

SAFETY Risk Assessment and Management Plan



Name of workplace: Abbotsford Public School – Department of Education

Workplace manager: Chris Johnson

Activity, event or task: IWPSA Zone Cross Country Carnival – Campbell Park, Chiswick

Date of activity: 24 May 2023 (Back-Up Date – 1 June 2023)

Situation	Anticipate	Find out		Eliminate or control		Talk others	You
List the details of the activity, event or task	What could go wrong?	What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating	Controls to be actioned by who?	When do you need to review the control?
Coach transport to excursion venue	Boarding coach	<ul style="list-style-type: none"> - Excursions Policy Implementation Procedures - Transport NSW Student Codes of Conduct when travelling - Student Behaviour Support Plans 	6	<ul style="list-style-type: none"> - Supervision and support provided to students boarding on and disembarking from the coach - Enforce rules and monitor behaviour - Vehicle to be appropriate for the needs of the group eg wheelchair access if required 	6	Excursion Coordinator	<p>Prior to booking</p> <p>During event</p>
	Vehicles accident	<ul style="list-style-type: none"> - Service NSW Bus Driver Authority - Excursions Policy Implementation Procedures 	5	<ul style="list-style-type: none"> - Ensure vehicle operators hold appropriate license(s) and insurance - Check availability of seatbelts and ensure seatbelts are worn at all times 	6	Excursion Coordinator	<p>Prior to booking</p> <p>During event</p>
Walking to and from venue	Struck by vehicle on road	<ul style="list-style-type: none"> - Road Safety Education, Driver Education and Training Policy - Student Behaviour Support Plans 	5	<ul style="list-style-type: none"> - Supervision to ensure students walking safely on footpath - Two teachers to stop traffic/supervise students when crossing roads. Students cross roads at pedestrian crossings/traffic lights wherever possible 	5	Supervising teachers	During event
	Slips or trips on footpath	<ul style="list-style-type: none"> - Student Health in NSW Public Schools Policy 	5	<ul style="list-style-type: none"> - Remind students of behaviour expectations before leaving school 	5	Supervising teachers	During event

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				<ul style="list-style-type: none"> - Supervision to ensure students walking safely on footpath - All schools to bring own first aid kit and kept with team manager 		Team manager	
	Bitten/stung by insect	<ul style="list-style-type: none"> - Student Health in NSW Public Schools Policy - Anaphylaxis and allergy procedures for schools - Individual ASCIA allergy and anaphylaxis action plans for identified students 	5	<ul style="list-style-type: none"> - Teachers aware of students with anaphylaxis/allergy action plans - Team managers to ensure identified students have appropriate EpiPens and/or medication - Ensure supervising teachers have up to date health and safety training 	5	Team manager Principal	Prior to event
Environment	Extreme weather eg violent electrical storms, gale-force wind	<ul style="list-style-type: none"> - Sun Safety Guidelines - Bureau of Meteorology 	6	<ul style="list-style-type: none"> - Monitor weather reports - Participants evacuated to safe location. Designated on-site safe location – covered amenities structure - Staff and students to wear appropriate clothing and footwear and utilize shelter where possible - Activity ceased upon presence of lightning - Attending members of IWPSSA executive in discussion with carnival convener to make final judgement on cessation of activities 	6	Convener Convener and IWPSSA executive	Prior to event During event
	High temperatures/UV rating leading to heat stroke, dehydration etc	<ul style="list-style-type: none"> - Sun Safety Guidelines - Bureau of Meteorology 	5	<ul style="list-style-type: none"> - Staff and students reminded to reapply sunscreen and wear hat when seated, with regular 	5	Announcer	

