

Risk management plan proforma

Health and Safety Directorate

Name of workplace: Cobar Public School

Name of workplace manager: Jonathan Harvey

Risk assessment focus: Bike Riding for sport 2020

Location/activity	Hazard identification type/ Causes	Current Controls	<u>Risk Matrix Score</u>	Elimination or Control Measures	Who	When
Prior to riding	Age of students	Students use a bike suited to their age size – personal bike or school provided bike suitable to their age/size	5	Parents/carers sign permission note confirming their student has a bike suitable to their size age Students are permitted to only rider their own bike	Communicated by supervising staff, principal to: Parents and carers in permission note and RMP	When providing permission to participate
	Riding ability	Students use their own bike demonstrating their ability to ride or school provided balance bike for infants	5	Parents/carers sign permission note confirming their student has the ability to ride their bike without assistance Students riding on the track are monitored and staff report to executive if a student is unable to safely ride Helmets must be worn at all times while riding	All staff All students	
	Condition of bikes	All bikes are checked by school staff before initial ride and are marked as being in suitable condition	5	All bikes are checked by school staff before initial ride and are marked as being in suitable condition using forma from <i>Guidelines for Safe Conduct of Sport and Physical Activity in Schools</i> Bikes are checked twice per term		
Track maintenance	Overly rough surface Obstacles – sticks, rocks etc.	Checked before use if possible	5	Checked before use if possible Students report obstacles to teachers	Communicated by supervising staff, principal to:	When providing permission to participate

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		Council maintains bike track to a standard acceptable for use as public amenity Activity suspended until track condition rectified		Senior students remove obstacles such as sticks, rocks if found Overall track condition reported to council by supervising teacher if not of a safe standard for use by public	Parents and carers in permission note and RMP All staff All students	Point of need
Rules for riding	Direction for riding Running into other riders Give way	All students and parents sign permission note and have rules for riding discussed with them prior to riding	5	Clockwise direction only Riders maintain a safe distance between themselves and other riders Senior riders give way to junior riders Riders stop riding if a rider falls off their bike and remain stationary until rider has remounted and is moving All riders give way to a fallen rider or pedestrians on track	Communicated by supervising staff, principal to: Parents and carers in permission note and RMP All staff All students	When providing permission to participate
Prior to departure	Lack of/ incomplete information/knowledge of risk and elimination measures	Permission note signed by parent/carer and returned to the school prior to departure Permission note outlines activity and is accompanied by this RMP	3	Permission note signed by parent and returned to the school prior to departure Permission note outlines activity and is accompanied by this RMP Parents of students at risk are consulted with prior to departure Staff, students informed of the route being taken	Communicated by supervising staff, principal to: Parents and carers in permission note and RMP All staff, attending adults	When providing permission to participate Before departure

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		<p>Discuss with staff, students prior to leaving school grounds RMP and procedures and expectations for walking and staying in a group during walk</p> <p>Roll is marked in accordance with procedures in this plan prior to departure</p>	<p>Brief staff, students on rules and expectations regarding behaviour</p> <p>Ensure that at least one accompanying staff member is First Aid trained</p> <p>Staff attending to ensure they all have a hard copy of the student roll</p> <p>Student roll to be marked prior to leaving for and from the venue using the following procedure:</p> <p>Staff completing roll call to specifically have students respond verbally as their name is called and to be individually sighted by the teacher(s)</p> <p>Staff marking the student roll is to direct students to walk to a designated line or area when their name has been called</p> <p>Teacher(s) completing roll call to physically observe the individual students moving to the designated area or line when name is called on roll</p> <p>At completion of roll call the staff completing roll call to specifically ask if there are any students who have not had their name called out and are present and resolve any attendance issues prior to leaving</p>	All students	In transit as required
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				<p>Staff completing roll call to complete a head count and record on the student roll</p> <p>Roll call to be completed in the same procedure as above if needed during the excursion at designated times and or locations</p> <p>Call principal 6836 2039, 0427 362 039</p>		
During the ride including crossing the road	<p>Injury to staff, student</p> <p>Steps, uneven pathways, trip hazards</p> <p>Staff, students getting lost or isolated from group</p>	<p>Ensure staff, students know to tell staff if they are injured</p> <p>Route is checked by staff prior to departure if possible</p>	<p>5</p> <p>5</p> <p>4</p>	<p>Parents of students at risk are consulted with prior to departure</p> <p>Staff are First Aid trained and carry a First Aid Kit and mobile phone</p> <p>Ensure that at least one accompanying staff member is First Aid trained</p> <p>Call 000 if required</p> <p>Regular reminders to staff, students regarding safety measures on way to, at, and when returning from venue</p> <p>Where possible the route is checked by staff prior to departure</p> <p>Staff, students to wear closed in shoes suitable for walking</p> <p>Staff, students to use steps appropriately and handrails, crossings or cross where view of traffic is clear</p>	<p>Communicated by supervising staff, principal to:</p> <p>Parents and carers in permission note and RMP</p> <p>All staff, attending adults</p> <p>All students</p>	<p>When providing permission to participate</p> <p>Before departure</p> <p>In transit as required</p>

