

## Risk management plan proforma

### Health and Safety Directorate

Name of workplace: Cobar Public School			Name of workplace manager: Jonathan Harvey			
Risk assessment focus: PSSA Netball Nyngan 27 <sup>th</sup> March 2020 – Driving						
Location/activity	Hazard identification type/ Causes	Current Controls	Risk Matrix Score	Elimination or Control Measures	Who	When
Pre-departure check	Worn tyres	Explicit instruction to staff to follow all aspects of this plan	6	Check tyres (including spare) and replace as needed	Driver	Prior to departure
	Low fuel level Low fluids levels Non-working electrical systems Mechanical issues	Vehicle being used is registered  Vehicle being used is road worthy at time of departure  Registration papers, insurance documents and license details held on file	5	Ensure knowledge of how to change tyre is current and has been practised  Ensure tyre changing equipment is accessible and usable  Fill fuel tank and carry spare fuel if required  Check oil, radiator coolant, windscreen wiper water  Check all electrical systems, replace bulbs or blown fuses		
	Windscreen Communications equipment		5	Ensure vehicle is regularly serviced and do not attempt journey with known mechanical faults  Clean and check windscreen for chips and cracks, repair or replace		

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	<p>Journey details unknown to line manager, principal, husband, wife, partner</p> <p>Supplies Car, bus suitability</p>		<p>5</p> <p>5</p>	<p>Check communications equipment (UHF radio/phone) are in working order</p> <p>Notify line manager, principal, husband, wife, partner of journey departure for forward and return legs and ETA and route for all trips. Once given do not take a different route unless you have notified line manager, principal, husband, wife, partner</p> <p>Notify line manager, principal, husband, wife, partner of arrival at destination</p> <p>Check route for road conditions and to ensure route is fully known</p> <p>Cancel or postpone trip if weather and/or road conditions are not suitable</p> <p>Carry a GPS if possible</p> <p>Carry a hardcopy map</p> <p>Ensure the vehicle carries sufficient water and snacks for the journey duration</p> <p>Replace water regularly</p> <p>Ensure the vehicle being used is suitable to the conditions (i.e., current registration and insurance, 4WD if needed, enclosed vehicle, adjustable driver</p>		
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				<p>seat, storage space required so that items do not pose a projectile risk if an accident were to occur etc.)</p> <p>If more than one vehicle, ensure that processes are in place to follow each other at a safe distance and that breaks are arranged at predetermined locations</p> <p>Ensure staff have a means to contact each vehicle and that staff know which vehicle/s have the portable first aid kit(s)</p>		
Flat/blown tyre	Stranding in remote area with limited traffic flow	<p>Explicit instruction to staff to follow all aspects of this plan</p> <p>Spare tyre carried</p>	5	<p>Pull off to safe, flat ground, secure personal safety, remain calm and change tyre</p> <p>If comfortable doing so, flag down assistance from passing motorist</p> <p>If tyre cannot be changed, see “Breakdown”</p>	Driver	Point of need
Breakdown	Stranding in remote area with limited traffic flow	<p>Explicit instruction to staff to follow all aspects of this plan</p>	5	<p>Engage hazard lights, remain calm and remain with vehicle</p> <p>Attempt to ascertain and rectify problem</p> <p>Call for assistance from NRMA or similar provider</p> <p>Call for assistance to line manager/other suitable person</p> <p>If comfortable doing so, flag down assistance from passing motorist</p>	Driver	Point of need

