

Risk management plan proforma

Health and Safety Directorate

Name of workplace: Cobar Public School			Name of workplace manager: Jonathan Harvey			
Risk assessment focus: Copper/Zinc Sport Soccer at Ward Oval Term 3 Weeks 6,8 and 9						
Location/activity	Hazard identification type/ Causes	Current Controls	Risk Matrix Score	Elimination or Control Measures	Who	When
Prior to departure to and from the venue	Lack of/incomplete information/knowledge of risk and elimination measures	<p>Permission note signed by parent/carer and returned to the school prior to departure</p> <p>Permission note outlines activity and is accompanied by this RMP</p> <p>Discuss with staff, students prior to leaving school grounds RMP and procedures and expectations for walking and staying in a group on way to, when at, and returning from venue</p> <p>Roll is marked in accordance with procedures in this plan</p>	3	<p>Permission note signed by parent and returned to the school prior to departure</p> <p>Permission note outlines activity and is accompanied by this RMP</p> <p>Parents of students at risk are consulted with prior to departure</p> <p>Staff, students informed of where they are going and the reason</p> <p>Brief staff, students on rules and expectations regarding behaviour on way to, at venue and returning from venue</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 for the excursion</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 departing for venue</p> <p>In transit to venue</p> <p>When at venue</p> <p>Before departing from venue</p>

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		prior to departing for and from the venue		<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, coach</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, coach 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> <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 prior to leaving venue and if needed during the excursion at designated times and or locations</p> <p>Call principal 6836 2039, 0427 362 039</p>	All students	<p>In transit from venue</p> <p>Before departing for venue</p> <p>In transit to venue</p> <p>When at venue</p> <p>Before departing from venue</p> <p>In transit from venue</p>
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Transit to and from the venue including crossing the road	Injury to staff, student	Ensure staff, students know to tell staff if they are injured	5	<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>Communicated by supervising staff, principal to:</p> <p>Parents and carers in permission note and RMP</p>	<p>When providing permission to participate</p>
	Steps, uneven pathways, trip hazards	Route is checked by staff prior to departure	5	<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>All staff, attending adults</p>	<p>Before departing for venue</p> <p>In transit to venue</p> <p>When at venue</p>
	Staff, students getting lost or isolated from group		4	<p>Staff, students to use steps appropriately and handrails, crossings or cross where view of traffic is clear</p> <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>All students</p>	<p>Before departing from venue</p> <p>In transit from venue</p> <p>Before departing for venue</p> <p>In transit to venue</p>

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<p>Exposure to the elements on the way to the venue and at the venue if outdoors</p>	<p>Injury to staff, student by traffic, vehicle, scooter, bike</p> <p>Sunburn</p>	<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> <p>Hat is part of school uniform and is worn when staff, students are exposed to the elements</p>	<p>2</p> <p>4</p>	<p>Students will be reminded of crossing procedures before the excursion commences</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> <p>If the above is not possible, road safety to be followed and group moved together</p> <p>Staff, students wear a hat on the walk to and from venue and at the venue if outdoors when not competing</p>		<p>When at venue</p> <p>Before departing from venue</p> <p>In transit from venue</p>
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	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 are to take their fruit break/lunch/snack with them to the venue	5	Staff monitor nutrition of students through asking students if they have eaten Staff, students carry appropriate foods with them		
	Thunder storm	Weather conditions are assessed prior to departure to or from venue	6	Seek shelter, stay inside at venue		
	Dust storm	Weather conditions are assessed prior to departure to or from venue	3	Call principal 6836 2039, 0427 362 039		
	Other emergency requiring shelter to be taken whilst in transit to or from venue	Staff are trained in First Aid	5	Carry First Aid Kit and staff will have mobile phone Call 000		
	Stranger danger	Students are explicitly instructed to not speak with, accept anything from or go anywhere with strangers Students are constantly supervised	2	Students supervised at all times whilst in transit Students to wear school or sport uniform so they are easily recognized Request that any stranger approaching students stop and remove themselves Warn that failure to do so will result in police being called		