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	Injury to staff, student by traffic, vehicle, scooter, bike	<p>Students are explicitly taught Road Safety as per DoE curriculum requirements</p> <p>Regular reminders of safe procedures for crossing the road via signage around school and in newsletter</p> <p>Crossing supervisor in place at specific locations on way to/from venue if feasible</p>	2	<p>Staff, students with special needs are identified and supported as appropriate</p> <p>Students will be instructed to walk together as a group with a staff member at the front and rear of the group if possible</p> <p>Students will be encouraged to walk with a partner</p> <p>Students will be reminded of crossing procedures before departure</p> <p>Organise students into manageable sized groups with staff supervision evenly spaced along the walking lines of children</p> <p>Students will be instructed to stop at the curb at each road crossing and wait for staff directions</p> <p>When crossing a road, procedures of “stop, look, listen, think” will be utilized</p> <p>Organised walking in 2 lines on pathways where pathways exist</p> <p>The staff member at the front of the group will stand in the middle of the road whilst the group crosses and leaders will be given an instruction of where to stop and wait for staff on the other side of the road on the pavement</p>		
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Exposure to the elements	Sunburn	Hat is part of school uniform and is worn when staff, students are exposed to the elements	4	If the above is not possible, road safety to be followed and group moved together Staff, students wear a hat on the walk to and from venue and at the venue if outdoors when not competing		
	Dehydration	Staff, students are encouraged to prepare and carry a water bottle with them especially when it is summer time and hot	3	Staff, students carry a water bottle with them		
	Low blood sugar, hunger	Staff, students may take a snack with them	5	Staff monitor nutrition of students through asking students if they have eaten, snacks may be taken		
	Thunder storm	Weather conditions are assessed prior to departure	6	Staff, students carry appropriate foods with them Seek shelter, stay inside at venue		
	Dust storm	Staff are trained in First Aid	3	Seek shelter, stay inside at venue Call principal 6836 2039, 0427 362 039		
	Other emergency requiring shelter to be taken whilst walking	Students are explicitly instructed to not speak with, accept anything from or go anywhere with strangers	5	Carry First Aid Kit and staff will have mobile phone Call 000		
	Stranger danger		2	Students supervised at all times whilst in transit		

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		Students are constantly supervised		<p>Students to wear school uniform so they are easily recognized</p> <p>Request that any stranger approaching students stop and remove themselves</p> <p>Warn that failure to do so will result in police being called</p> <p>Call 000</p> <p>Call principal 6836 2039, 0427 362 039</p>		
General First Aid while riding		Parents and caregivers are required to provide information on any allergy or special needs (such as asthma, diabetes or other health care issues) required by their child on the General Permission Note and are advised regularly in the school newsletter to update their child's medical information		<p>Parents of students at risk are consulted with prior to departure</p> <p>If a participating student requires prescribed medication, ensure at least one staff member is qualified to administer prescribed medications.</p>	<p>Communicated by supervising staff, principal to:</p> <p>Parents and carers in permission note and RMP</p> <p>All staff, attending adults</p>	<p>When providing permission to participate</p> <p>Before departure</p> <p>In transit as required</p>
Special health needs	Asthma, or other health conditions, illnesses or injury requiring first aid treatment	Asthma and health Care management Plans are up to date	4	Staff, students with medical issues and their medications recorded or noted on the roll that is taken		

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	<p>Allergic reaction</p> <p>Anaphylactic reaction</p>	<p>Discussion with staff, students regarding allergies and special needs of staff, students</p> <p>Staff trained in use of adrenaline auto-injector usage and asthma medications</p> <p>First Aid kit including an adrenaline auto-injector is taken on the excursion</p> <p>Personal use Allergy and Anaphylaxis Management Plans are up to date</p>	<p>4</p> <p>2</p>	<p>Parents and caregivers are required to record any special needs of their child on the payment note returned to school</p> <p>Ensure students have no foods or snacks that may have products they or other students have allergies to</p> <p>Parents are informed of the risks and elimination and control measures in place via permission note including this RMP</p> <p>Adrenaline auto-injector and First Aid Kit taken to venue and accessible</p> <p>General and personal use Allergy, Anaphylaxis, Asthma and Health Care Management Plans are reviewed prior to departure and accompany First Aid Kit or individual student</p> <p>Staff trained in use of adrenaline auto-injector usage and asthma medications</p> <p>Ensure that at least one accompanying staff member is First Aid trained</p> <p>Call 000</p> <p>Call principal 6836 2039, 0427 362 039</p>	All students	
General student behaviour	Misbehaviour by students at any time during the excursion	Individual Student Risk and Behaviour	4	Students with Individual Student Risk and Behaviour Management Plans are marked on roll and known to staff	Communicated by supervising staff, principal to:	

		Management Plans are up to date		Appropriate, reasonable support for students is identified and provided Staff explicitly outline behavioural expectations prior to departure and regularly remind all students Call principal 6836 2039, 0427 362 039	Parents and carers in permission note and RMP All staff, attending adults All students	When providing permission to participate Before departure In transit as required
Relevant additional information reviewed and attached: Yes No Additional information type: (Delete those not required) Student Risk Management Plan Student Behaviour Management Plan Student Health Care Plan Student Asthma Management Plan Student Anaphylaxis Plan SENTRAL Incident Number: Record Data Record of contact with parents, carers for individual students if required Student: Incident Number: Student: Incident Number: Student: Incident Number:				Plan prepared by: Jonathan Harvey Position: Principal Date: 27th February 2020 Prepared in consultation with: Principal, all accompanying staff and adults, parents, carers and students Communicated to: Principal, all accompanying staff and adults, parents, carers and students		

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Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

*Note assessments of risk vary with the particular circumstances (e.g. nature of the workplace, student group)