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				<p>Ask the motorist to call for assistance when reception is available. Do not leave the vehicle or students. Always ensuring that staff: student ratio is adhered to OR</p> <p>Ensure that line manager, principal, husband, wife, partner is expecting you to arrive at a certain time and that systems are in place to ensure they send for help if you are late arriving</p> <p>Await assistance after ETA is exceeded</p>		
Accident	<p>Single vehicle run off road</p> <p>Single vehicle animal strike</p> <p>Multi-vehicle</p> <p>Smashed windscreen</p>	<p>Explicit instruction to staff to follow all aspects of this plan</p> <p>Drivers drive to the conditions and skill level</p>	<p>2</p> <p>2</p> <p>2</p> <p>3</p>	<p>Avoid travelling at dusk, evening or dawn if possible</p> <p>Avoid travelling due east at dawn and due west at dusk</p> <p>Exit vehicle if concern around flammability exists</p> <p>Remain calm and remain in vicinity of vehicle</p> <p>If first aid trained provide self and/or others with first aid as soon as possible and appropriate</p> <p>Call emergency services if appropriate</p> <p>Exchange details with other driver as appropriate</p> <p>Ascertain condition of vehicle and if it is possible to continue journey</p>	Driver	Point of need

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				<p>Call or text immediately when in range line manager, principal, husband, wife, partner, other suitable person and inform them of the situation</p> <p>Call for assistance from NRMA or similar provider or insurer</p> <p>Call for assistance to line manager/other suitable person</p> <p>If comfortable doing so, flag down assistance from passing motorist</p> <p>Ask the motorist to call for assistance when reception is available. Do not leave the vehicle or students. Always ensuring that staff: student ratio is adhered to OR</p> <p>Ensure that line manager, principal, husband, wife, partner is expecting you to arrive at a certain time and that systems are in place to ensure they send for help if you are late arriving</p> <p>Await assistance after ETA is exceeded</p> <p>Call principal 6836 2039, 0427 362 039</p>		
Becoming lost	Misdirection resulting in inability to continue journey	Explicit instruction to staff to follow all aspects of this plan	5	Notify line manager, principal, husband, wife, partner of journey departure for forward and return legs and ETA and route for all trips. Once given do not take a different route unless you have notified line manager, principal, husband, wife, partner	Driver	Point of need

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		Route is planned before departure and planned route is followed		<p>Notify line manager, principal, husband, wife, partner of arrival at destination</p> <p>Carry and use a GPS</p> <p>Carry and use a paper map or a printed copy of travel route from Google Maps or similar</p> <p>Call for assistance from NRMA or similar provider</p> <p>Call for assistance to line manager/other suitable person</p> <p>If comfortable doing so, flag down assistance from passing motorist to ask for directions</p> <p>Await assistance after ETA is exceeded</p> <p>Call principal 6836 2039, 0427 362 039</p>		
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	<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

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<p>Change in weather condition or stranded due to weather and road conditions</p>	<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>	<p>5</p>	<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> <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>Driver</p>	<p>Point of need</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>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>Parents of students at risk are consulted with prior to departure</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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		<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 from venue(s) or when exiting and re-boarding vehicle</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>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>All staff, attending adults</p> <p>All students</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> <p>Before departing from 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 if students exit the vehicle or there are multiple venues</p> <p>Call principal 6836 2039, 0427 362 039</p>		In transit from venue
Transit on foot 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>	When providing permission to participate
	Steps, uneven pathways, trip hazards	Route is checked by staff prior to departure if possible	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>All staff, attending adults</p>	<p>Before departing for venue</p> <p>In transit to venue</p>

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	<p>Staff, students getting lost or isolated from group</p>		4	<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>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 the excursion commences</p>	All students	<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> <p>Before departing from venue</p> <p>In transit from venue</p>
	<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</p>	2	<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>When at venue</p> <p>Before departing from venue</p> <p>In transit from venue</p>

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Exposure to the elements on the way to the venue and at the venue if outdoors	Sunburn	locations on way to/from venue if feasible  Hat is part of school uniform and is worn when staff, students are exposed to the elements	4	Organised walking in 2 lines on pathways where pathways exist  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		
	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 wear a hat on the walk to and from venue and at the venue if outdoors  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		
Extended periods of travel in vehicle	Dust storm		3	Call principal 6836 2039, 0427 362 039		

