

CAMPS & EXCURSIONS POLICY AND PROCEDURES

PHILOSOPHY

At Mount Waverley North Primary School students are encouraged to participate in camps and excursions to enhance the educational programs offered beyond the immediate school environment. They are seen as an integral part of the school curriculum as they enable students to explore, extend and enrich their learning and social skill development in a non-school setting.

PURPOSE

- To provide experiences beyond the school environment
- To develop social competencies
- To build positive relationships
- To develop independence and self confidence
- To reinforce learning outcomes
- To reinforce links to the real world
- To provide a program that promotes self-esteem, cooperation, resourcefulness, independence, leadership and resilience
- To provide a program that delivers skills and knowledge that promote a respect of the natural environment and that may lead to a lifelong involvement in fulfilling leisure pursuits
- To be accessible to all families in order to maximise participation of students

IMPLEMENTATION

Camps Program:

- A broad outline of the camps program is:
 - Junior: Stay late
 - Middle: Odd years – 3 day beach camp
 - Middle: Even years – 3 day Indigenous camp
 - Senior: Odd years – 5 day activity based camp
 - Senior: Even years – 3 day camp to Ballarat

Planning and Organisation

- The Principal, in consultation with appropriate staff, will consider the educational outcomes of the camp or excursion as well as the impact on the school program for the proposed dates.
- The camps and excursions program should offer a variety of environments and experiences from year to year. It should be an integral aspect of the curriculum and expand and develop skills already learnt. It should cater for differing abilities. Students with special needs will be provided with an inclusive program.
- Camps and excursions will be selected with due consideration to the impact of cost and distance on the participation of students.
- A designated “Teacher in Charge” will coordinate each camp/excursion.
- All camps must be held at an accredited camp site.
- All camps and excursions must be approved by the Principal. Staff organising a camp or an excursion must complete the Incursion/Excursion Approval Application (Appendix B) and lodge this with the Principal for approval before the planning is confirmed and parents informed.
- The principal or nominee will ensure that all excursions, camp destinations, camp activities, transport arrangements, emergency procedures and staffing (including first aid) comply with DET guidelines. In particular adventure activities will comply with requirements outlined in the DET Safety Guidelines for that activity.

- Where staff are to be taken from non-participating Levels or the Specialist program, the cost of CRT replacement must be built into the excursion/camp.
- School Council is responsible for the approval of overnight excursions, camps and adventure activities. The Principal or their nominee will ensure that full records are submitted to School Council regarding the camp/excursion well in advance of the starting date of the event and that no camp/excursion occurs unless the "Approved Proforma for all Excursions and Activities Requiring School Council Approval" (Appendix D) form, Risk Management Plan (Appendix E) and Emergency Management Plan have been completed and approved.

Information presented to School Council will include:

- The contribution of the camp to the school curriculum
- The names of teaching staff and/or volunteers attending
- Travel arrangements and costs
- Venue details and an itinerary of events/activities
- Procedures followed to ensure safety of children

It is recommended that in approving the camp, School Council complete the School Council Checklist (the most current version can be downloaded from DET website).

- The Principal will report back to School Council after each camp, evaluating the camp, in particular any mishaps or areas for future improvement.
- Camps should be booked a year in advance, to fit in with curriculum planning.
- Three weeks prior to the camp/excursion departure date the 'Notification of School Activity' (at www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp) is to be completed.
- The Business Manager will be responsible for managing and monitoring the payments made by parents and will provide organising teachers with detailed records on a regular basis.

Communicating with parents

- Parents should be informed early in the year about planned camps, and approximate costings, and be given time and support for payment.
- All aspects of the camp will be outlined to parents in writing, including cost, sleeping arrangements, itinerary, activities, clothing and equipment lists, contact phone numbers, transport arrangements, student management processes, permission and medical forms and clearly stated payment finalisation dates.
- It is the responsibility of parents to ensure that all documentation is received by the school by the due date. Students cannot attend a camp or excursion without the required documentation.
- Staff are to ensure that children not attending the camp or excursion have been provided with an alternative program and that the Principal or their nominee and Administration Staff have been informed of the details.
- Parents will receive a Tiqbiz notification on the day of return with an updated anticipated return time.

