





Name of workplace: Cobar Public School

Name of workplace manager: Nicola Inkley (Relieving)

Risk assessment focus: Copper/Zinc Sport Touch Football at Ward Oval Term 4

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	Permission note signed by parent/carer and returned to the school prior to departure	3	Permission note signed by parent and returned to the school prior to departure Permission note outlines activity and is accompanied	Communicated by supervising staff, principal to:	
		Permission note outlines activity and is accompanied by this RMP		by this RMP Parents of students at risk are consulted with prior to departure	Parents and carers in permission note and RMP	When providing permission to participate
		Discuss with staff, students prior to leaving school grounds RMP and procedures and expectations for walking		Staff, students informed of where they are going and the reason Brief staff, students on rules and expectations regarding behaviour on way to, at venue and returning	All staff, attending adults	Before departing for venue In transit to
		and staying in a group on way to, when at, and returning from venue		from venue Ensure that at least one accompanying staff member is First Aid trained		venue When at venue
		Roll is marked in accordance with procedures in this plan		Staff attending to ensure they all have a hard copy of the student roll for the excursion		Before departing from venue







prior to departing for		
and from the venue	Student roll to be marked prior to leaving for and from the venue using the following procedure:	In transit from venue
	Staff completing roll call to specifically have students respond verbally as their name is called and to be individually sighted by the teacher, coach	Before departing for venue
	Staff marking the student roll is to direct students to walk to a designated line or area when their name has been called	In transit to venue
	Teacher, coach completing roll call to physically observe the individual students moving to the	When at venue Before
	designated area or line when name is called on roll	departing from venue
	At completion of roll call the staff completing roll call	I 4
	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	In transit from venue
	Staff completing roll call to complete a head count and record on the student roll	
	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	
	Call principal 6836 2039, 0427 362 039	







Transit to and from	Injury to staff, student	Ensure staff, students	5	Parents of students at risk are consulted with prior to	Communicated	
the venue including		know to tell staff if they		departure	by supervising	
crossing the road		are injured			staff, principal	
				Staff are First Aid trained and carry a First Aid Kit and	to:	
				mobile phone		When
					Parents and	providing
				Ensure that at least one accompanying staff member is	carers in	permission to
				First Aid trained	permission	participate
					note and RMP	
				Call 000 if required		Before
					All staff,	departing for
	Steps, uneven pathways, trip	Route is checked by staff	5	Regular reminders to staff, students regarding safety	attending	venue
	hazards	prior to departure		measures on way to, at, and when returning from venue	adults	
						In transit to
				Where possible the route is checked by staff prior to		venue
				departure		
						When at venue
				Staff, students to wear closed in shoes suitable for		
				walking		Before
						departing from
	Staff, students getting lost or		4	Staff, students to use steps appropriately and handrails,		venue
	isolated from group			crossings or cross where view of traffic is clear		T
						In transit from
				Staff, students with special needs are identified and		venue
				supported as appropriate	All students	D. C
						Before
				Students will be instructed to walk together as a group		departing for
				with a staff member at the front and rear of the group		venue
				if possible		T
				G-1 4 - 111 - 14 - 11 - 11		In transit to
				Students will be encouraged to walk with a partner		venue







	Injury to staff, student by	Students are explicitly	2	Students will be reminded of crossing procedures before the excursion commences Organise students into manageable sized groups with	When at venue Before departing from
	traffic, vehicle, scooter, bike	taught Road Safety as	_	staff supervision evenly spaced along the walking lines of children	venue
		requirements		Students will be instructed to stop at the curb at each	In transit from venue
		Regular reminders of safe procedures for		road crossing and wait for staff directions	
		crossing the road via signage around school and in newsletter		When crossing a road, procedures of "stop, look, listen, think" will be utilized	
		Crossing supervisor in place at specific		Organised walking in 2 lines on pathways where pathways exist	
		locations on way to/from venue if feasible		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	
Exposure to the elements on the				If the above is not possible, road safety to be followed and group moved together	
way to the venue and at the venue if outdoors	Sunburn	Hat is part of school uniform and is worn when staff, students are exposed to the elements	4	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 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	6	Seek shelter, stay inside at venue
Dust storm	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		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







