪ Undesirable objects, persons or behaviour in toilets and similar structures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lead instructors have been specifically trained in the activity and the route.</li> <li>▪ Briefing as to the route and conditions are given to all participants before proceeding off site.</li> <li>▪ Large off site first aid kits carried</li> <li>▪ Radios and mobile phone carried</li> <li>▪ Suspect areas are checked by instructors before participants enter.</li> </ul>	Low	Activities Manager Activity/Maintenance staff	Prior to activity During activity
Staff	<ul style="list-style-type: none"> <li>▪ Unsafe practices</li> </ul>	<ul style="list-style-type: none"> <li>▪ Instructors are only to run activities they are trained and competent in running.</li> </ul>	Low	Activities Manager Activity/Maintenance staff	Ongoing
	<ul style="list-style-type: none"> <li>▪ Insufficient knowledge &amp; skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Senior instructors have current First Aid qualifications.</li> <li>▪ Instructors are required to follow Standard Operating Procedures.</li> </ul>	Low	Activities Manager	Ongoing
Access to activity	<ul style="list-style-type: none"> <li>▪ Injury due to unsupervised access</li> </ul>	<ul style="list-style-type: none"> <li>▪ Activities are de-rigged at the end of each day</li> <li>▪ Access to activities is restricted between scheduled activity sessions (ie. ladders locked, harnesses stored or instructor remains at site).</li> <li>▪ Camp Host to supervise during non activity times.</li> </ul>	Low	Activities Manager Activity/Maintenance staff	Throughout stay

Missing person	<ul style="list-style-type: none"> <li>▪ Participant separated from group during activity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Participants briefed on meeting place &amp; times.</li> <li>▪ Instructor will confirm group numbers with Leaders &amp; conduct regular head count.</li> <li>▪ Group will only walk as fast as the slowest person.</li> <li>▪ Leader to be tail &amp; group remain in visual range</li> </ul>	Low	Camp Host Group Leaders	Prior to activity During activity
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**EQUIPMENT** *(Consider resources that impact on the activity such as appropriate & sufficient clothing, shoes, protection from environment, activity specific equipment)*

Activity/ Location	Hazard Identification	Control Measures	Level of Risk	Who	When
Personal Safety Equipment	<ul style="list-style-type: none"> <li>▪ Failure of equipment</li> <li>▪ Unsafe practices</li> <li>▪ Inadequate equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Equipment complies with industry standards.</li> <li>▪ Equipment is used for its express purpose, stored &amp; retired in accordance with manufacturer guidelines.</li> <li>▪ Participants briefed on correct fitting &amp; usage of equipment for activity.</li> <li>▪ Regular maintenance is carried out.</li> </ul>	Low	Activities Manager Activity/Maintenance staff	Ongoing
Appropriate Clothing / Footwear	<ul style="list-style-type: none"> <li>▪ Tripping or foot injury</li> <li>▪ Harness chaffing</li> <li>▪ Sunburn</li> </ul>	<ul style="list-style-type: none"> <li>▪ Checklist provided outlining clothing requirements.</li> <li>▪ Long pants are required on some activities, enclosed foot wear required on all activities</li> <li>▪ Camp Host brief participants prior to activities.</li> <li>▪ Participants advised to wear sun safe clothing and rain jackets when wet.</li> </ul>	Low	Activities Manager Activity/Maintenance staff  Camp Host	Prior to stay Prior to activity

