FV-45a | Activity Risk Assessment Form

APPROVED BY THE COMMITTEE
Reviewed November 2026

Scope

Activity leader, assessors and EO; complete before delivery and update when conditions change.

Activity and approval details

Activity and regional group; date/time including setup/pack-down

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Site, exact location, emergency access and assembly point

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Assessors, competent activity leader and approval

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_____

Participants: numbers, ages, access/support needs (no unnecessary diagnoses)

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_____

Fishcare volunteers, staff, teachers/carers and assigned responsibilities

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_____

Ratio check: no more than 5 participants per assigned Fishcare volunteer; more support where needed; no lone delivery

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Forecast/warnings checked, weather thresholds and decision

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_____

First aid coverage/competency and kit; communications/backup

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_____

Required consents, screening, induction and partner agreement confirmed

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Risk assessment method

For each hazard below, record how harm could occur and who is exposed; existing controls; initial likelihood/consequence; additional controls; residual rating; action owner and completion; and assessor sign-off. Use the approved local matrix consistently. If no matrix has been adopted, describe likelihood and consequence explicitly and escalate uncertain significant risks. A score does not override a required cancellation or safeguarding duty.

Fishing platform, banks/jetties, wheelchair access, unstable/slippery edges, overhead lines/branches

Risk/how harm occurs and initial assessment	Controls, residual risk, owner and sign-off

Traffic, pedestrians/cyclists, drop-off/pick-up and safe movement to site

Risk/how harm occurs and initial assessment	Controls, residual risk, owner and sign-off

Casting, retrieving/landing fish, hooks, sharp tools, equipment and safe spacing

Risk/how harm occurs and initial assessment	Controls, residual risk, owner and sign-off

Waterway currents, tides/swell, rising water, submerged hazards, debris and water quality

Risk/how harm occurs and initial assessment	Controls, residual risk, owner and sign-off

Slips, trips, falls, lifting, equipment transport, trailer and vehicle risks

Risk/how harm occurs and initial assessment	Controls, residual risk, owner and sign-off

Heat/cold, wind/gusts, rain/lightning, UV, fire/smoke, flooding and cancellation triggers

Risk/how harm occurs and initial assessment	Controls, residual risk, owner and sign-off

First aid, medical/action plans, anaphylaxis/asthma support responsibilities and privacy

Risk/how harm occurs and initial assessment	Controls, residual risk, owner and sign-off

Child safety: visibility, toilets/personal care, boundaries, transport, photography and online contact

Risk/how harm occurs and initial assessment	Controls, residual risk, owner and sign-off

Supervision, staffing ratio, competence, partner roles, accessibility and culturally safe participation

Risk/how harm occurs and initial assessment	Controls, residual risk, owner and sign-off

Psychosocial hazards: fatigue, aggression, role clarity, isolated work and traumatic incidents

Risk/how harm occurs and initial assessment	Controls, residual risk, owner and sign-off

Emergency communications, access, rescue equipment, missing child and safe handover

Risk/how harm occurs and initial assessment	Controls, residual risk, owner and sign-off

Go/no-go and review

Unresolved hazards and required changes; owner and due time

Essential controls verified and residual risks acceptable?

Activity approved / modified / postponed / cancelled; reason

Leader signature and date/time; EO escalation if needed

On-site changes and reassessment; participant/team briefing

Post-activity incidents, near misses, feedback and improvement actions

Keep individual medical plans and emergency contacts in a separate restricted record accessible only to people who need them. Do not circulate a group list of diagnoses. For immediate danger call 000. Report incidents under the relevant policies.

References and review

Reviewed November 2026.

Occupational Health and Safety Act 2004 (Vic): incident notification
https://www.worksafe.vic.gov.au/notifiable-incidents-under-occupational-health-and-safety-act-2004

OHS (Psychological Health) Regulations 2025 (Vic)
https://www.worksafe.vic.gov.au/psychological-health-regulations-frequently-asked-questions

Victorian Child Safe Standards; Child Wellbeing and Safety Act 2005 (Vic)
https://www.vic.gov.au/child-safe-standards

Privacy Act 1988 (Cth): coverage and exemptions
https://www.oaic.gov.au/privacy/privacy-legislation/the-privacy-act/rights-and-responsibilities