

**Name of workplace: Cobar Public School**

**Name of workplace manager: Jonathan Harvey**

**Risk assessment focus: Nyngbar Carnival Swimming Carnival, Pool Cobar 27<sup>th</sup> February 2020. Walking.**

Location/activity	Hazard identification type/ Causes	Current Controls	<u>Risk Matrix Score</u>	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 prior to departing for and from the 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>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>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>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>		
Transit to and from the venue including crossing the road	<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>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>

Exposure to the elements on the way to the venue and at the venue if outdoors	<p>Injury to staff, student by traffic, vehicle, scooter, bike</p> <p>Sunburn</p> <p>Dehydration</p> <p>Low blood sugar, hunger</p> <p>Thunder storm</p> <p>Dust storm</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 with them especially when it is summer time and hot</p> <p>Staff, students are to take their fruit break/lunch/snack with them to the venue</p> <p>Weather conditions are assessed prior to</p>	<p>2</p> <p>4</p> <p>3</p> <p>5</p> <p>6</p> <p>3</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>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> <p>Staff monitor nutrition of students through asking students if they have eaten</p>		
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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>departure to or from venue</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>Staff, students carry appropriate foods with them</p> <p>Seek shelter, stay inside at venue</p> <p>Seek shelter, stay inside at venue</p> <p>Call principal 6836 2039, 0427 362 039</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 and at venue</p> <p>Students are accompanied by adult or buddy student with staff being notified when going to the toilet</p> <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>

				<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>		
Sun Safety	<p>Sun burn</p> <p>Dehydration</p>	<p>All students advised to bring and apply own sunscreen every hour</p> <p>All students advised to bring water bottles and drink regularly on the walk</p> <p>Food &amp; drink break time on arrival at the pool and prior to return to school</p> <p>Providing students with an ice block on return to school</p> <p>All students advised to wear appropriate clothing including a hat with a broad brim</p>	<p>3</p> <p>3</p>	<p>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</p> <p>Shade covers will be set up around the pool to ensure most activities are undercover. Three Activities will be in sun exposure</p> <p>Encourage all students to carry their water bottle so they can have refreshments as they need them</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>
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</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>All students</p>	<p>When providing permission to participate</p> <p>Before departing for/from venue</p> <p>When at venue</p>

Special health needs	<p>Asthma, or other health conditions, illnesses or injury requiring first aid treatment</p> <p>Allergic reaction</p> <p>Anaphylactic reaction</p>	<p>their child's medical information</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>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>4</p> <p>4</p> <p>2</p>	<p>Staff, students with medical issues and their medications recorded or 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>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	<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 venue</p>

Going to the toilet/getting changed at the pool	Sexual predators  Slips and trips	Pool has been closed to public.  Explained to students the expectations when in the toilets getting changed, going to the toilet and moving around the pool area	5  5	Students will go to the toilet with a buddy  When getting changed children are encouraged to sit on their towel or the seats in the change room  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	Parents and carers in permission note and RMP  All staff, attending adults  All students	When providing permission to participate  When at venue – point of need
Arrival at pool  Waiting to compete  Movement to pool to compete  Movement from pool after competing  Departing pool	Students leave group without permission  Students in water without permission  Moving to and from water	Explained to students the expectations when waiting for events, moving around the pool area and using change rooms  Staff at 3 points around pool watching students and checking water  Students race according to ability based on information from their permission notes  Pool will have qualified lifeguards on duty during the day	4  4	Students enter pool grounds with teachers and move to tent  Roll is marked – students are sighted  Students remain under tent unless competing or given permission to go to change rooms  Teacher at tent calls names of student to compete  Students answer their name and move to starter area where they are checked by a 2 <sup>nd</sup> teacher as they line up  Exiting the pool a 3 <sup>rd</sup> teacher identifies all students and checks water, then directs all students to return to tent  Teacher at tent identifies students as having returned  Roll is marked – students are sighted before departure	Parents and carers in permission note and RMP  All staff, attending adults  All students	When providing permission to participate  When at venue – point of need
<b>Relevant additional information reviewed and attached:</b> Yes                 No <b>Additional information type:</b> (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  <b>SENTRAL Incident Number:</b> Record Data Record of contact with parents, carers for individual students if required  Student:   Incident Number:  Student:   Incident Number:				<b>Plan prepared by:</b> Jonathan Harvey <b>Positon:</b> Principal <b>Date:</b> 20/02/2020  <b>Prepared in consultation with:</b> Principal, all accompanying staff and adults, parents, carers and students  <b>Communicated to:</b> Principal, all accompanying staff and adults, parents, carers and students  <b>Please sign once you have read this document:</b>  <b>See attached list for all staff attending.</b>		

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