**ENVIRONMENT** (Consider environmental hazards such as weather, natural hazards, terrain, plants & animals)

Activity/ Location	Hazard Identification	Elimination or Control Measures	Level of Risk	Who	When
Extreme weather conditions	<ul style="list-style-type: none"> <li>▪ Change in weather conditions</li> <li>▪ Sunburn</li> <li>▪ Lightning / hail</li> <li>▪ Dehydration</li> </ul>	<ul style="list-style-type: none"> <li>▪ Checklist provided to group organiser outlining clothing requirements.</li> <li>▪ Weather zone site checked for weather updates &amp; Leaders briefed on arrival &amp; advised changing weather conditions during stay.</li> <li>▪ Participants briefed to wear hats, apply sunscreen &amp; carry water.</li> <li>▪ Water is readily accessible.</li> <li>▪ Activities Instructors in radio contact with Activities Dept throughout activity.</li> <li>▪ Monitor group throughout activity &amp; administer First Aid if required.</li> <li>▪ Activity stopped if conditions considered unsafe.</li> <li>▪ Alternate activities arranged after discussion with Group Leader.</li> </ul>	Low	<p>Activities Manager Activity/Maintenance staff</p> <p>Camp Host</p>	<p>Prior to stay On arrival Throughout stay Prior to activity</p> <p>During activity</p>
Fire (including bush fire)	<ul style="list-style-type: none"> <li>▪ Personal injury</li> <li>▪ Participant separated from group</li> <li>▪ Loss of property</li> </ul>	<ul style="list-style-type: none"> <li>▪ Centre meets Australian Standards in relation to number of hydrants, hoses and extinguishers, illuminated exit signs, Emergency Procedure signs &amp; equipment maintenance (six month check by licensed provider).</li> <li>▪ Smoke alarms are installed in every room.</li> <li>▪ Fire blankets available in every kitchen with cooking facilities.</li> <li>▪ Fire zones are maintained &amp; fire hydrant protection for all sites.</li> <li>▪ Evacuation signs are posted through out the site.</li> <li>▪ Groups briefed on evacuation procedures.</li> <li>▪ Groups to move to evacuation points if required.</li> <li>▪ Check group against participant list.</li> </ul>	Low	Maintenance Manager Centre Manager	<p>Ongoing site management</p> <p>On arrival During emergency</p>
Native flora & fauna	<ul style="list-style-type: none"> <li>▪ Reactions due to natural environment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure medical info obtained from participants &amp; summary produced.</li> <li>▪ Advise Instructor of any potential allergic risks, triggers &amp; severity (see under Medical)</li> <li>▪ Participant to carry any personal medication.</li> <li>▪ Participants to wear closed in shoes for all activities.</li> <li>▪ First Aid kit carried at all times when off site.</li> </ul>	Low	<p>Group Organiser Camp Host</p> <p>Group Leader / Instructor Instructor</p>	<p>Prior to stay Prior to activity Throughout stay During activity</p>
Native flora & fauna	<ul style="list-style-type: none"> <li>▪ Injury due to bite or sting (eg snake or spider)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Group not to wonder off into the log grass / bush.</li> <li>▪ Participants to wear closed in shoes for all activities.</li> <li>▪ Instructor to walk at head of group.</li> <li>▪ First Aid kit carried at all times.</li> </ul>	Low	<p>Activities Manager Activity/Maintenance staff</p> <p>Leader / Instructor Instructor</p>	<p>On arrival During activity</p>

**PEOPLE** (Consider nature of participants such as maturity, skill, behaviour, child protection issues, ratios, fitness, medical conditions & disabilities)