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







				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		
				Seek accommodation if journey cannot continue		
				Call principal 6836 2039, 0427 362 039		
Student welfare Prior to departure to and from the venue	Lack of or incomplete information/knowledge of risk and elimination measures	Permission note signed by parent/carer and returned to the school prior to departure	3	Permission note signed by parent and returned to the school prior to departure Permission note outlines activity and is accompanied	Communicated by supervising staff, principal to:	
and nom the venue		prior to departure		by this RMP		
		Permission note outlines activity and is accompanied by this RMP		Parents of students at risk are consulted with prior to departure	Parents and carers in permission note and RMP	When providing permission to participate
		Discuss with staff, students prior to leaving school grounds RMP and procedures and expectations for transit		Staff, students informed of where they are going and the reason Brief staff, students on rules and expectations regarding behaviour in transit to, at venue and	All staff, attending adults	Before departing for venue
		in vehicle and walking and staying in a group on way to, when at, and		returning from venue Remain seated, wear a seatbelt at all times, do not		In transit to venue
		returning from venue		move around vehicle		When at venue
		Roll is marked in accordance with procedures in this plan prior to departing for and		Ensure that at least one accompanying staff member is First Aid trained		Before departing from venue







from venue(s) or when exiting and re-boarding vehicle	Staff attending to ensure they all have a hard copy of the student roll for the excursion	All students	In transit from venue
venicie	Student roll to be marked prior to leaving for and from the venue using the following procedure:		Before departing for venue
	Staff completing roll call to specifically have students respond verbally as their name is called and to be individually sighted by the teacher, coach		In transit to venue
	Staff marking the student roll is to direct students to board vehicle when their name has been called		When at venue Before
	Teacher, coach completing roll call to physically observe the individual students boarding vehicle when name is called on roll		departing from venue
	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		In transit from venue
	Staff completing roll call to complete a head count and record on the student roll		
	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		
	Call principal 6836 2039, 0427 362 039		







Transit on foot to	Injury to staff, student	Ensure staff, students	5	Parents of students at risk are consulted with prior to	Communicated	
and from the venue	injury to starr, student	know to tell staff if they	3	departure	by supervising	
				departure		
including crossing		are injured		C4 CC E' 4 A' 14 ' 1 1 - E' 4 A' 1 IV' 4 1	staff, principal	
the road				Staff are First Aid trained and carry a First Aid Kit and	to:	
				mobile phone	_	
					Parents and	When
				Ensure that at least one accompanying staff member is	carers in	providing
				First Aid trained	permission	permission to
					note and RMP	participate
				Call 000 if required		
					All staff,	Before
	Steps, uneven pathways, trip	Route is checked by staff	5	Regular reminders to staff, students regarding safety	attending	departing for
	hazards	prior to departure if		measures on way to, at, and when returning from venue	adults	venue
		possible		mountained on way to, and whom to make them to make		, 5110,5
		possible		Where possible the route is checked by staff prior to		In transit to
				departure		
				departure		venue
				Staff, students to wear closed in shoes suitable for		When at venue
						when at venue
				walking		D. C
			_			Before
	Staff, students getting lost or		4	Staff, students to use steps appropriately and handrails,		departing from
	isolated from group			crossings or cross where view of traffic is clear		venue
				Staff, students with special needs are identified and		
				supported as appropriate	All students	In transit from
						venue
				Students will be instructed to walk together as a group		
				with a staff member at the front and rear of the group		Before
				if possible		departing for
				ii possioie		venue
				Students will be encouraged to walk with a partner		venue
				Students will be encouraged to wark with a partner		







