



AUSF School Holiday Program Risk Register

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Risk Matrix

Risk Matrix						
Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

Risk Register

Participant Safety Risks

Risks relating to the safety of participants when engaged in AUSF School Holiday Program activities. This includes child safe environment, on field safety, and other considerations.

REF	RISK	CONSEQUENCES	LIKELIHOOD	RATING	MITIGATION IF APPLICABLE	RISK AFTER MITIGATION IF APPLICABLE	
						LIKELIHOOD	RATING
During Arrival/Departure							
1	Hit by car on road while walking to and from building.	Major	Unlikely	High	Parents to supervise children. Remain on pedestrian pathways. First aid kit available.	Rare	Moderate
2	Trip on uneven footpath.	Insignificant	Possible	Low	Remain on pedestrian pathways. First aid kit available.	Unlikely	Very Low
During Program							
3	Minor injury (physical activity related)	Moderate	Possible	Moderate	Coaches to begin session with an appropriate warm up. Coaches to instruct participants on how to correctly and safely perform movements. First Aid kits available and staff trained in First Aid.	Unlikely	Moderate
4	Minor injury (equipment related)	Moderate	Possible	Moderate	Modified/age-appropriate equipment to be used. AUSF to ensure none of the equipment is damaged prior to use. Coaches to instruct participants on how to correctly and safely use equipment. Ensure staff/participant ratios are sufficient to manage any behavioural issues between participants.	Unlikely	Moderate

					First Aid kits available and staff trained in First Aid.		
5	Minor injury (facility/surface related)	Minor	Possible	Moderate	Sports will only be played in appropriate spaces. Follow correct paths to/from sports fields. First Aid kits available and staff trained in First Aid.	Unlikely	Low
6	Major injury (broken bone, head injury etc.)	Major	Possible	High	All mitigation points relevant to minor injuries. Easy access to playing fields for emergency vehicles. All staff to have mobile phone on their persons at all times.	Unlikely	High
7	Child becomes separated from the group during sport session	Major	Unlikely	High	Participants will be informed of the rules, to stay with staff at all times and what to do if they become separated from the group. AUSF staff will clearly explain areas that are 'out of bounds'. Frequent head counts. Ensure enough adults attend to provide adequate supervision.	Rare	Moderate
8	Child-safe environment becomes compromised	Major	Possible	High	Supervision at all times to ensure that there is no moment where members of the public are alone with participants. AUSF to ensure that no members of the public enter facility toilets or building during the program. Maintain active supervision of members of public at all times, and report suspicious behaviour to AUSF Management.	Unlikely	High

					No photos of the children will be taken without prior consent from parent/guardian.		
9	Weather conditions → Over exposure to sun → Dehydration → Wet weather	Moderate Moderate Minor	Possible Possible Possible	Moderate Moderate Moderate	Parents to be informed that participants must have a water bottle, hats, wear a shirt with sleeves, and wear sunscreen. AUSF staff to ensure sunscreen is applied throughout, and assist with refilling water bottles. AUSF coaches will give frequent water breaks. Recess and lunch will be indoors. If extreme heat, the day will be cancelled. If extreme wet weather, the program may relocate to an indoor facility due to lack of sheltered area suitable for sport activities.	Unlikely Unlikely Unlikely	Moderate Moderate Low
10	Covid-19	Moderate	Likely	High	Parents and staff advised to stay home/keep children home if displaying symptoms. Hand sanitiser available. No food or drinks should be shared.	Possible	Moderate
11	Allergic Reaction	Major	Possible	High	AUSF staff to have relevant medical and emergency contact information for participants. AUSF staff responsible for children's medication and the administering of medication in the event it is needed and only with prior parent/guardian permission . First aid kit available and staff trained in First Aid.	Possible	High

