

1. Identify hazards associated with the trip activities or location.
2. Quantify the associated risk.
 - a. How likely is it that any hazard will be realized?
 - i. Almost certain - Expected to occur in most circumstances.
 - ii. Likely - Probably will occur in most circumstances.
 - iii. Moderate - Should occur at some time.
 - iv. Unlikely - Could occur in some circumstances.
 - v. Rare - Will only occur in exceptional circumstances.
 - b. How severe could the consequences be?
 - i. Insignificant - no injuries, insignificant financial loss.
 - ii. Minor- First aid treatment required, on site release immediately, low financial loss
 - iii. Moderate-Medical treatment required, outside assistance required, on site release, medium financial loss.
 - iv. Major- Extensive injuries, hospitalization, loss of production capability, off site release with no detrimental effects, high financial loss.
 - v. Catastrophic-Death or Severe injury, hospitalization, offsite release with detrimental effects, major financial loss.
 - c. How often does exposure to the hazard occur?
3. Identify who is at risk.
4. Identify Control measures to be used to reduce the risk to a "reasonable" or "acceptable" level.
5. Quantify the residual risk. (insignificant, minor, moderate, major, catastrophic).
6. Record the assessment.
7. Implement the control measures.

DISTRIBUTION: Original to ESC, one copy at school level

Risk Assessment Matrix

H = high risk M = moderate risk S = significant risk L = low risk	Likelihood					
Consequences		Rare	Unlikely	Moderate	Likely	Almost Certain
	Insignificant	L	L	L	L	L
	Minor	L	L	M	M	M
	Moderate	M	M	S	S	H
	Major	M	M	H	H	H
	Catastrophic	M	H	H	H	H

Risk Assessment Summary

Class _____ References _____
 Activity or Operation _____
 School _____

Hazard	Risk	Those at Risk	Control Measures	Training	Emergency Action	Remaining Risk
A.	L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>					L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>
B.	L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>					L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>
C.	L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>					L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>
D.	L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>					L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>
E.	L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>					L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>
F.	L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>					L <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/>