Activity/ Location	Hazard Identification	Elimination or Control Measures	Level of Risk	Who	When
Child Protection	<ul style="list-style-type: none"> <li>▪ Child Protection related incident</li> <li>▪ Identification of child at risk</li> </ul>	<ul style="list-style-type: none"> <li>▪ The Centre is registered with The Childrens Guardian for the purpose of conducting Working with Children checks on all employees.</li> <li>▪ Centre has a Child Protection Policy in place &amp; an appointed Child Protection Administrator.</li> <li>▪ Employees/volunteers have completed a Working With Children Check and have been screened.</li> <li>▪ Procedure in place for management of allegation.</li> <li>▪ Staff easily identified by uniform shirts with logo.</li> </ul>	Medium	Assistant Manager Centre Manager    All	Ongoing site management     Ongoing management
Privacy of Information	<ul style="list-style-type: none"> <li>▪ Unauthorised disclosure of information</li> <li>▪ Inadequate process</li> </ul>	<ul style="list-style-type: none"> <li>▪ Information obtained is used only for express purpose.</li> <li>▪ Access &amp; storage of information meets Privacy Act requirements.</li> <li>▪ Info retained as required under the Freedom of Information Act.</li> </ul>	Medium	All	Throughout stay Ongoing site management
Medical	<ul style="list-style-type: none"> <li>▪ Aggravation of existing medical condition or injury</li> <li>▪ Access to First Aid &amp; equipment</li> <li>▪ Inappropriate medical attention</li> </ul>	<ul style="list-style-type: none"> <li>▪ Information obtained identifying allergies, special needs &amp; other health related issues..</li> <li>▪ First Aid boxes are available.</li> <li>▪ Centre has policy of not administering anything ingestible, injectable or topical.</li> <li>▪ Vehicle access to all activities onsite.</li> <li>▪ Senior instructors hold current First Aid qualifications.</li> <li>▪ Instructors carry a First Aid kit onsite to all activities.</li> </ul>	Low	Group Organiser  Camp Host  Centre Manager   All Activities Dept Instructors	Prior to stay  On arrival Throughout stay Ongoing site management  Throughout stay Ongoing Throughout activity
Special Needs	<ul style="list-style-type: none"> <li>▪ Incident due to inadequate special needs considerations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Wheel chair access to majority of onsite areas &amp; ramps are wheel chair compliant.</li> <li>▪ Safety bars in disabled rooms at both sites.</li> <li>▪ Ability to participate in specific activities decided after discussion with Group Leader &amp; participant</li> </ul>	Low	Activities Manager Activity/Maintenance staff    Activities Dept	Ongoing site management     Prior to activity
Client Behaviour	<ul style="list-style-type: none"> <li>▪ Injury due to other participant</li> <li>▪ Injury to self through inappropriate actions</li> <li>▪ Ingestion of non-prescription drugs or alcohol.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Centre promotes a smoke free environment. Smoking is not permitted in buildings or cars. Smoking areas are designated..</li> <li>▪ The Centre is to be drug free &amp; has an alcohol use policy.</li> <li>▪ Information is detailed in the Guest Manual and Group Leader should brief group..</li> <li>▪ Action will be taken for infringements of these policies.</li> </ul>	Low	Centre Manager   Group Leader All Maintenance Manager	Ongoing site management     On arrival Throughout stay Throughout stay

**ACCOMMODATION** (Consider standards of accommodation & amenities, security, supervision, food allergies)

Activity/ Location	Hazard Identification	Elimination or Control Measures	Level of Risk	Who	When
Security	<ul style="list-style-type: none"> <li>▪ Intruder</li> <li>▪ Loss of property</li> <li>▪ Assault</li> </ul>	<ul style="list-style-type: none"> <li>▪ Group Leader given key to each bedroom &amp; site meeting rooms.</li> <li>▪ Access to a safe is provided on site (excluding Lakes)</li> <li>▪ Group to keep facilities locked at night &amp; when not onsite (eg. at activities)</li> <li>▪ All staff easily identified by uniform shirts with logo.</li> <li>▪ Other groups asked to limit their access to their own site.</li> <li>▪ Front gate is closed between approx. 5pm to 7am. Access by code only.</li> </ul>	Low	<p>Guest Liaison</p> <p>Leaders</p> <p>All Staff</p> <p>All</p>	<p>On arrival</p> <p>Throughout stay</p> <p>Throughout stay</p> <p>Throughout stay</p>
Accommodation	<ul style="list-style-type: none"> <li>▪ Injury due to inappropriate actions</li> <li>▪ Scalding</li> <li>▪ Inadequate supervision</li> <li>▪ Unserviceable fittings</li> <li>▪ Unforeseen emergency</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure adequate sleeping accommodation for each participant.</li> <li>▪ Ensure separate accommodation for males &amp; females.</li> <li>▪ Ensure Group Leader accommodation is within easy access for participants if required.</li> <li>▪ Procedures detail provided to Group Leader.</li> <li>▪ Groups briefed on appropriate behaviour, rules &amp; out of bounds areas.</li> <li>▪ Group to advise any maintenance required during stay</li> <li>▪ Leader to provide feedback on Evaluation Form.</li> <li>▪ Restricted water temperatures in all accommodation.</li> <li>▪ Evacuation Procedures signage in each room.</li> <li>▪ Fly screens are installed in all rooms.</li> </ul>	Medium	<p>Administration</p> <p>Guest Services</p> <p>Camp Host</p> <p>Maintenance</p>	<p>Prior to stay</p> <p>On arrival</p> <p>On arrival</p> <p>Throughout stay</p> <p>Ongoing site management</p>
Housekeeping	<ul style="list-style-type: none"> <li>▪ Slip in wet area</li> <li>▪ Child Protection related incident</li> <li>▪ Trip hazard</li> <li>▪ Ingestion of cleaning chemical</li> </ul>	<ul style="list-style-type: none"> <li>▪ Chemicals are stored appropriately for their use.</li> <li>▪ All cleaning materials (eg. buckets, mops) stored when not in use.</li> <li>▪ All electrical cords are wound up when not in use.</li> <li>▪ "Cleaning in Progress" signs utilised.</li> <li>▪ Bathroom floors are mopped after group has vacated.</li> <li>▪ Bedroom doors are locked after cleaning.</li> <li>▪ Staff are not to be alone with a participant, ie. when room cleaning staff knock, call out and only enter if room is unlocked &amp; vacant.</li> <li>▪ Mattresses &amp; bedding are checked and replaced (if required) after every camp.</li> <li>▪ Toilets in meeting rooms &amp; dining area are cleaned during minimum or unlikely use times to minimise guest contact with wet floors.</li> </ul>	Low	<p>Housekeeping</p> <p>Maintenance Manager</p> <p>Camp Host</p>	<p>Ongoing site management</p>
Kitchen	<ul style="list-style-type: none"> <li>▪ Food poisoning</li> <li>▪ Injury due to unsupervised access</li> </ul>	<ul style="list-style-type: none"> <li>▪ Centre proactively manages all aspects of food safety &amp; hygiene.</li> <li>▪ All cooks have the relevant knowledge regarding food safety and safe food handling practices.</li> <li>▪ Staff are trained on both the knowledge &amp; skills required for their area of responsibility.</li> <li>▪ Dietary requirements are taken into account (see detailed info below).</li> </ul>	Low	<p>Hospitality Manager</p> <p>Kitchen Staff</p>	<p>Ongoing site management</p>