Access to camps and excursions:

- All efforts will be made not to exclude students for financial reasons. Parents experiencing financial difficulty are invited to discuss alternative arrangements with the Business Manager or Principal. Decisions relating to alternative payment arrangements will be made by the Principal in consultation with the appropriate staff, on an individual basis.
- All families will be given sufficient time to make payments for camps/excursions. Parents will be provided with permission forms and excursion information clearly stating payment finalisation dates. Children whose payment have not been finalised at least 24 hours prior to the departure date will not be allowed to attend unless alternative payment arrangements have been organised.
- All parental consent and medical forms must be completed, signed and returned at least one week prior to the camp or excursion.

- Only students that have displayed sensible, reliable behaviour at school will be permitted to participate in school camps/excursions. Parents will be notified if their child is in danger of losing the privilege to participate due to poor behaviour at school. The decision to exclude a student will be made by the Principal, in consultation with the organising teacher. Both the parent and the student will be informed of this decision prior to the camp.
- Disciplinary measures apply to students on camps/excursions consistent with the school's Student Engagement Policy. In extreme cases, the teacher in charge, following consultation with, and the approval of, the principal or their nominee, may determine that a student should return home during a camp or excursion.

In such circumstances, the parent/carer will be advised:

- of the circumstance associated with the decision to send the student home
- of the time when the parents/carers may collect their child from the camp or excursion or the anticipated time that the student will arrive at school
- of any costs associated with the student's return, which will be the responsibility of the parents/carers
- Students are not to bring electronic devices (such as iPads, iPods, mobile phones) or their own supply of food items (unless medically indicated and discussed with "teacher in charge").

Student Health and Safety

- Full school uniform is to be worn on excursions unless otherwise specified.
- The emergency management process of the school will extend to and incorporate all camps and excursions.
- All excursion staff and, where appropriate, the students, will be familiar with the specific procedures for dealing with emergencies on each excursion.
- In the event of an emergency, an accident or injury on the camp or excursion, in addition to taking emergency action, the Principal is to be notified immediately. The Principal will contact DET's Emergency and Security Management Branch as required.
- Staff are to remain aware that students are usually less constrained and more prone to accident and injury than in a more closely supervised classroom.
- The presence of staff provided by the camp/excursion provider does not absolve supervision duties of the teacher, including first aid duties. A teacher must be present at all times and remain the person designated with duty of care responsibilities.
- Prior to the camp or excursion parent/carers are to be made aware that DET does not provide student accident cover and that they need to make their own arrangements for cover.
- Original copies of consent forms and medical forms are to remain at the school and a copy taken on the camp or excursion by the teacher in charge.
- Staff are to complete the Excursion Information Sheet and leave it with the student attendance lists on the day of the excursion/camp. (Appendix C)
- Office staff will keep all documentation together for archiving after the camp/excursion.
- A list of participants and contacts in the case of an emergency should be held by the designated school contact person
- On days of extreme weather, fire danger or total fire ban, the Principal or their nominee may need to cancel a camp/excursion at short notice. Where an excursion is not cancelled, special fire safety precautions will be implemented. **In any event Risk Assessment documentation must be completed prior to approval.**
- Students will wear their Displan Lanyards on all excursions and during bus travel on camps.
- Buses are to have seat belts for all passengers during camps and excursions.
- Regular contact with the school is to be maintained whilst on the camp or excursion.

- Each camp/excursion will appoint a member of staff who is responsible for the first aid needs of the students.
- It is the parent/guardian's responsibility to provide teachers with specific student medical aides/medications and instructions regarding the use and/or administration for particular medical conditions (e.g. anaphylaxis, diabetes, asthma) prior to camps or excursions.
- The school will provide a first aid kit for each camp/excursion, including provision for students at risk of asthma or anaphylaxis. The assigned First Aid staff member is responsible for collecting any individual medications required prior to leaving and administering all medications during the camp or excursion.
- A mobile phone will be taken by teachers on all camps and excursions.
- A vehicle will be available for emergency use on all camps.