				In transit to
			Students will be reminded of crossing procedures before the excursion commences	venue
			before the excursion commences	When at venue
Injury to staff, student	by Students are explicitly	2	Organise students into manageable sized groups with	When at venue
traffic, vehicle, scooter, bike			staff supervision evenly spaced along the walking lines	Before
	per DoE curriculum		of children	departing from
	requirements			venue
			Students will be instructed to stop at the curb at each	
	Regular reminders of		road crossing and wait for staff directions	In transit from
	safe procedures for crossing the road via		When crossing a road, procedures of "stop, look, listen,	venue
	signage around school		think" will be utilized	
	and in newsletter		Will be with the second	
			Use traffic lights and pedestrian crossings	
	Crossing supervisor in			
	place at specific		Organised walking in 2 lines on pathways where	
	locations on way to/from venue if feasible		pathways exist	
	venue ii leasible		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	
			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	
Exposure to the Sunburn	Hat is part of school	4	venue and at the venue if outdoors	
elements on the	uniform and is worn			







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







		Students are constantly supervised		Call 000 Call principal 6836 2039, 0427 362 039		
General First Aid in		D 4 1 '-		1 1	C	
		Parents and caregivers		Parents of students at risk are consulted with prior to	Communicated	
transit to/from and		are required to provide		departure	by supervising	
at venue		information on any			staff, principal	
		allergy or special needs			to:	
		(such as asthma, diabetes			D . 1	****
		or other health care			Parents and	When
		issues) required by their			carers in	providing
		child on the General		If a participating student requires prescribed	permission	permission to
		Permission Note and are		medication, ensure at least one staff member is	note and RMP	participate
		advised regularly in the		qualified to administer prescribed medications.	A 11 4 CC	D.C
		school newsletter to			All staff,	Before
		update their child's			attending	departing for
		medical information			adults	venue
		Asthma and health Care				When at venue
Special health	Asthma, or other health	management Plans are	4	Staff, students with medical issues and their		
	conditions, illnesses or injury	up to date		medications recorded/noted on the roll that is taken on		Before
	requiring first aid treatment	_		the excursion		departing from
		Discussion with staff,				venue
	Allergic reaction	students regarding			All students	
	_	allergies and special	4	Parents and caregivers are required to record any		Before
		needs of staff, students		special needs of their child on the payment note		departing for
				returned to school prior to the excursion		venue
		Staff trained in use of				
	Anaphylactic reaction	adrenaline auto-injector				In transit to
		usage and asthma	2	Ensure students have no foods or snacks that may have		venue
		medications		products they or other students have allergies to		
						When at venue







		First Aid kit including an adrenaline auto-injector is taken on the excursion Personal use Allergy and Anaphylaxis Management Plans are up to date		Parents are informed of the risks and elimination and control measures in place via permission note including this RMP Adrenaline auto-injector and First Aid Kit taken to venue and accessible 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 Staff trained in use of adrenaline auto-injector usage and asthma medications Supervising staff member constantly monitors student safety during activity Ensure that at least one accompanying staff member is First Aid trained Call 000 Call principal 6836 2039, 0427 362 039		Before departing from venue
Prior to departure to and from the venue	Lack of/incomplete information/knowledge of risk and elimination measures	Permission note signed by parent/carer and returned to the school prior to departure	3	Permission note signed by parent and returned to the school prior to departure Permission note outlines activity and is accompanied by this RMP	Communicated by supervising staff, principal to:	When providing





