## Risk Register

**School:** St. Albans Heights Primary School

**Supervising teachers/staff:**

**Program/Excursion:**

**Year Level:**

**Dates:**

**Location(s):**

<table>
<thead>
<tr>
<th>Risk Description</th>
<th>Existing Controls</th>
<th>Rating</th>
<th>Treatment Priority</th>
<th>Treatment</th>
</tr>
</thead>
</table>
| Describe the risk event, cause/s and consequence/s. For example, *Something occurs … caused by … leading to …* | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | If control effectiveness is poor or unknown provide further treatment | For those risks requiring treatment in addition to the existing controls. List:  
  - What will be done?  
  - Who is accountable?  
  - When will it happen? |

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1 Use the Risk Treatment Priority Table at the end of this document to determine the treatment priority.
<table>
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<tr>
<th>Risk Description</th>
<th>Existing Controls</th>
<th>Rating</th>
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  - What will be done?  
  - Who is accountable?  
  - When will it happen? |
| Satisfactory  
Poor  
Unknown | Major  
Moderate  
Minor  
Insignificant | Almost certain  
Likely  
Unlikely  
Rare | High  
Medium  
Low |
| Satisfactory  
Poor  
Unknown | Major  
Moderate  
Minor  
Insignificant | Almost certain  
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