Staffing

- Parents or volunteers may be invited to assist in the delivery of camps/excursions. When deciding which parents or volunteers will attend, the organising teacher will take into account any valuable skills offered, gender balance and special needs of particular students.
- All adults attending camp will have Victorian Institute of Teaching registration / Working with Children Check, have signed the MWNPS Child Safe Code of Conduct and be approved by School Council.
- Teachers and volunteers participating in camp are to be informed of their roles and responsibilities. Teachers have the responsibility of managing the camp and parents are required to follow their directions.
- All staff/volunteers attending the camp are to be briefed fully by the camp coordinator and in writing of the camp's location, itineraries, risk management strategies, expectations, duties and identification of the next in charge

The Key DET Link

<http://www.education.vic.gov.au/school/principals/spag/safety/Pages/excursions.aspx>

Appendices which are connected with this policy

Appendix A: Staff Supervision

Appendix B: Pro-forma for school approval for all camps, excursions and incursions

Appendix C: Excursion Information Sheet

Appendix D: Approval Pro-forma for all Excursions and Activities Requiring School Council Approval

Appendix E: Excursion Risk Management Assessment Form

Appendix F: [Notification of School Activity \(camps and excursions\)](#)

RELATED POLICIES

- First Aid
- Asthma
- Anaphylaxis
- Child Safety, Student
- Engagement and Inclusion
- Mandatory Reporting
- Photographing Students
- Sun Smart

Policy Approved by:	Education Committee – School Council
Effective Date:	October 2016
Review by Date:	October 2019

APPENDIX A: PUPIL/TEACHER RATIOS

<p>Abseiling and Rock Climbing</p> <p>1:1 Rock Face</p> <p>1:10 Others</p> <p>2 Experienced Staff</p>	<p>Ropes Course</p> <p>1:12 3 students to any one element, 1 participating, 2 spotting</p> <p>NOTE: No student on any element unless supervised</p>
<p>Base Camping</p> <p>1:10 Residential; canvas</p> <p>1:15 Study: residential</p>	<p>Scuba Diving</p> <p>1:8 Pool training</p> <p>1:4 Diving, 2 buddy systems</p> <p>NOTE: 2 qualified staff</p>
<p>Board Sailing</p> <p>1:3 Beginners</p> <p>1:5 Novice; intermediate; advanced</p> <p>2 Experienced sailors</p>	<p>Shooting</p> <p>1:1 New or inexperienced</p> <p>1:5 On the track or mound</p> <p>1:15 Observers or waiting</p>
<p>Boats, Small Sailing - (Dinghies, Catamarans)</p> <p>1:8 Enclosed Waters</p> <p>1:6 Open Waters</p> <p>1:4 Open Waters, Adverse</p>	<p>Snorkelling</p> <p>1:8 Closed water: pool</p> <p>1:4 Open water</p> <p>NOTE: 2 qualified staff</p>
<p>Bushwalking</p> <p>1:5 Overnight</p> <p>1:10 Day</p>	<p>Snow Activities</p> <p>1:8 Alpine, Nordic – overnight</p> <p>1:10 Alpine, Nordic – day</p> <p>1:10 Non-skiing</p>
<p>Canoeing</p> <p>1:6</p> <p>2 Staff members</p>	<p>Surf Activities</p> <p>1:10 Beach</p> <p>1:8 Surf</p> <p>NOTE: 1 teacher/instructor in water and 1 teacher/instructor on beach</p>
<p>Cycling</p> <p>1:10</p>	<p>Swimming</p> <p>1:20 Enclosed pools</p> <p>1:10 Open water</p>
<p>Horse Riding</p> <p>1:1 Basics</p> <p>1:5 Beginners</p> <p>1:8 Semi-experienced</p> <p>Riding School:</p> <p>1 Experienced teacher with instructor</p> <p>2 Experienced teachers if no instructor or group exceeds 10</p>	<p>Water Skiing</p> <p>1:20 Shore</p> <p>1 Student on two at any one time; if highly experienced two may be taken together</p> <p>2 People in boat – driver and observer; one must be staff member</p>
<p>Orienteering</p> <p>1:10 Bush</p>	

APPENDIX B: INCURSION/EXCURSION APPROVAL APPLICATION

MOUNT WAVERLEY NORTH PRIMARY SCHOOL

EXCURSION / INCURSION / CAMP VENUE: _____

LEVEL/S: _____ DATE: _____

PART A: (To be submitted for Principal's approval minimum of two weeks before excursion/incursion.)

