

SCGT RISK ASSESSMENT – Tour Experience: School Excursion

1. DETAILS

Name of School:

Name of Principal:

Location of Excursions: Allianz Stadium / Sydney Cricket Ground

Name of Excursion Co-ordinator:

Contact Number:

Accompanying Staff/Parents/Caregivers/Volunteers:

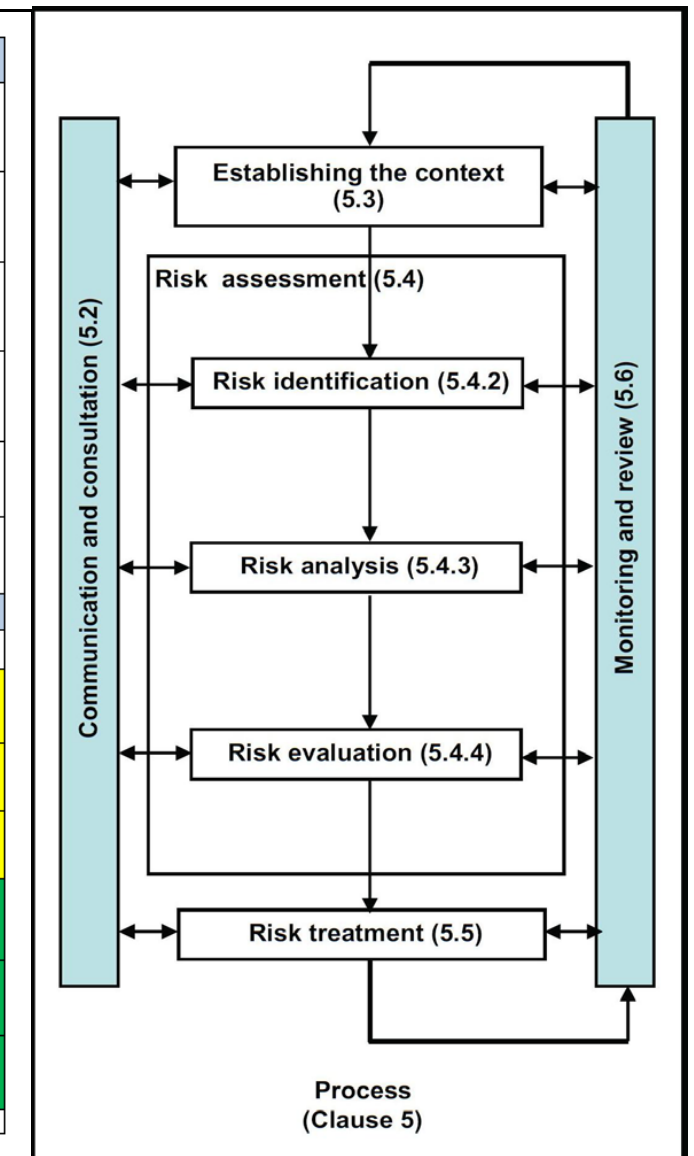
Reason for Completing Risk Assessment:

2. HOW TO USE THE RISK MATRIX

This risk assessment template should be used as the means for formally assessing all risks involved the Sydney Cricket & Sports Ground Trust's operations and should be used in conjunction the Trust's Risk Management Policy and Guide to Managing Risks.

An activity can be risk assessed by defining its **consequence** and **likelihood**. Select a consequence and likelihood of an activity based on the definitions contained in the below matrix to determine the qualitative **risk rating** of the activity. Any activity classified as being of an **UNACCEPTABLE RISK** must be reduced to the lowest level possible by the development and implementation of effective controls. The Sydney Cricket & Sports Ground Trust's objective is to eliminate or reduce risks to **HIGH, MEDIUM or LOW** levels wherever possible.

