

RISK MANAGEMENT IDENTIFICATION AND ACTION – EXAMPLE

Identified Risks	Actions	When	Who	Comment
Participant. Do participants look tired? What was the previous task? Is he/she appropriately dressed for the task?	Conduct initial check at start of session. Ask participants. Conduct periodic check after each separate task. Listen to participants' conversations	Beginning of session. After every task.	Coach/ Instructor	Ensure participants are physically and mentally prepared for the task ahead. Periodic checks most important prior to tasks where concentration is required.
Equipment. Is the equipment in proper working order? Are there any loose pieces? Is there sufficient equipment for the task?	Conduct check of equipment before start of session. Reinforce need for participants to constantly check on their equipment as part of safety.	Prior to start of session. Direct attention to equipment during session	Coach/ Participants	Regular checking of equipment prior to engaging services is required. Conduct regular stock take and quality control. Check school stock.
Task. What is required of the participant? Is it a high – risk task? What safety measures are there in place? Is grouping and organization appropriate? Sufficient space?	Assess each task and match with abilities of participants. Conduct assessment of participants. Provide safety briefing. Cater for additional space in task between groups.	First session for initial assessment. Conduct mid-programme assessment. Prepare safety briefing.	Coach Buddy (if there is a buddy system)	Be prepared to stop activity when there is a breach of safety and remind participants. Keep log of participants to ensure match between task and ability. Maintain age-appropriateness of task.
Environment. Is the weather ok for the conduct of the session? Is there lightning? Too hot?	Check for availability of shelter for lightning conditions. Check Cat status. Educate participants on importance of sun block,	Before start of session. Call to check Cat status. Provide one bottle of sun block	Coach, Participants	Include this as part of session to educate participants on the importance of checking the weather, particularly in Singapore where lightning incidence is high.
Facility. Is the ground wet? Are there pot holes in the field? Are the lines drawn out clearly so participants can see?	Check the facility prior to first session. Ensure holes are either marked out or filled. Ensure ground is dried out if too slippery for session. Identify alternative area.	Several days before first session, and just before start of each session.	Coach/ School	Facility check should be conducted early to ensure that necessary work is carried out before start of session. Raise awareness of participants on the dangers of facility problems.