



**Global
Connect**
CHRISTIAN SCHOOLS

Sample Document
**International
Risk
Assessment**



IMPORTANT NOTE

Sample documents are provided for educational and guidance purposes only. They are not standard forms and should not be used as such, they may also have been modified or altered since initially drafted. The documents should be used only after a thorough review and understanding of their contents. Because these documents have been drafted to provide general guidance, the actual content of a particular document may not be appropriate for your school.

Therefore, while this document may serve as a starting point for drafting or revising similar documents, competent professional advice is strongly recommended. Christian Schools Australia through Global Connect expressly disclaims any liability arising from the use of this sample document.

PREPARING A RISK ASSESSMENT

A detailed risk assessment must be prepared for an international trip as part of the approval process. The initial risk assessment should be completed at least 8 – 12 months prior to the date of departure for the international trip, and an updated risk assessment should be submitted to the Principal or Head of School at least 1 – 3 months prior to the date of departure. Significant changes beyond that point may require a further review of the risk assessment. The preparation of a risk assessment does not, of course, negate the need for adequate supervision and the use of professional judgement during the course of the trip.

The Team Leader should undertake a systematic process to identify risks that need to be managed for a particular international trip. This process should include:

- » Undertaking a site visit (or requesting local contacts to do this) to the proposed locations to be visited as part of the international trip (if possible);
- » Review of documentation and materials from any previous trip to the area;
- » Liaison with hosts and other contacts in the areas to be visited;
- » Discussion with contacts within the school community who have recent experience travelling to the locations to be visited;
- » Review of the processes of other schools who may have visited the area recently;
- » Discussions with travel agents and tour operators;
- » Detailed review of travel advice from relevant government agencies, such as the Australian Government Department of Foreign Affairs and Trade website.

Once the applicable risks are identified, they need to be assessed. The assessment process involves a consideration of both the likelihood of the risk occurring, and the consequences of the risk on the school, if it occurred. Following this, risk control measures must be put into place to reduce, monitor or control the level of risk so it is acceptable to the school.

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FILL OUT THE RISK ASSESSMENT MATRIX

SAMPLE RISK ASSESSMENT MATRIX

Trip Name:

Trip Dates:

Team Leader Name:

Other Staff Attending:

POTENTIAL RISK	LIKELIHOOD	CONSEQUENCE	PRIORITY	CONTROL MEASURES
Describe the possible risks your team may encounter on your trip. See list on following page if needed.	How likely is it that this risk will occur? Rare Unlikely Possible Likely Almost Certain	What would the consequence level be if this risk occurred? Minor Moderate Major Catastrophic	What is the priority of the risk? Extreme High Moderate Low	How will you manage the risk? Describe in detail how you might: Eliminate the risk Avoid the risk Minimise the risk

TEAM LEADER CERTIFICATION

Name: _____ Date: _____ Signature: _____

HEAD OF SCHOOL/PRINCIPAL CERTIFICATION

Name: _____ Date: _____ Signature: _____

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DETERMINE THE PRIORITY OF THE RISK

Once the likelihood and consequence have been categorised using the table above, the overall priority of the risk is determined using the following matrix:

	CONSEQUENCE LEVEL			
LIKELIHOOD	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	High Risk	High Risk	Extreme Risk	Extreme Risk
LIKELY	Moderate Risk	High Risk	Extreme Risk	Extreme Risk
POSSIBLE	Low Risk	Moderate Risk	Extreme Risk	Extreme Risk
UNLIKELY	Low Risk	Moderate Risk	High Risk	Extreme Risk
RARE	Low Risk	Low Risk	High Risk	High Risk

RISK GRADING COLOURS			
Low Risk	Moderate Risk	High Risk	Extreme Risk

RISK EXAMPLE	LIKELIHOOD	CONSEQUENCE	PRIORITY OF RISK
Patient injury	Unlikely	Major	High Risk

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PUT RISK CONTROL PROCEDURES IN PLACE

Once the overall priority is determined using the above matrix the following risk control procedures must be taken:

Priority	Risk Control procedures to be established
Extreme Risk	Immediate detailed action plan required
High Risk	Senior management attention needed
Moderate Risk	Management responsibility must be specified
Low Risk	Manage by routine procedures

Extreme or **High** risks must be reported to Senior management and require detailed treatment plans to reduce the residual risk to **Low** or **Medium**.

