

MODULE 1 · REFERENCE CARD

THE RISK MANAGEMENT PROCESS

A one-page reference for the thinking and the procedure behind every well-managed EOTC event.

1 THREE QUESTIONS IN YOUR HEAD

1. Why am I doing this?

What learning outcome are we after? Is EOTC the right way to deliver it?

2. What could go wrong?

What harm could come to students, staff, or others? What hazards could cause that harm?

3. What can we do?

What controls prevent things going wrong, or limit damage if they do?

2 FIVE STEPS ON PAPER

1

Identify

What could go wrong (the harm) and why it would happen (the hazards).

2

Assess

Rate the level of risk for each hazard you can control. (Module 2)

3

Develop controls

Put measures in place for each hazard to lower residual risk.

4

Manage & monitor

Brief, supervise, watch for changes in conditions, adapt in real time.

5

Accept?

Decide whether the residual risk is acceptable to proceed.

3 THE DECISION LOOP

IS THE RESIDUAL RISK ACCEPTABLE?

Ask this whenever a hazard is rated, and again whenever conditions change on the day.

YES — PROCEED

Continue, monitor for change. Reassess if conditions, weather, group, or behaviour shifts.

NO — LOOP BACK

Strengthen controls, change the activity, or stop. If the risk can't be reduced, the activity shouldn't go ahead.

SAFETY CULTURE REMINDER

Don't ask "Am I responsible?" — ask "What am I responsible for?" Everyone on the trip takes reasonable care that anything they do — or don't do — will not cause harm.