



Ruawai College

EOTC Risk Assessment and Management

Under review

START YOUR REVIEW

At Ruawai College, risk assessment and management is an ongoing process for EOTC events and activities. The school has a duty to ensure we identify **► hazards that pose a risk** to the health and safety of those involved in EOTC. We use multiple sources of information and a range of tools to eliminate or minimise risks, so far as is reasonably practicable. We may also consult with other agencies, as appropriate.

Our risk management policy provides more information about hazards and risks, hierarchy of controls, and our identification and reporting process. See **Risk Management**.

We inform parents of any general and specific risks associated with an EOTC activity, and strategies proposed to manage these. See **EOTC Consent**.

Risk management planning

Our planning is determined by the nature of the event/activity and the associated level of risk. We assess risk during the initial proposal and planning stages, which involves submitting proposals and plans for approval. See "EOTC safety planning and risk assessment documentation" in **Education Outside the Classroom (EOTC)** and **EOTC Event Planning and Approval**.

We may develop a set of standard operating procedures (SOPs) that can be used to provide a consistent approach for recurring events.

Risk assessment process

At Ruawai College, we undertake the following risk assessment actions: identify, assess, develop, manage and monitor.

Identify

We identify the **► risk category** of the EOTC event (i.e. low risk, medium to high risk, overnight). We then identify the level of risk associated with:

- activities involved in the event (e.g. water-based activities)
- participants, including staff (e.g. number, competence, additional support that may be required)
- venue/physical environment (e.g. access, physical features, water)
- equipment (e.g. specialist or adaptive equipment)
- environmental factors (e.g. weather, tide, traffic)
- transport.

This stage of planning may also include setting **► operational limits**.

Assess

We assess the potential consequences of any hazards (i.e. degree of harm) and likelihood of them occurring, and the most important hazards and controls to focus on (e.g. most

dangerous or likely to cause injury). See [Risk Assessment Guide](#) .

Develop

We develop ways to eliminate any risk of harm from hazards so far as reasonably practicable. If a risk cannot be eliminated, we take action to minimise it using a hierarchy of controls (see [Risk Management](#)), and:

- identify who will be responsible for implementing risk control measures
- reassess the risk rating after controls have been put in place to determine the level of risk remaining, and ensure this is kept at an acceptable level.

Manage and monitor

We continuously manage and monitor the control measures during an event/activity to ensure they are working as intended. We:

- tell all participants about the controls and how to implement them
- ensure staff (including any external providers/contractors) understand the controls and their role in implementing them
- continue to actively assess risk and hazards during the event
- review the effectiveness of the controls after the event
- identify and manage any change in risk and/or new hazards when planning a new EOTC activity.

Also see [EOTC Review, Evaluation, and Reporting](#).

Related policies

- [Education Outside the Classroom \(EOTC\)](#)
- [EOTC Governance Roles and Responsibilities](#)
- [EOTC Management and Support Roles](#)
- [EOTC Student Participation and Inclusion](#)
- [EOTC Consent](#)
- [EOTC Staff Competence](#)
- [EOTC Contingency and Emergency Planning](#)
- [Risk Management](#) (see [Hierarchy of controls](#))
- [School Records Retention and Disposal](#)

Legislation

- Health and Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga: [Health and safety responsibilities for schools](#) 
- WorkSafe: [Risk management](#) 
- Recreation Aotearoa | Te Whai Oranga: [Guidelines](#) 
- EONZ: [EOTC Safety Management Plan and Toolkit](#)  (see [EOTC Safety Management Plan template](#) – "Risk Management Planning")
- EONZ: [EOTC Safety Management Plan and Toolkit](#)  (see relevant resources)
 - Risk Assessment and Supervision Form
 - Standard Operating Procedures

- Local Events Standard Operating Procedures
- Transport Standard Operating Procedures

Release history: Term 4 2024, Term 1 2024, Term 1 2021, Term 1 2019

Last review	Term 4 2024
Topic type	Core