			Consequences								
U	Unacceptable Risk - Highest Risk. Immediate action is required and the root cause must be eliminated or controlled to a lower level before proceeding.	People	Multiple fatalities.	Single death or permanent disability.	Long term illness or serious injury causing hospitalisation.	Time off work, injury resulting in prolonged medical treatment.	Minor injury requiring on-site medical attention.	Injuries or ailments not requiring medical attention.			
		Reputation	Intense public and international media scrutiny and/or prosecutions	Scrutiny by regulatory authority with national media coverage	Stakeholder critical feedback and regional media attention	Some external scrutiny and local media coverage	Internal scrutiny requiring internal investigation.	Individual criticism requiring management review.			
		Business Infrastructure, Process & Systems	Critical Infrastructure and/or systems failure or interruption for more than 3 days	Critical Infrastructure and/or system failure or interruption for less than 3 days.	Selected Infrastructure or systems failure or significant slowdown resulting in extensive delay.	Single property of system failure or slowdown resulting localised delay of service.	Error or minor failure in service delivery resulting in additional inputs to meet requirements.	Minor error, damage or system irregularity with little or no effect on service delivery.			
		Environmental	Irreversible ecosystem or species population damage	Ecosystem and/or species impact which is reversible long term	Major environmental and ecosystem impact requiring remediation.	Significant local environmental impact which will self-rectify.	Potential environmental impact on local area.	Spill, energy wastage or vegetation removal			
		Heritage	Permanent loss of multiple artefacts or structures.	Permanent loss of single artefact or structure.	Significant damage to artefacts or structures requiring major redesign to meet current requirements	Significant damage to artefacts or structures requiring major restoration to original condition.	Damage to artefact or structure requiring localised restoration.	Minor damage to artefact or structure which is easily fixed without delay.			
L	Low Risk – minimal risk to the organisation or stakeholders. Controls should be implemented if possible.	Financial	>\$1,000,000	\$150,000 - \$1,000,000	\$50,000 - \$150,000	\$5,000 - \$50,000	\$100 - \$5,000	<\$100			
			Catastrophic	Severe	Major	Moderate	Minor	Insignificant			
			1	2	3	4	5	6			
		Almost Certain	A	U	U	U	U	H	M		
		Likely	B	U	U	U	E	H	M		
Likelihood	Probability	Historical									
	< 1 in 10 10.0%	Expected to occur frequently or immediately.	Possible	C	U	E	E	H	M	M	
	1 in 10 – 100 1.0%	Expected to occur in most circumstances.	Unlikely	D	E	E	H	M	M	L	
	1 in 100 – 1000 0.10%	Expected to occur occasionally.	Rare	E	E	H	M	M	L	L	
	1 in 1,000 – 10,000 0.01%	Not expected to occur in most circumstances.	Almost Impossible	F	E	H	M	L	L	L	
1 in 10,000 – 100,000 0.001%	Not expected to occur very infrequently.										
> than 1 in 100,000 >0.0001%	Have never happened before.										



This risk matrix has been designed in accordance with ISO AS/NZS 31000:2009 Risk Management Guidelines and Principles. Sydney Cricket & Sports Ground Trust – Risk Management. All rights reserved © 2012.

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3. RISK ASSESSMENT

Item	Activity <i>Break the job down into steps that involve any potential hazards</i>	Hazard / Threat <i>Identify the risks associated with each step. Examine each to find possibilities that could lead to an accident or adverse environmental impact</i>	Pre-controlled Risk Assessment			Controls <i>What actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness.</i>	Controlled Risk Assessment <i>(Only req'd where Pre-controlled Risk Class is H, V or E)</i>			Remaining Action <i>List any of the reactive control measures that will be implemented in the event of an accident / incident (i.e. Emergency response procedures.).</i>	Person who will ensure the controls are implemented
			Pre-controlled Likelihood	Pre-controlled Consequence	Pre-controlled Risk Class		Controlled Likelihood	Controlled Consequence	Controlled Risk Class		
1.	Walking to and from Transport.	<ul style="list-style-type: none"> Students/teachers struck by moving objects e.g. vehicles, cyclists. 	C	3	High	<ul style="list-style-type: none"> Ratio of students to teachers will be determined by the school and communicated to the SCGT Brief all excursion participants on control measures listed in this document. Ensure excursion participants remain on footpaths and use pedestrian crossings at all times. Ensure supervision is located at front and rear of group at all times. 	F	5	Low	<ul style="list-style-type: none"> School coordinator to communicate to SCGT Tours prior to arrival 	<ul style="list-style-type: none"> Teachers on duty
2.	Transport to the Sydney Cricket Ground.	<ul style="list-style-type: none"> Traffic accident. 	C	2	Extreme	<ul style="list-style-type: none"> Ensure transport operators hold appropriate licence(s) and insurances. Confirm availability of seat belts. Enforce rules and monitor behaviour. Ensure seatbelts/ restraints are worn. 	E	4	Moderate	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> School Coordinator & Teachers
3.	Moving through site – Completing the Tour Experience.	<ul style="list-style-type: none"> Tour guides 2-way radios not charged Uneven terrain causing minor injuries and grazes to patrons; Patrons and tour guide struck by moving vehicle causing serious injuries. Tour patron walking off and getting lost in precinct 	D	3	High	<ul style="list-style-type: none"> Ensure radios are fully charged prior to commencing tour – programmed on Channel 3 Ensure patrons are to walk on the side of the road. Patrons to be wearing appropriate footwear (Enclosed shoes, thongs, sandals etc) at all times whilst on the tour. Patrons wearing no shoes will not be allowed on the tour. Patrons are instructed to walk with/behind tour guide at all times Ensure bollards are up to eliminate the risk prior to tour where applicable (Pre site walkthrough – Notify security if bollards aren't in position) Tour guide to maintain contact at all times with all members of the tour. Tour patrons briefed on safe position if lost during tour No access to the Basement areas and Back of house. Ensure not part of SCGT tour experience. Tour guides made aware of First aid kit & AED locations stocked and readily available 	F	6	Low	<ul style="list-style-type: none"> Tour Guides to ensure pre tour inspection is complete and any hazards identified are reported and controlled. 	<ul style="list-style-type: none"> All Parties <ul style="list-style-type: none"> School Teachers SCGT Tour Staff
4.	In case of an emergency situation	<ul style="list-style-type: none"> Risk of affecting life safety of occupants in premises and adjacent premises 				<ul style="list-style-type: none"> Tour guides trained in emergency response procedures Evacuate the area to the nearest Emergency Assembly area Notify Trust Security immediately Contact '000' if required. 					