POTENTIAL RISKS

DESTINATION COUNTRY

- * Climate – heat, cold, natural disasters
- * Potential geographic hazards (i.e. volcanoes, landslides)
- * Culture – customs, social expectations, language barriers
- * Religion – law, expectations, level of religious freedom
- * Food – access and quality, dietary requirements
- * Water – access and quality
- * Medical care – access and quality
- * Diseases
- * Hygiene
- * Transport – quality of roads, drivers, local laws, seat belt access
- * Accommodation – quality, safety
- * Communication – availability of WiFi and mobile phone service, international roaming
- * Safety – theft, violence, areas of risk
- * Contacts – reliable local contacts, Australian embassy
- * Money – exchange rates, stable financial system in country, safety
- * Practical work – safety, appropriateness, quality of tools available

TRAVEL

- * Quality of airline
- * Protection of luggage, documents, boarding passes, money



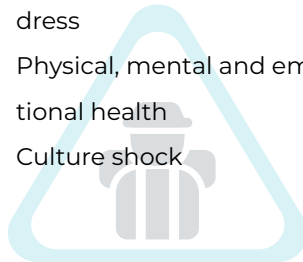
DOCUMENTATION

- * Passports and visas
- * Airline tickets
- * Health/Immunisation cards
- * Finance
- * Insurance
- * Emergency contacts
- * Incident report
- * Emergency plans – evacuations, loss of luggage, loss of funds, loss of communication, accidents/illnesses



STUDENT

- * Appropriate behaviour and dress
- * Physical, mental and emotional health
- * Culture shock



STAFF / ADULT

- * Quality of airline
- * Protection of luggage, documents, boarding passes, money



RISK ASSESSMENT EXAMPLE

RISK Describe the possible risks your team may encounter on your trip. See list below if needed.	LIKELIHOOD How likely is it that the risk will occur? <div style="border: 1px solid black; padding: 2px; text-align: center;">ALMOST CERTAIN</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">LIKELY</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">POSSIBLE</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">UNLIKELY</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">RARE</div>	CONSEQUENCE What would be the consequences if this risk occurred? <div style="border: 1px solid black; padding: 2px; text-align: center;">MINOR</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">MODERATE</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">MAJOR</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">CATASTROPHIC</div>	PRIORITY What is the priority of the risk? <div style="border: 1px solid black; padding: 2px; text-align: center;">EXTREME</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">HIGH</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">MODERATE</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">LOW</div>	CONTROL MEASURES How will you manage the risk? Describe in detail how you might: <p style="text-align: center;">ELIMINATE THE RISK</p> <p style="text-align: center;">AVOID THE RISK</p> <p style="text-align: center;">MINIMISE THE RISK</p>
RISK EXAMPLE	LIKELIHOOD	CONSEQUENCE	PRIORITY	CONTROL MEASURES
Natural disaster - flood, cyclone, tsunami	<div style="border: 1px solid black; padding: 2px; text-align: center;">UNLIKELY</div> (depending on season/time of year)	<div style="border: 1px solid black; padding: 2px; text-align: center;">MAJOR</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">CATASTROPHIC</div> (depending on severity)	<div style="border: 1px solid black; padding: 2px; text-align: center;">HIGH</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">EXTREME</div>	<ul style="list-style-type: none"> * All travellers registered with SmartTraveller * Multiple copies of travel docs and first aid kit with staff * Clear instructions given to students as staff form safety plans * Appropriate teacher to student ratio * Team Leader to contact Australian Embassy, school and emergency contacts
Injury caused by bus accident	<div style="border: 1px solid black; padding: 2px; text-align: center;">POSSIBLE</div>	<div style="border: 1px solid black; padding: 2px; text-align: center;">MODERATE</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">MAJOR</div> (depending on severity)	<div style="border: 1px solid black; padding: 2px; text-align: center;">MODERATE</div>	<ul style="list-style-type: none"> * Use a reputable and safe bus/tour guide company * Students are aware of transportation standards and requirements - e.g. remain seated and wear seatbelts while on the bus at all times, follow driver's instructions * Staff and accompanying adults to check that seatbelts are worn
Minor injuries or illness	<div style="border: 1px solid black; padding: 2px; text-align: center;">POSSIBLE</div>	<div style="border: 1px solid black; padding: 2px; text-align: center;">MINOR</div>	<div style="border: 1px solid black; padding: 2px; text-align: center;">LOW</div> <div style="border: 1px solid black; padding: 2px; text-align: center;">MODERATE</div>	<ul style="list-style-type: none"> * All staff have basic first aid training * First aid kit with team * Hospital within 30-minute drive * Team will carry Hydralyte * Isolation from team if needed

Serious injuries or illness	UNLIKELY	MAJOR	HIGH	<ul style="list-style-type: none"> * Hospital within 30-minute drive * Copy of travel insurance policy with team, includes unlimited medical coverage
Fire in hotel	UNLIKELY	MODERATE MAJOR	HIGH	<ul style="list-style-type: none"> * Clear instructions given to students in case of emergency in each hotel * Phone number to call in case of emergency * Central meeting place in case of disorientation * Buddy system
Hazards working on minor construction projects	LIKELY	MINOR MODERATE	HIGH MODERATE	<ul style="list-style-type: none"> * Clear instructions given to students * Students only operate tools they have been trained in * Appropriate teacher-students ratio * First aid kit on site * Local builder/carpenter to help oversee projects * Safety equipment - gloves, glasses, closed in shoes