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				<p>Call 000</p> <p>Call principal 6836 2039, 0427 362 039</p>		
First Aid Treatment	<p>Anaphylaxis</p> <p>Asthma</p> <p>Allergic reaction</p> <p>Other illness or injury requiring first aid treatment</p>	<p>Explicit instruction to staff to follow all aspects of this plan</p>	6	<p>Ensure is possible that staff members are trained in First Aid and the management of Anaphylaxis</p> <p>Ensure that complete portable first aid kits are in at least one vehicle and that the first aid kit(s) contain an adrenaline auto-injector and general use or staff ASCIA Plan</p> <p>If anyone requires prescribed medication, ensure prescribed medications are carried in the same vehicle</p> <p>Call principal 6836 2039, 0427 362 039</p>	Attending staff	Point of need
Change in weather condition or stranded due to weather and road conditions	<p>Dust storm, storm. Flood. bushfire</p>	<p>Explicit instruction to staff to follow all aspects of this plan</p> <p>Weather conditions for route are checked prior to departure</p>	5	<p>Ensure EMP and bushfire management plan are communicated to staff</p> <p>Cancel or postpone trip if weather is not suitable for driving</p> <p>Ensure staff check the weather before departing for each trip</p> <p>Cancel or postpone trip if weather and/or road conditions are not suitable</p> <p>Engage hazard lights, remain calm and remain with vehicle if safe to do so</p>	Driver	Point of need

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				<p>Call line manager, principal, husband, wife, partner if able to do so and let them know where and why you are stranded and outlook for forward journey</p> <p>Seek accommodation if journey cannot continue</p> <p>Call principal 6836 2039, 0427 362 039</p>		
<p>Student welfare</p> <p>Prior to departure to and from the venue</p>	<p>Lack of or incomplete information/knowledge of risk and elimination measures</p>	<p>Permission note signed by parent/carer and returned to the school prior to departure</p> <p>Permission note outlines activity and is accompanied by this RMP</p> <p>Discuss with staff, students prior to leaving school grounds RMP and procedures and expectations for transit in vehicle and walking and staying in a group on way to, when at, and returning from venue</p> <p>Roll is marked in accordance with procedures in this plan prior to departing for and</p>	3	<p>Permission note signed by parent and returned to the school prior to departure</p> <p>Permission note outlines activity and is accompanied by this RMP</p> <p>Parents of students at risk are consulted with prior to departure</p> <p>Staff, students informed of where they are going and the reason</p> <p>Brief staff, students on rules and expectations regarding behaviour in transit to, at venue and returning from venue</p> <p>Remain seated, wear a seatbelt at all times, do not move around vehicle</p> <p>Ensure that at least one accompanying staff member is First Aid trained</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 departing for venue</p> <p>In transit to venue</p> <p>When at venue</p> <p>Before departing from venue</p>

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		<p>from venue(s) or when exiting and re-boarding vehicle</p>		<p>Staff attending to ensure they all have a hard copy of the student roll for the excursion</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, coach</p> <p>Staff marking the student roll is to direct students to board vehicle when their name has been called</p> <p>Teacher, coach completing roll call to physically observe the individual students boarding vehicle 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> <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 prior to leaving venue and if needed during the excursion at designated times and or locations if students exit the vehicle or there are multiple venues</p> <p>Call principal 6836 2039, 0427 362 039</p>	<p>All students</p>	<p>In transit from venue</p> <p>Before departing for venue</p> <p>In transit to venue</p> <p>When at venue</p> <p>Before departing from venue</p> <p>In transit from venue</p>
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<p>Transit on foot to and from the venue including crossing the road</p>	<p>Injury to staff, student</p>	<p>Ensure staff, students know to tell staff if they are injured</p>	<p>5</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>Communicated by supervising staff, principal to:</p> <p>Parents and carers in permission note and RMP</p>	<p>When providing permission to participate</p>
	<p>Steps, uneven pathways, trip hazards</p>	<p>Route is checked by staff prior to departure if possible</p>	<p>5</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>All staff, attending adults</p>	<p>Before departing for venue</p> <p>In transit to venue</p> <p>When at venue</p>
	<p>Staff, students getting lost or isolated from group</p>		<p>4</p>	<p>Staff, students to use steps appropriately and handrails, crossings or cross where view of traffic is clear</p> <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>All students</p>	<p>Before departing from venue</p> <p>In transit from venue</p> <p>Before departing for venue</p>

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	<p>Injury to staff, student by traffic, vehicle, scooter, bike</p>	<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>	<p>2</p>	<p>Students will be reminded of crossing procedures before the excursion commences</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>Use traffic lights and pedestrian crossings</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> <p>If the above is not possible, road safety to be followed and group moved together</p>		<p>In transit to venue</p> <p>When at venue</p> <p>Before departing from venue</p> <p>In transit from venue</p>
<p>Exposure to the elements on the</p>	<p>Sunburn</p>	<p>Hat is part of school uniform and is worn</p>	<p>4</p>	<p>Staff, students wear a hat on the walk to and from venue and at the venue if outdoors</p>		