-	Permission note outlines	Parents of students at risk are consulted with prior to	Parents and	permission to
	activity and is	departure	carers in	participate
	accompanied by this		permission	1 1
	RMP		note and RMP	
		Staff, students informed of where they are going and		Before
]	Discuss with staff,	the reason		departing for
	students prior to leaving		All staff,	venue
	school grounds RMP	Brief staff, students on rules and expectations	attending	
	and procedures and	regarding behaviour on way to, at venue and returning	adults	In transit to
	expectations for walking	from venue		venue
	and staying in a group on			
	way to, when at, and	Ensure that at least one accompanying staff member is		When at venue
	returning from venue	First Aid trained		
				Before
	Roll is marked in	Staff attending to ensure they all have a hard copy of		departing from
	accordance with	the student roll for the excursion		venue
	procedures in this plan	G-1 4 114 1 1-1 1 4 1 -1 C 1 C		T 4 '4 C
	prior to departing for and from the venue	Student roll to be marked prior to leaving for and from		In transit from
	from the venue	the venue using the following procedure:		venue
		Staff completing roll call to specifically have students	All students	Before
		respond verbally as their name is called and to be	All students	departing for
		individually sighted by the teacher, coach		venue
		individually signified by the teacher, coach		venue
		Staff marking the student roll is to direct students to		In transit to
		walk to a designated line or area when their name has		venue
		been called		, 511375
				When at venue
		Teacher, coach completing roll call to physically		
		observe the individual students moving to the		
		designated area or line when name is called on roll		







				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 Staff completing roll call to complete a head count and record on the student roll 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		Before departing from venue In transit from venue
Emergency while at venue	Fire	Emergency evacuation procedures are discussed and rehearsed with students at school	3	Call principal 6836 2039, 0427 362 039 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	Communicated by supervising staff, principal to:	
	Damage or other emergency requiring evacuation from venue	Risk management plan provided by venue operator prior to excursion	4	Follow emergency procedures of venue	Parents and carers in permission note and RMP	When providing permission to participate Before
		Ensure staff, students are aware of exit doors when seated at venue		On arrival ensure all staff, students are aware of exits from venue Venue has adequate security in place and fire alarms,	All staff, attending adults	departing for venue When at venue
				access to exits clearly marked	All students	when at venue







	Stranger danger	Students are explicitly instructed to not speak with, accept anything from or go anywhere with strangers	2	Ensure staff, students are aware of emergency response procedures at venue Adequate shade/cover is available at venue if outdoors and known locations of shelter along the route are noted Carry First Aid Kit and staff will have mobile phone Students supervised at all times whilst not on court Students are accompanied by adult or buddy student with staff being notified when going to the toilet or canteen Students to wear school netball uniform so they are easily recognised Request that any stranger approaching students stop and remove themselves Warn that failure to do so will result in police being called Call 000 Call principal 6836 2039, 0427 362 039		Before departing for venue When at venue
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:	







				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 departing for venue In transit to venue When at venue Before departing from venue In transit from venue
Soccer facilities Ward Oval	Injury to students	Facilities are council owned and maintained to an appropriate standard Inspect court prior to play	4	The field surface & immediate surrounds inspected and cleaned so as to be free of obstructions or loose objects Do not play on slippery, uneven or gravel surfaces Goal posts, portable goal posts, should be fitted securely into sleeves and be padded (50mm thick) from the base to the ring	Communicated by supervising staff, principal to: Parents and carers in permission note and RMP	When providing permission to participate







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







Parent and spectator behavio	from or go anywhere with strangers Students are constantly supervised School newsletter carries regular reminders of appropriate behaviour at school sport events Spectator behaviour expectations are clearly stated in permission note	5	Students to wear school soccer uniform so they are easily recognised Request that any stranger approaching students stop and remove themselves Warn that failure to do so will result in police being called Call 000 Call principal 6836 2039, 0427 362 039 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 If inappropriate behaviour persists remove students from area Inform spectator play will not recommence until they leave the venue If they refuse to leave: Call 000 Call principal 6836 2039, 0427 362 039	
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Risk management plan proforma





Relevant additional information reviewed and attached: Yes No

Additional information type: (Delete those not required)

Venue Risk Management Plan 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

Plan prepared by: Mitchell Holt

Position: Teacher/Sport Coordinator

Date: 2/11/2020

Prepared in consultation with: Relieving Principal, all accompanying staff and adults, parents, carers and students,

Communicated to: Relieving Principal, all accompanying staff and adults, parents, carers and students, supervising teachers/staff.







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)