

Risk management plan proforma

Health and Safety Directorate

Name of workplace: Cobar Public School

Name of workplace manager: Jonathan Harvey

Risk assessment focus: Swim Assessment K-6 Term 4, Pool Cobar 26th November & 2nd December 2020. Walking.

| 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> | 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>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> |

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| | | <p>Roll is marked in accordance with procedures in this plan prior to departing for and from the venue</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(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> <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> | | |
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| <p>Transit to and from the venue including crossing the road</p> | <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</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>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>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> |
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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>Dehydration</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>3</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> <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> | | |
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| | Low blood sugar, hunger | Staff, students are encouraged to prepare and carry a water bottle with them especially when it is summer time and hot | 5 | Staff, students carry a water bottle with them | | |
| | Thunder storm | Staff, students are to take their fruit break/lunch/snack with them to the venue | 6 | Staff monitor nutrition of students through asking students if they have eaten | | |
| | Dust storm | Weather conditions are assessed prior to departure to or from venue | 3 | Staff, students carry appropriate foods with them | | |
| | Other emergency requiring shelter to be taken whilst in transit to or from venue | Staff are trained in First Aid | 5 | Seek shelter, stay inside at venue | | |
| | Stranger danger | Students are explicitly instructed to not speak with, accept anything from or go anywhere with strangers | 2 | Seek shelter, stay inside at venue | | |
| | | Students are constantly supervised | | Call principal 6836 2039, 0427 362 039 | | |
| | | | | Carry First Aid Kit and staff will have mobile phone | | |
| | | | | Call 000 | | |
| | | | | Students supervised at all times whilst in transit and at venue | | |
| | | | | Students are accompanied by adult or buddy student with staff being notified when going to the toilet | | |

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| | | | | <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 Call Principal 6836 2039, 0427 362 039</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>Ensure staff, students are aware of emergency response procedures at venue</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> <p>Before departing for venue</p> <p>When at venue</p> |

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| | | | | <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 to wear school uniform so they are easily recognised</p> <p>Call 000 and call principal 6836 2039, 0427 362 039</p> | | |
| 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 | | <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>All students</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> <p>Before departing for 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</p> | <p>4</p> <p>4</p> | <p>Staff, students with medical issues and their medications recorded or noted on the roll that is taken on the excursion</p> | | |

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| | Anaphylactic reaction | <p>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> | 2 | <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>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 and call principal 6836 2039, 0427 362 039</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> |
| <p>Going to the toilet/getting changed at the pool</p> | <p>Sexual predators</p> <p>Slips and trips</p> | <p>Pool has been closed to public.</p> <p>Explained to students the expectations when in the toilets getting changed, going to the toilet and moving around the pool area</p> | <p>5</p> <p>5</p> | <p>A Teacher Aid will be manning the boy's toilets and a teacher aid will be manning the girl's toilets to ensure all children are safe. Students will go to the toilet with a buddy</p> <p>When getting changed children are encouraged to sit on their towel or the seats in the change room</p> <p>Students will wear shoes when they are in the rest rooms to stop slipping. Students will be instructed to walk around the pool and change rooms</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>When at venue – point of need</p> |
| <p>Transitioning between groups</p> | <p>Students leave group without permission</p> <p>Moving to a new group</p> | <p>Explained to students the expectations when moving around the pool area</p> | <p>4</p> <p>4</p> | <p>Students will be grouped using different colour wrist bands which represent their swimming ability</p> | <p>Parents and carers in permission note and RMP</p> | <p>When providing permission to participate</p> |

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| | | Staff not on a designated activity will be floating and supervising the movements between activities. | | When students hear the bell in the kiosk, they will need to transition to the next group. Each group will have a designated group the leader who will lead them to the next station. The teacher will mark the roll when they arrive at their station and again when they leave | All staff, attending adults All students | When at venue – point of need |
| Sun Safety | Sun burn Dehydration | All students advised to bring and apply own sunscreen every hour All students advised to bring water bottles and drink regularly on the walk Food & drink break time on arrival at the pool and prior to return to school Providing students with an ice block on return to school All students advised to wear appropriate clothing including a hat with a broad brim | 3 3 | Students will all be wearing sun safe clothing and a school hat. Each station students will have the opportunity to reapply sunscreen on a needs basis. Students will have their water bottles as they transition around the activities Shade covers will be set up around the pool to ensure most activities are undercover. Three Activities will be in sun exposure Encourage all students to carry their water bottle so they can have refreshments as they need them | 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 |
| Swimming Assessment at the pool | Drowning | Teachers will briefed on the water assessment prior to going and given | 1 | Students will complete a water assessment prior to completing any activities on the day | Parents and carers in permission note and RMP | When providing permission to participate |

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| | | <p>the opportunity to have assistance when testing children</p> <p>Explained to students the expectations when moving around the pool area</p> <p>Teacher supervision whilst on the activity.</p> <p>All students advised to bring and apply own sunscreen every hour and reminded to drink water regularly</p> <p>Ensure all students complete the water assessment.</p> <p>Students identified with a wristband (red, yellow and green) based on swimming ability given from parents permission combined with the water assessment.</p> | | <p>Encourage all students to carry their water bottle so they can have refreshments as they need them</p> <p>The water assessment will be recorded on the group lists that will travel with each group as they rotate around throughout the day</p> <p>Each teacher will receive an outline for the water assessment that needs to be carried out</p> <p>There will be teachers who are Austswim trained to assist less confident teachers in making a decision regarding the swimming ability of the students</p> | <p>All staff, attending adults</p> <p>All students</p> | <p>When at venue</p> |
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| | | Pool will have qualified lifeguards on duty during the day | | | |
| <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>Venue COVID Safe Plan CPS COVID Safe Plan</p> <p>SENTRAL Incident Number: Record Data Record of contact with parents, carers for individual students if required</p> <p>Student: Incident Number:</p> <p>Student: Incident Number:</p> <p>Student: Incident Number:</p> | | | <p>Plan prepared by: Jonathan Harvey, Donna Prendergast</p> <p>Position: Principal</p> <p>Date: 19/11/2020</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> <p>Please sign once you have read this document:</p> <p>See attached list for all staff attending.</p> | | |

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

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