Dietary Requirements	<ul style="list-style-type: none"> <li>▪ Religious or ethical</li> <li>▪ Anaphylaxis</li> <li>▪ Allergic reaction to known trigger</li> <li>▪ Reaction due to medical requirement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Information obtained identifying food allergies &amp; special dietary needs and other health related issues.</li> <li>▪ Centre advises defined dietary categories.</li> <li>▪ Centre advises where participant will need to supply own food.</li> <li>▪ Summary of dietary requirements supplied by Group Leader for verification.</li> <li>▪ Food which are a known trigger factor, eg. peanut butter are not used or provided.</li> <li>▪ Participants with dietary requirements collect individual meals from Service Counter.</li> </ul>	Low	<p>Group Organiser</p> <p>Admin / Kitchen</p> <p>Camp Host</p> <p>Group Leader/ Participant</p>	<p>Prior to stay</p> <p>Prior to stay</p> <p>Prior to stay</p> <p>Prior to first meal</p> <p>Throughout stay</p>
Servery & Dining Area	<ul style="list-style-type: none"> <li>▪ Incident due to incorrect food handling &amp; storage</li> <li>▪ Burning / scalding</li> <li>▪ Slip on wet floor</li> <li>▪ Injury due to unsupervised access</li> <li>▪ Cuts</li>   <li>▪ Burning / scalding</li> </ul>	<ul style="list-style-type: none"> <li>▪ Procedures detailed in site induction (guest information) provided to Group Leader.</li> <li>▪ Groups briefed on appropriate behaviour &amp; expectations.</li> <li>▪ Food service runs for 45mins after which food is removed to meet food, safety &amp; hygiene laws.</li> <li>▪ All meals to be consumed in the dining room (except for packed lunch).</li> <li>▪ Footwear must be worn at all times on site.</li> <li>▪ Appropriate warning signs used where necessary.</li> <li>▪ Immediate area of broken glass / crockery is cleared, guests verbally alerted to danger, sign put out if required, breakage cleared.</li> <li>▪ Unloading of used crockery / cutlery is supervised.</li> <li>▪ "Do not Enter" &amp; "Cleaning in Progress" signs limit access as required.</li> <li>▪ Fluid spills immediately cleaned.</li> </ul>	Low	<p>Hospitality Manager</p> <p>Guest Services</p> <p>Camp Host</p> <p>Housekeeping staff</p>	<p>On arrival</p> <p>Ongoing site management</p> <p>Ongoing site management</p>