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<p>way to the venue and at the venue if outdoors</p> <p>Extended periods of travel in vehicle</p>	Dehydration	<p>when staff, students are exposed to the elements</p> <p>Staff, students are encouraged to prepare and carry a water bottle with them especially when it is summer time and hot</p>	3	<p>Staff, students carry a water bottle with them</p> <p>Staff monitor nutrition of students through asking students if they have eaten</p> <p>Staff, students carry appropriate foods with them</p>		
	Low blood sugar, hunger	<p>Staff, students are to take their fruit break/lunch/snack with them to the venue</p>	5	<p>Seek shelter, stay inside at venue</p> <p>Call principal 6836 2039, 0427 362 039</p>		
	Thunder storm	<p>Weather conditions are assessed prior to departure to or from venue</p>	6	<p>Carry First Aid Kit and staff will have mobile phone</p>		
	Dust storm	<p>Staff are trained in First Aid</p>	3	<p>Call 000</p>		
	Other emergency requiring shelter to be taken whilst in transit to or from venue	<p>Students are explicitly instructed to not speak with, accept anything from or go anywhere with strangers</p>	5	<p>Students supervised at all times whilst in transit</p> <p>Students to wear school or sport uniform so they are easily recognized</p>		
	Stranger danger		2	<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>		

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		Students are constantly supervised		Call 000 Call principal 6836 2039, 0427 362 039		
General First Aid in transit to/from and at venue		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		Parents of students at risk are consulted with prior to departure If a participating student requires prescribed medication, ensure at least one staff member is qualified to administer prescribed medications.	Communicated by supervising staff, principal to: Parents and carers in permission note and RMP All staff, attending adults	When providing permission to participate Before departing for venue When at venue
Special needs	health	Asthma and health Care management Plans are up to date	4	Staff, students with medical issues and their medications recorded/noted on the roll that is taken on the excursion		Before departing from venue
		Allergic reaction	4	Parents and caregivers are required to record any special needs of their child on the payment note returned to school prior to the excursion	All students	Before departing for venue
		Anaphylactic reaction	2	Ensure students have no foods or snacks that may have products they or other students have allergies to		In transit to venue When at venue

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		<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>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>Supervising staff member constantly monitors student safety during activity</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>		<p>Before departing from venue</p>
<p>Prior to departure to and from the venue</p>	<p>Lack of/incomplete information/knowledge of risk and elimination measures</p>	<p>Permission note signed by parent/carer and returned to the school prior to departure</p>	<p>3</p>	<p>Permission note signed by parent and returned to the school prior to departure</p> <p>Permission note outlines activity and is accompanied by this RMP</p>	<p>Communicated by supervising staff, principal to:</p>	<p>When providing</p>

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		<p>Permission note outlines activity and is accompanied by this RMP</p> <p>Discuss with staff, students prior to leaving school grounds RMP and procedures and expectations for walking and staying in a group on way to, when at, and returning from venue</p> <p>Roll is marked in accordance with procedures in this plan prior to departing for and from the venue</p>		<p>Parents of students at risk are consulted with prior to departure</p> <p>Staff, students informed of where they are going and the reason</p> <p>Brief staff, students on rules and expectations regarding behaviour on way to, at venue and returning from venue</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 for the excursion</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, coach</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, coach completing roll call to physically observe the individual students moving to the designated area or line when name is called on roll</p>	<p>Parents and carers in permission note and RMP</p> <p>All staff, attending adults</p> <p>All students</p>	<p>permission to participate</p> <p>Before departing for venue</p> <p>In transit to venue</p> <p>When at venue</p> <p>Before departing from venue</p> <p>In transit from venue</p> <p>Before departing for venue</p> <p>In transit to venue</p> <p>When at venue</p>
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				<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> <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 prior to leaving venue and if needed during the excursion at designated times and or locations</p> <p>Call principal 6836 2039, 0427 362 039</p>		<p>Before departing from venue</p> <p>In transit from venue</p>
Emergency while at venue	<p>Fire</p> <p>Damage or other emergency requiring evacuation from venue</p>	<p>Emergency evacuation procedures are discussed and rehearsed with students at school</p> <p>Risk management plan provided by venue operator prior to excursion</p> <p>Ensure staff, students are aware of exit doors when seated at venue</p>	<p>3</p> <p>4</p>	<p>Emergency evacuation procedures and meeting point for venue communicated to all staff and students prior to departure and again upon arrival at venue – see signage at venue</p> <p>Follow emergency procedures of venue</p> <p>On arrival ensure all staff, students are aware of exits from venue</p> <p>Venue has adequate security in place and fire alarms, access to exits clearly marked</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 departing for venue</p> <p>When at venue</p>

