

CHS P&C – Event Risk Management

Risk management is important to ensure that neither the school community nor the P&C is exposed to unnecessary or unwarranted exposure to

What is risk?

A risk can be defined as an event or circumstance that has a negative effect on the P&C, for example, the risk of having equipment or money stolen as a result of poor security procedures or the risk of an accident to volunteers or students at a P&C event because the event was not well planned and the potential for accidents identified and remediation steps put in place. Types of risk vary from situation to situation.

CHS P&C takes the management of risk seriously and is risk averse.

How do we deal with risk?

The P&C Federation's insurer recommends the following approach to risk management

1. Identify risks
2. Analyse risks
3. Evaluate risks
4. Treat risks
5. Monitor and review risks

The attached risk management plan template is designed to capture this information and must be completed for each and every P&C event. An example of a completed risk management plan can be found at the end of this document.

What steps MUST be complied with?

The following steps must be taken at every event:

1. Food serving areas cordoned off from general public access
2. Sign in sheet provided for all volunteers
3. Overview of duties provided to all volunteers prior to event
4. Children assisting 10 years and over have permission from parents
5. No children under 10 years assisting
6. Monitoring and cleaning of amenities eg rubbish/ toilets
7. Area is well lit and easy to enter and depart for guests
8. First aid requirements are in place
9. Traffic management plan in place if event is likely to need it

Risk Management Plan

Name of school: **Chatswood High School**

Name of principal: **David Osland**

Description and location of excursion:

Date(s) of excursion:

Group/class:

Number in group/class:

Name of excursion coordinator: **xxx (P&C Association)**

Accompanying staff, parents, caregivers, volunteers:

Will additional 9 steps required for all events be complied with?

Activity	Hazard Identification & Associated Risk Type/Cause	Assess Risk Rare; Unlikely; Likely; Almost certain	Elimination or Control Measures	Responsibility	When

Venue and safety information reviewed and attached: **No. Not Required – School on-campus venue.**

Plan prepared by: **XXXX**

Position: **xxxx**

Date: **XXXX**

Prepared in consultation with: **XXX**

Communicated to: XXXX Date

Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.