

## Risk management plan proforma

### Health and Safety Directorate

Name of workplace: Cobar Public School

Name of workplace manager: Jonathan Harvey

Risk assessment focus: Stage 2 Excursion to Heritage Centre Cobar, Wednesday 1<sup>st</sup> April 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> <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/from the venue</p> <p>In transit to/from the venue</p> <p>When at 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(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>	All students	
Transit to and from the venue	Injury to staff, student	Ensure staff, students know to tell staff if they are injured	5	Parents of students at risk are consulted with prior to departure	Communicated by supervising staff, principal to:	

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<p>including crossing the road</p>	<p>Steps, uneven pathways, trip hazards</p> <p>Staff, students getting lost or isolated from group</p>	<p>Route is checked by staff prior to departure</p>	<p>5</p> <p>4</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>Students will be encouraged to walk with a partner</p> <p>Students will be reminded of crossing procedures before the excursion commences</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/from the venue</p> <p>In transit to/from the venue</p> <p>When at 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>Staff, students are encouraged to prepare and carry a water bottle</p>	<p>2</p> <p>4</p> <p>3</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>Staff, students carry a water bottle with them</p>		
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		with them especially when it is summer time and hot			
	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		3	Seek shelter, stay inside at venue  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 and at venue  Students to wear school 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 Students are accompanied by adult or buddy student with staff being notified when going to the toilet	

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Emergency while at venue	<p>Fire</p> <p>Damage or other emergency requiring evacuation from venue</p> <p>Stranger danger</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>Students are explicitly instructed to not speak with, accept anything from or go anywhere with strangers</p>	<p>3</p> <p>4</p> <p>2</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>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 are accompanied by adult or buddy student with staff being notified when going to the toilet</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/from the venue</p> <p>In transit to/from the venue</p> <p>When at venue</p>
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				<p>Students to wear school uniform so they are easily recognised 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>		
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>Staff, students with medical issues and their medications recorded or noted on the roll that is taken on 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/from the venue</p> <p>In transit to/from the 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>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>All students</p>	<p>When at venue</p>

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	Anaphylactic reaction	<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 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, 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	<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/from the venue</p> <p>In transit to/from the venue</p> <p>When at venue</p>



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Relevant additional information reviewed and attached:	Yes	No	Plan prepared by: Jonathan Harvey
<b>Additional information type:</b> (Delete those not required)			<b>Position:</b> Principal
Venue Risk Management Plan		Student Risk Management Plan	<b>Date:</b> 9/3/2020
Student Behaviour Management Plan		Student Health Care Plan	<b>Prepared in consultation with:</b> Principal, all accompanying staff and adults, parents, carers and students
Student Asthma Management Plan			<b>Communicated to:</b> Principal, all accompanying staff and adults, parents, carers and students
<b>SENTRAL Incident Number:</b> Record Data Record of contact with parents, carers for individual students if required			<b>Please sign once you have read this document.</b>
Student:		Incident Number:	Daphne Jermyn _____
Student:		Incident Number:	Rachel Gentles _____
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.**