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	<p>Other emergency requiring shelter to be taken whilst in transit to or from venue</p> <p>Stranger danger</p>	<p>Staff are trained in First Aid</p> <p>Students are explicitly instructed to not speak with, accept anything from or go anywhere with strangers</p> <p>Students are constantly supervised</p>	<p>5</p> <p>2</p>	<p>Carry First Aid Kit and staff will have mobile phone</p> <p>Call 000</p> <p>Students supervised at all times whilst in transit</p> <p>Students to wear school or sport 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>		
<p>General First Aid in transit to/from and at venue</p>		<p>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>		<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 departing for venue</p>

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Special needs	health	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/noted on the roll that is taken on the excursion	All students	When at venue
		Allergic reaction	Discussion with staff, students regarding allergies and special needs of staff, students	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		Before departing from venue
		Anaphylactic reaction	Staff trained in use of adrenaline auto-injector usage and asthma medications	2	Ensure students have no foods or snacks that may have products they or other students have allergies to		Before departing for venue
		First Aid kit including an adrenaline auto-injector is taken on the excursion			Parents are informed of the risks and elimination and control measures in place via permission note including this RMP		In transit to venue
		Personal use Allergy and Anaphylaxis Management Plans are up to date			Adrenaline auto-injector and First Aid Kit taken to venue and accessible		When at venue
					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		Before departing from venue
					Staff trained in use of adrenaline auto-injector usage and asthma medications		

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				<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>		
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>
Emergency while at venue	Fire	Emergency evacuation procedures are discussed	3	Emergency evacuation procedures and meeting point for venue communicated to all staff and students prior	Communicated by supervising	

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	<p>Damage or other emergency requiring evacuation from venue</p>	<p>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>	4	<p>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>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>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> <p>Before departing for venue</p> <p>When at venue</p>
	<p>Stranger danger</p>	<p>Students are explicitly instructed to not speak with, accept anything from or go anywhere with strangers</p>	2	<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>		



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				<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 in transit to/from and at venue		<p>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>		<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 departing for venue</p> <p>When at venue</p> <p>Before departing from venue</p>
Special health needs	<p>Asthma, or other health conditions, illnesses or injury requiring first aid treatment</p> <p>Allergic reaction</p>	<p>Asthma and health Care management Plans are up to date</p> <p>Discussion with staff, students regarding allergies and special needs of staff, students</p>	<p>4</p> <p>4</p>	<p>Staff, students with medical issues and their medications recorded/noted on the roll that is taken on the excursion</p> <p>Parents and caregivers are required to record any special needs of their child on the payment note returned to school prior to the excursion</p>	<p>All students</p>	

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	<p>Anaphylactic reaction</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>2</p>	<p>Ensure students have no foods or snacks that may have products they/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>Supervising staff member, umpire are appropriately trained</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 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>General student behaviour</p>	<p>Misbehaviour by students at any time during the excursion</p>	<p>Individual Student Risk and Behaviour Management Plans are up to date</p>	<p>4</p>	<p>Students with Individual Student Risk and Behaviour Management Plans are marked on roll and known to staff</p> <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>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>In transit to venue</p> <p>When at venue</p> <p>Before departing from venue</p> <p>In transit from venue</p>
<p>Netball facilities Nyngan Netball Courts</p>	<p>Injury to students</p>	<p>Facilities are council owned and maintained to an appropriate standard</p>	<p>4</p>	<p>The court surface &amp; 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>Communicated by supervising staff, principal to:</p>	

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Playing Netball	Injury to students	<p>Inspect court prior to play</p> <p>Rules of game are known and enforced</p> <p>Warm up and cool down activities</p>	2	<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>Spectators must be positioned at an appropriate distance from the court 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 footwear must be worn</p> <p>CPS netball dress will 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 may wear soft peak caps only, no hard peak caps to be worn</p> <p>Students should have an adequate level of hydration before, during and after the training session or game</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> <p>Before departing for venue</p> <p>When at venue</p>
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