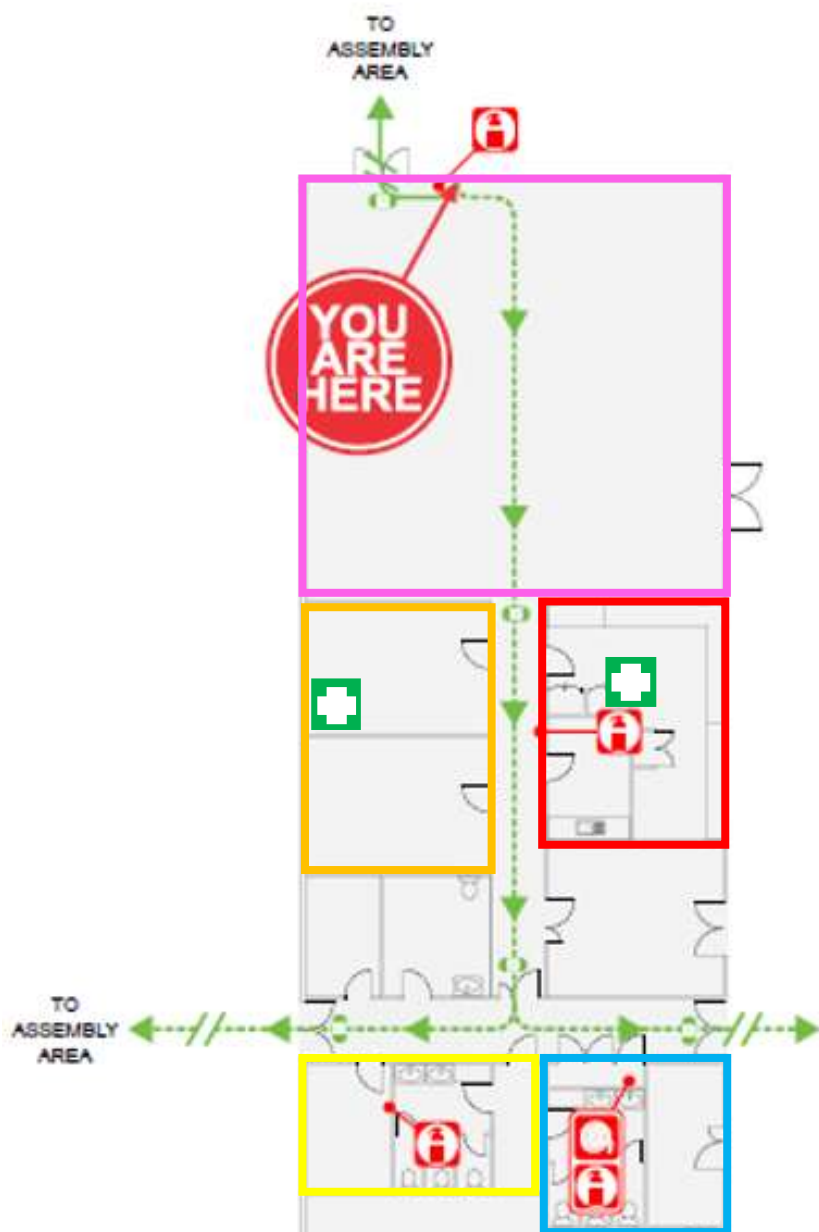
Risks to Volunteers and Staff

Risks relating to the safety of volunteers, coaches and staff members when engaged in AUSF School Holiday Program activities.

REF	RISK	CONSEQUENCES	LIKELIHOOD	RATING	MITIGATION IF APPLICABLE	RISK AFTER MITIGATION IF APPLICABLE	
						LIKELIHOOD	RATING
1	Walking to and from car → Hit by car on road → Trip on uneven footpath	Major Insignificant	Rare Unlikely	Moderate Very Low	Remain on pedestrian pathways. First aid kit available.	Rare Unlikely	Moderate Very Low
2	Injury from sports equipment	Moderate	Possible	Moderate	Modified/age-appropriate equipment to be used. AUSF to ensure none of the equipment is damaged prior to use. Coaches to instruct participants on how to correctly and safely use equipment. Ensure staff/participant ratios are sufficient to manage any behavioural issues between participants. First aid kits available.	Unlikely	Moderate
3	Weather conditions → Over exposure to sun → Dehydration → Wet weather	Moderate Moderate Minor	Possible Possible Possible	Moderate Moderate Moderate	Recommended that staff attend with a water bottle, hat, wear a shirt with sleeves, and wear sunscreen. Facility has taps to refill water bottles Coaches will have frequent water breaks. Lunch and recess area will be indoors. If extreme heat, the day will be cancelled. If extreme wet weather, the program may relocate to an indoor	Unlikely Unlikely Unlikely	Moderate Moderate Low

					facility due to lack of sheltered area suitable for sport activities.		
4	Covid-19	Moderate	Likely	High	Staff advised to stay home and get tested if displaying symptoms. Hand sanitiser available. No food or drinks should be shared.	Possible	Moderate
5	Allergic Reaction	Major	Possible	High	Coaches and staff to provide relevant medical and emergency contact information to AUSF. Staff should bring their own medication. First aid kit available.	Possible	High





1. Main Room

This is where the children leave their belongings throughout the day. Children should be supervised at all times. This room is air conditioned.

2. Kitchen Area

Children are not to enter this space. This is where the tap is to fill up water bottles, so if any child needs their water refilled, a coach must take it in and fill it up for them.

3. Meeting Room

Where coaches can leave their belongings throughout the day. All program equipment is also stored here. Children are not to enter this room.

4. Girls Toilets

5. Boys Toilets

6. First Aid

There are ice packs in the freezer in the Kitchen Area, and a first aid kit in the Meeting Room. Children are not to enter either of these spaces, so staff must access these for them. There is an incident report book with the first aid kit in the meeting room. Coaches should inform the coordinator and AUSF staff member of any injuries, so that the coordinator is aware, and the AUSF staff member can fill out the incident report book.