Purpose of Incursion/Excursion:

Places to be visited (Itinerary)

Contact Person at Venue(s) Phone:
 Phone:

Date(s) of Incursion/ Excursion:

Departure Time: Return Time:

Method of Travel:

Bus Company: Phone no: Number of Buses

Number of students attending:

Teacher in Charge

Designated First Aider

Staff Attending

PLEASE LIST ANY SUPERVISORS OTHER THAN STAFF			
<i>Name</i>	<i>WWCC</i>	<i>Child Safety CoC</i>	<i>Payment Required</i>

Equipment Required: Mobile Phone Video Camera Camera First Aid Kit

Payment Method

Cheque Direct Deposit

Payment Details:

Cost Item	Overall Cost	Cost Per Student
Travel Costs	\$	\$
Entry Fees	\$	\$
Food	\$	\$
Accommodation	\$	\$
CRT Costs	\$	\$
Sundries	\$	\$
Total Cost	\$	\$

Costings checked with Business Manager

Documentation

MWNPS Incursion/Excursion Approval Application

Approval Proforma for all Excursions and Activities Requiring School Council Approval

Online Activities Notification Form has been completed

Camp/Excursion Risk Management Assessment completed

Proposed date(s) listed on Staff and website Calendars

Notice to parents, including medical forms organised with Business Manager

Date notice to parents is to be sent home

As organiser, I am familiar with relevant Ministerial requirements and this excursion/incursion falls within those guidelines.

SIGNATURE OF ORGANISER: _____ DATE: _____

APPROVAL BY PRINCIPAL: _____ DATE: _____

PART B: To be sent to principal on day of departure with class lists

(1 to 4 to be completed once Part A approval has been advised.)

- | | |
|-------------------------------------------------------|----------|
| 1. Lunch order provider informed if necessary | YES / NO |
| 2. Specialists advised as necessary | YES / NO |
| 3. Instrumental Music advised if necessary | YES / NO |
| 4. Yard Duty arrangements have been made as necessary | YES / NO |
-

DAY OF EXCURSION

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 5. Grade lists of those attending sent to office on morning of departure, attached to this form | <input type="checkbox"/> |
| 6. Excursion Information Sheet sent to the office with class lists | <input type="checkbox"/> |
| 7. All permission forms have been returned and originals of permission forms are at the office | <input type="checkbox"/> |
| 8. All payments have been received from students attending | <input type="checkbox"/> |
| 9. Displan lanyards have been distributed to students | <input type="checkbox"/> |
| 10. Mobile phone and first aid kit have been taken | <input type="checkbox"/> |
| 11. Provision has been made for non – participating students
(In case of placement in other grades, attach placements to Excursion Information Sheet.) | <input type="checkbox"/> |

SIGHTED: _____
(Principal/Assistant Principal/Business Manager)

APPENDIX C

Excursion Information Sheet

To be completed and sent to the office on the day of the excursion

Excursion:			
Date of Excursion:			
Class/Groups Involved:			
Total Number of Students:			
Times			
Departing		Returning	
Transport/Buses	<i>Which grades/ teams/groups are going on each bus? Bus Groups</i>		
Location/Address	<i>What is the name and address? List multiple venues</i>		
First Aid	<i>Who is responsible for collecting first aid bags?</i>		
Anaphylaxis/ Epipen			
Child		Teacher/Aide Responsible for Epipen	
Contact Numbers			
Bus Company			
School	9802 3168		
Robyn	0414 973 168	Christian	0402 127 400
Teacher 1		Teacher 2	
Teacher 3		Teacher 4	
Support Staff Attending		Volunteers Attending	
Attach a list of the students not attending and where they will be supervised.			
Yard Duty Changes			
Extra Info			

APPENDIX D

Approval Proforma for all Excursions and Activities Requiring School Council Approval

Department of Education and Early Childhood Development

This proforma details minimum requirements for council approval. It must be submitted to the principal for school council approval prior to the excursion.