**OTHER** (Consider other hazards specific to related Stay)

Activity/ Location	Hazard Identification	Elimination or Control Measures	Level of Risk	Who	When
Emergencies	<ul style="list-style-type: none"> <li>▪ Personal injury</li> </ul>	<ul style="list-style-type: none"> <li>▪ Groups briefed on evacuation procedures.</li> <li>▪ Centre has Emergency procedures in place.</li> <li>▪ Standard operating hours are 8am to 5pm, 24 hour emergency assistance is available</li> <li>▪ Emergency procedures explained to Group Organiser and provided in Guest Manual.</li> <li>▪ Contact details for local facilities (eg. doctors, chemist) available</li> </ul>	Medium	Activities Manager Centre Manager Ongoing site management	On arrival  On arrival
	<ul style="list-style-type: none"> <li>▪ Loss of property</li> </ul>	<ul style="list-style-type: none"> <li>▪ Guests advised not to bring unnecessary valuables</li> <li>▪ Cabin keys available for all rooms if required.</li> <li>▪ Safe provided on site for group use.</li> </ul>	Low	Guest Services Group Leaders	Ongoing Throughout stay
Transportation of participant in Centre vehicle	<ul style="list-style-type: none"> <li>▪ Child Protection related incident</li> </ul>	<ul style="list-style-type: none"> <li>▪ Only to occur in circumstances where there is no other feasible option.</li> <li>▪ Child protection policy is adhered to at all times.</li> <li>▪ Permission obtained from parent, caregiver or Group Leader.</li> <li>▪ Employee screened for Working with Children.</li> </ul>	Low	Centre Manager Assistant Manager  All	Throughout stay
	<ul style="list-style-type: none"> <li>▪ Vehicle faulty</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vehicle is insured &amp; registered &amp; employee licensed.</li> </ul>	Low	Maintenance Manager	Ongoing site management
	<ul style="list-style-type: none"> <li>▪ Vehicle accidents</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vehicle is insured &amp; registered &amp; employee licensed.</li> </ul>	Low	Centre Manager Maintenance Manager Driver	Ongoing site management

## Risk Assessment Guide

### Risk Identification

Identify the types of risk that could arise from the activity, such as:

- Financial loss
- Physical injury (to staff, students, members of the public, etc)
- Loss of / damage to University equipment or facilities
- Inadvertent or deliberate breach of legislation, policy, or ethical standards
- Misuse of public resources, or corruption
- Legal liability
- Damage to the University's reputation or the reputation of individuals
- Other

### Risk Quantification

Any risks identified should be quantified in terms of likelihood and possible consequences.

#### *Qualitative measures of likelihood\**

Level	Descriptor	Example detail description
1	Rare	May occur only in exceptional circumstances
2	Unlikely	Could occur at some time
3	Possible	Might occur at some time
4	Likely	Will probably occur in most circumstances
5	Almost certain	Is expected to occur in most circumstances

#### *Qualitative measures of consequence/ impact\**

Level	Descriptor	Example detail description
1	Insignificant	No injuries; low financial loss
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

**Qualitative risk analysis matrix – level of risk\***

<b>Likelihood</b>	<b>Consequences</b>				
	<b>1 Insignificant</b>	<b>2 Minor</b>	<b>3 Moderate</b>	<b>4 Major</b>	<b>5 Catastrophic</b>
<b>1 (Rare)</b>	Low	Low	Medium	High	High
<b>2 (Unlikely)</b>	Low	Low	Medium	High	Extreme
<b>3 (Possible)</b>	Low	Medium	High	Extreme	Extreme
<b>4 (Likely)</b>	Medium	High	High	Extreme	Extreme
<b>5 (Almost certain)</b>	High	High	Extreme	Extreme	Extreme

**Risk Treatment**

Outline strategies to reduce likelihood and/or consequences of identified risks.

Identify insurable risks, and obtain coverage (i.e. through worker’s compensation, professional indemnity, or public liability insurance).