



Activity Risk Assessment Tab - Step Guide

*The Quality and Safeguarding Risk Assessment has been renamed Activity Risk Assessment.

*The 4 Risk Domains have been combined to form 3 Risk Areas and renamed - "**People, Place and Program.**" Risk Area "**People**" replaces Vulnerability and Propensity.

*This Step Guide provides instructions on how to complete the Activity Risk Assessment tab.

*Click on information icons and link in top right-hand corner for more information.

*Remember to print a copy of the form.

Note: *See information below on WHS Risk Assessment.*

Changes to Activity Risk Assessment tab

FIELDS REQUIRED	NOTES
Click here to access: *Understanding Risk Assessment, and *Assessing Risk (prompts for completing a risk assessment).	
Risk Area	Click on the information icon and follow the prompts. **If there are more than 5 risks, share the text boxes to include the other risk/s.

Risk name: People/Place/Program	<p>*Click on the information icon to obtain a description of the Risk. (See <i>Place</i> as example above).</p> <p>* Examples of risks have been provided. These are standard risks which will sit across most programs and will help to guide your thinking when considering risks specific to the program.</p> <p>*If an example risk provided is not relevant, delete and add in a specific risk.</p> <p>*Tick the numbered boxes if additional space is required.</p> <p>Note: It is important that risks specific to the program are further added to the text boxes provided.</p>
Existing Controls	<p>*Click on the information icon for more information and follow the prompts.</p> <p>*If new risks have been added, ensure the existing controls are filled out in this field as well.</p> <p>*Controls need to be specific, practical and implementable to effectively reduce or remove the risk identified.</p>
Initial and Final Risk	<p>*Use the <i>Risk Management Matrix</i> in the Program Authorisation section to assess each risk and tick the appropriate Likelihood of this occurring and the Consequence it will have on the participant, program and or organisation.</p> <p>*An overall Risk Rating will automatically populate in the space below. For example, if a risk is almost certain to occur and it will have Severe Consequences, then the rating of Extreme is automatically populated.</p> <p>Note: Should any Extreme ratings be found in the Final Risk column when the form is submitted, an email will be sent to the Approver for review as well as to Safeguarding. The Safeguarding Consultant may then assist the Assessor to reduce the risk rating/s.</p>
Additional Controls	<p>*Applying Additional Controls should lower the Risk Rating.</p> <p>* Controls need to be specific, practical and implementable to effectively reduce or remove the risk identified.</p>
Printed version of the form	<p>Note: There is no need to re-enter the Additional Controls as the Action Summary tab has been removed.</p> <p>*All Additional Controls entered on the form will appear on a printed version.</p> <p>*Tick each control on the hard copy to mark as complete once the control has been implemented.</p>

	<p>*Save a copy of the form in the File Upload tab for future assurance and compliance checks.</p> <p>*The hard copy form will serve as a quick reference, especially when the program is held off-site and vital information is needed in an emergency.</p>
Incident Plan	<p>The Incident Plan is situated below the risk assessment. In the Incident Plan detail the steps to be taken should an incident occur.</p> <p>Note: The text box can expand to include all details in your Incident Plan.</p>

WHS Risk Assessment

*The WHS Risk Assessment focuses on the physical nature and environment in which the program will take place.

*Conducting a WHS Risk Assessment, ensures measures are put in place that will reduce or remove physical/environmental hazards or dangers for all participants and personnel who are participating in the program.

NOTE:

No changes have been made to the WHS Risk Assessment tab. Click on the information icon for more information on when to conduct a WHS Risk Assessment.