All information on this proforma is required. Add attachments if necessary.

School councils are responsible for approving:

- overnight excursions
- camps
- interstate/overseas visits
- excursions requiring sea or air travel
- excursions involving weekends or vacations
- adventure activities.

Complete the [Student Activity Locator online form](#) three weeks prior to the excursion.

Sections with an * have explanatory notes included at the end of this document.

Ensure you have the most current version of this template

Download from the [Safety Guidelines for Education Outdoors](#) website at:

<http://www.education.vic.gov.au/school/principals/health/Pages/outdoor.aspx>

PROGRAM NAME, YEAR, LOCATION, DATE(S), TEACHER-IN-CHARGE

Name of program:

Year level(s):

Location(s):

*** Date(s):**

Name of teacher-in-charge:

* EDUCATIONAL PURPOSE

PROGRAM DETAILS

*** Program outline, including:**

- Detailed daily itinerary (including morning, afternoon and evening activities)
- Supervision strategy for all aspects of the itinerary
- Alternative program in the event of changed circumstances

*** Overnight accommodation**

Type of accommodation

Accredited residential campsites Tents/camping Other

Physical location. For example, name, address, or map and grid reference.

Contact phone number(s):

- Residential campsite (if applicable)
- Staff mobiles
- Other

Adventure Activities

Tick the [adventure activities](#) that have been planned to occur during the program:

- | | | |
|--------------------------------------------|------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Abseiling | <input type="checkbox"/> Base camping | <input type="checkbox"/> Bushwalking |
| <input type="checkbox"/> Canoeing/kayaking | <input type="checkbox"/> Challenge ropes course high | <input type="checkbox"/> Challenge ropes course low |
| <input type="checkbox"/> Cycling | <input type="checkbox"/> Horse riding | <input type="checkbox"/> Indoor rock climbing |
| <input type="checkbox"/> Orienteering | <input type="checkbox"/> Rafting | <input type="checkbox"/> Rock climbing |
| <input type="checkbox"/> Sailing | <input type="checkbox"/> SCUBA diving | <input type="checkbox"/> Snorkelling |
| <input type="checkbox"/> Snow activities | <input type="checkbox"/> Surfing | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Water skiing | <input type="checkbox"/> Windsurfing | <input type="checkbox"/> Other: |

The conduct of each activity will comply with the requirements outlined in the [Safety Guidelines](#) for that activity.

Staff providing instruction activities have read the relevant safety guidelines YES



A risk management plan for the excursion must be completed and attached with this submission. Guidance on the risk management process is available in the section of the website called [Planning – Managing Risk](#).

*** Transport arrangements**

Internal External Both

Type of transports and seating capacity:

Will a member of the supervising staff be driving students? Yes No

If yes, list driver(s).

Approximate distance between school and destination:

All transport requirements comply with the advice in the School Policy and Advisory Guide, [Transporting Students](#) and [VicRoads](#) regulations. YES

Budget	
<i>INCOME</i>	<i>EXPENDITURE</i>
Student Fees <i>Other income:</i>	Transport Food Accommodation Staffing Equipment <i>Other expenditure:</i>
Total income:	Total expenditure

STUDENTS AND STAFF

Students

Number of female students:

Number of male students:

List required [student preparation](#), if any:

* Supervising staff

Where possible all staff members including teachers, school support staff, parents, volunteers and external contractors should be listed. Indicate those who have a current first aid qualification. Indicate staff members with first aid and CPR training including the qualification or certification held.

DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

Copies of the following completed documents will be lodged with the principal or nominee and the designated school contact, before the program commences.

