

# Campbelltown City Baptist Church – Excursion Risk Assessment Plan



<b>Description and Location of Excursion:</b>  <b>Date (s) of excursion:</b> <b>Group / Ministry:</b> <b>Number in Group / Ministry:</b>	<b>Name of Excursion Coordinator:</b> <b>Mobile Number:</b> <b>Accompanying Staff, Parents, Caregivers, Volunteers:</b>
--	---

Task / Activity	Hazard Identification (Type/Cause)	<u>Risk Assessment</u> Use Matrix	Elimination or Control Measures	Who	When
			•		
			•		
			•		
			•		
			•		

Venue & safety information reviewed and attached:
Plan prepared by: _____ Role: _____ Date:    /    /
Prepared in consultation with:
Communicated to:
Original sent to Church Safety Officer: Quentin Brown at least <b>8 weeks prior to the event.</b> Yes / No    Date:    /    /
<b>Monitor &amp; Review – Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.</b>

# Campbelltown City Baptist Church – Excursion Risk Assessment Plan



Consequence	Description
1. Catastrophic	Multiple deaths or widespread disease
2. Major	Singular death or severe injury
3. Moderate	Lost time injury
4. Minor	Medical treatment
5. Insignificant	First aid treatment

Likelihood	Description
A. Very High	Likely to occur several times a year
B. High	Likely to occur once a year
C. Medium	Likely to occur once in 5 years
D. Low	Likely to occur once in 10 years
E. Very Low	Likely to occur once in 25 years

Risk Matrix		Consequence				
		1	2	3	4	5
Likelihood	A	1	1	2	3	4
	B	1	2	3	4	5
	C	2	3	4	5	5
	D	3	4	5	5	6
	E	4	5	5	6	6

1 & 2	High Risk	Immediately (within 1-2 weeks)
3 & 4	Medium Risk	Immediately (within 3-4 weeks)
5 & 6	Low Risk	Within 5-6 weeks