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	Stranger danger	Students are explicitly instructed to not speak with, accept anything from or go anywhere with strangers	2	<p>Ensure staff, students are aware of emergency response procedures at venue</p> <p>Adequate shade/cover is available at venue if outdoors and known locations of shelter along the route are noted</p> <p>Carry First Aid Kit and staff will have mobile phone</p> <p>Students supervised at all times whilst not on court</p> <p>Students are accompanied by adult or buddy student with staff being notified when going to the toilet or canteen</p> <p>Students to wear school netball uniform so they are easily recognised</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>		<p>Before departing for venue</p> <p>When at venue</p>
General student behaviour	Misbehaviour by students at any time during the excursion	Individual Student Risk and Behaviour Management Plans are up to date	4	Students with Individual Student Risk and Behaviour Management Plans are marked on roll and known to staff	Communicated by supervising staff, principal to:	

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				<p>Appropriate, reasonable support for students is identified and provided</p> <p>Staff explicitly outline behavioural expectations prior to departure and regularly remind all students</p> <p>Call principal 6836 2039, 0427 362 039</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 departing for venue</p> <p>In transit to venue</p> <p>When at venue</p> <p>Before departing from venue</p> <p>In transit from venue</p>
Soccer facilities Ward Oval	Injury to students	<p>Facilities are council owned and maintained to an appropriate standard</p> <p>Inspect court prior to play</p>	4	<p>The field surface & immediate surrounds inspected and cleaned so as to be free of obstructions or loose objects</p> <p>Do not play on slippery, uneven or gravel surfaces</p> <p>Goal posts, portable goal posts, should be fitted securely into sleeves and be padded (50mm thick) from the base to the ring</p>	<p>Communicated by supervising staff, principal to:</p> <p>Parents and carers in permission note and RMP</p>	<p>When providing permission to participate</p>

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Playing Soccer	Injury to students	<p>Rules of game are known and enforced</p> <p>Warm up and cool down activities</p>	2	<p>Spectators must be positioned at an appropriate distance from the field during play to avoid interfering with the safe movements of players and umpires</p> <p>Run off areas must be free of obstacles</p> <p>Evacuation and Lockdown Procedures are displayed if appropriate</p> <p>Warm up and cool down included before and after all competition</p> <p>Correct safety and footwear must be worn including boots, shin pads</p> <p>Sports Uniform/House Shirts to be worn</p> <p>Students must remove jewelry and other ornaments likely to cause injury.</p> <p>Students must keep fingernails short and smooth</p> <p>Students should have an adequate level of hydration before, during and after the training session or game</p> <p>Students supervised at all times whilst not on the field</p>	<p>All staff, attending adults</p> <p>All students</p>	<p>Before departing for venue</p> <p>When at venue</p> <p>Before departing for venue</p> <p>When at venue</p>
	Stranger danger	Students are explicitly instructed to not speak with, accept anything	2	Students are accompanied by adult or buddy student with staff being notified when going to the toilet or canteen		

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	<p>Parent and spectator behaviour</p>	<p>from or go anywhere with strangers</p> <p>Students are constantly supervised</p> <p>School newsletter carries regular reminders of appropriate behaviour at school sport events</p> <p>Spectator behaviour expectations are clearly stated in permission note</p>	<p>5</p>	<p>Students to wear school soccer uniform so they are easily recognised</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> <p>Inappropriate behaviour by spectators is recognised by staff and spectator is reminded that the venue is for the duration of student attendance legally an extension of school grounds and that the same behaviour expectation apply</p> <p>If inappropriate behaviour persists remove students from area</p> <p>Inform spectator play will not recommence until they leave the venue</p> <p>If they refuse to leave:</p> <p>Call 000 Call principal 6836 2039, 0427 362 039</p>		
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<p>Relevant additional information reviewed and attached: Yes No</p> <p>Additional information type: (Delete those not required)</p> <p>Venue Risk Management Plan Student Risk Management Plan</p> <p>Student Behaviour Management Plan Student Health Care Plan</p> <p>Student Asthma Management Plan Student Anaphylaxis Plan</p> <p>SENTRAL Incident Number: Record Data Record of contact with parents, carers for individual students if required</p>				<p>Plan prepared by: Mitchell Holt & Jonathan Harvey</p> <p>Position: Teacher/Sport Coordinator & Principal</p> <p>Date: 19/08/2020</p> <p>Prepared in consultation with: Principal, all accompanying staff and adults, parents, carers and students</p> <p>Communicated to: Principal, all accompanying staff and adults, parents, carers and students</p>		

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Student:	Incident Number:	
Student:	Incident Number:	
Student:	Incident Number:	

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)