- Signed informed consent from parents/guardians
- Completed medical form for all students and staff
- Detailed itinerary with specific locations and contact numbers
- A copy of map(s), including map name, access routes and grid references if required
- Staff and student equipment and clothing lists
- Group equipment list(s) if necessary
- A supervision plan that outlines staffing allocations for activities and for non-programmed periods. This may form part of the detailed itinerary. It must maintain at least the minimum prescribed staffing for adventure activities.
- Completed staffing details proforma
- Risk management plan
- Emergency response plan, including contacts for police, ambulance, doctor, hospital, fire brigade, 24-hour school emergency contact number. This is to be held by staff on the excursion and by the nominated school contact person
- Other school-specific information:

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed prior to the program starting.

Teacher-in-charge:

Name	Signed	Date
<hr/>		

Acknowledgement of receipt of *approval proforma* for activities requiring school council approval.

Principal:

Name	Signed	Date
<hr/>		

Approved and minuted at a school council meeting on _____

School Council President:

Name	Signed	Date
<hr/>		

EXPLANATORY NOTES

Dates

Consider how the time of year may impact on the wider school program or the effect of seasonal weather conditions.

Educational purpose and program outline

Whatever you hope the students will learn from the program is its educational purpose. The program overview should give school council a basic understanding of how the program aims to achieve the educational purpose.

For example: *A three-day residential camp including bushwalking and orienteering to encourage an understanding of the natural environment; develop team working ability; and, introduce map reading and navigational skills in an experiential way.*

The supervision strategy should include the nature and level of supervision provided throughout the excursion or activity. You must consider all programmed and non-programmed periods.

Each different location in must be detailed, including the dates at each location. This will have an impact on transport requirements and the emergency response needs of the program.

Contact land managers to determine if permit or access requirements apply for activities that are conducted on public land or in state/national parks.

Joint excursions with other schools must be approved by each school council. Each school must submit an online notification to the Emergency Management and Security Branch.

Overnight accommodation

This includes all forms of overnight accommodation.

Residential camping is at sites with permanent facilities like dormitories, kitchen, showers, toilets, phones and recreation options.

Residential campsites operated or used by Victorian government schools must be accredited with a Department of Education and Early Childhood Development recognised accreditation provider. Refer to the School Policy and Advisory Guide, [Venue Selection](#) for current accreditation providers.

When using venues that do not require accreditation such as caravan parks, motels/hotels or ski lodges, schools may wish to refer to the accreditation criteria of a recognised accreditation provider when developing their risk management plan.

Provide details of all accommodation being used with your submission to school council.

Transport

Internal transport is provided by school-owned or private, staff-owned vehicles. External transport is transport provided by contractors, parents or other external providers.

The parent consent form should include a statement advising parents if a private vehicle is used as part of the emergency management plan for a camp or excursion.

If a teacher or staff member will be driving students, the program should allow them adequate rest time prior to driving, consistent with the advice on the [transport](#) page of the Safety Guidelines.

Give careful consideration to securing equipment during transportation, including equipment on trailers, roof racks and inside vehicles.

Supervising staff

A [Working with Children Check](#) is required for staff members who will supervise students and who are not registered teachers. This does not apply to parent volunteers whose child is participating in the activity/excursion.

APPENDIX E: CAMP/EXCURSION RISK MANAGEMENT ASSESSMENT FORM

Risk Register

School: Mount Waverly North Primary School

Camp/Excursion:

Location(s):

Dates:

Teacher in Charge:

Year Level: Prep Junior Middle Senior

Duty of care resides with teachers for the period of the event:

Presenter/s-contractor/s has/have Working With Children Check

Activity complies with Camps and Excursions Policy

Risk Description	Existing Controls	Rating			Treatment Priority ¹	Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • What will be done? • Who is accountable? • When will it happen?
People Attributes people bring to an activity e.g. skills, physical fitness, health, age, fears, number						
Equipment Resources that impact on the activity e.g. clothing, footwear, teaching equipment						

¹ Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.

Risk Description	Existing Controls	Rating			Treatment Priority ¹	Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • What will be done? • Who is accountable? • When will it happen?
Environment Factors that impact on the activity e.g. Weather, terrain, water						

And more rows as required. This is one way of documenting the risk management process and does not preclude other approaches.

Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

Consequences	Major				
	Moderate				
	Minor				
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
		Likelihood			