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				announcements throughout the day - Team managers/excursion coordinator to remind students to pack appropriate clothing, water bottle etc before event. - Team manager to ensure students wearing hats when not competing - Team managers instructed to bring gazebo if school has available to provide additional shade/shelter for students - Students instructed to drink water before and after event - Taps available for students to refill bottles as required		Team Manager / Excursion Coordinator	
Using toilets at the venue	Dangerous items left in toilets Members of the public using facilities and/or interacting with students	- Excursions Policy Implementation Procedures - Child Protection Policy Guidelines	5	- Toilets are checked and monitored (The Abbotsford Public School team will be positioned close to the toilets so the team manager can monitor the toilets regularly). - Toilets are locked before and after the event. - Team managers to instruct students to walk with two other students when using the toilets and inform team managers if there are strangers hanging around the toilets.	5	Convenor Abbotsford PS Team Manager Team Manager	Prior to Event During Event Prior to Event

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COVID-19	Illness	- COVID-smart measures	5	- Event is held at outdoor venue - Mask wearing encouraged for people who believe they may have been exposed to COVID-19 - Staff, students and spectators with COVID-19 symptoms are instructed not to attend event	5	Convenor	
Spectating Students sitting and cheering in school areas	Injuries and/or illness whilst spectating and before/after competing Eg Trip and fall over Asthma attack Hypo/hyperthermia Other incidents requiring first aid	- Student Health in NSW Public Schools Policy - Administering prescription medication procedure - Individual student health plans for identified students -	5	- Team Managers aware of students' medical needs - Team Managers to carry first aid kits at all times including general use epipen and asthma medication - External First Aid provider in attendance throughout event to manage incidents of illness/injury beyond scope of Team Managers duty of care - Spare general use epipen kept at recording table	5	Team Manager External First Aid provider	
	Students with identified medical conditions eg diabetes, epilepsy, asthma, anaphylaxis, allergies	- Student Health in NSW Public Schools Policy - Administering prescription medication procedure - Individual student health plans for identified students	5	- Team Managers responsible for storing and administering prescription medication for identified students from their school - Ensure teachers administering prescription medication have up to date training - Convenor to collate list of students with medical needs, information provided to course marshals and medics on day of carnival - Information collected and securely destroyed at end of carnival	5	Team Manager Principal	
Competing	Injuries and/or illness sustained during race Eg Cramping and stitches Dehydration	- Excursions Policy Implementation Procedures - Sport Safety Guidelines - Student Health in NSW Public Schools Policy	5	- Students advised to warm up/down before and after race - Students advised to drink small amount of water before race	5	Announcer	

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	<p>Heat stroke/sun stress Broken limbs Other incidents requiring first aid</p>	<ul style="list-style-type: none"> - Administering prescription medication procedure - Individual student health plans for identified students 		<ul style="list-style-type: none"> - Course marshals clearly marked with hi-vis safety vests and positioned around track to provide assistance if/when required - Course marshals to keep mobile phone with them at all times and provided with convenors mobile number to request assistance/first aid if required - External first aid providers on site - Additional ice packs stored at recording desk - If injured or unwell students, the closest course marshal to call convener or walk student back. 		<p>Course Marshals</p> <p>Convenor</p> <p>External First Aid Provider</p>	
	<p>Hazards and/or obstacles on course track</p>	<ul style="list-style-type: none"> - Excursions Policy Implementation Procedures - Sport Safety Guidelines 	5	<ul style="list-style-type: none"> - Course checked prior to event for hazards. Possible hazards are removed. - Mark any hazards with red danger tape/orange cones to ensure students avoid these areas - Students to walk the course on the day prior to race start. - Course clearly marked with cones - Mass Start: Start line is a clear open space - Course Marshals ensure safety of students and direct students around the course - Course Marshals and officials to bring and wear yellow vests - to ensure student safety (students will then know who teachers are for help if needed) 	5	<p>Convenor</p> <p>Race Starter</p> <p>Course Marshals</p>	

Relevant information attached: Yes No

You should report, monitor and review:

SAFETY Risk Assessment and Management Plan



Prepared by:

Courtney Avramides

Position:

IWPSSA Cross Country
Convenor

Plan review date:

Sign off Authority:

Chris Johnson

Position:

Principal

Contact no.:

9713 6220

Signature:

Prepared in consultation with:

Kate Jenkins

SAFETY Risk Assessment and Management Plan



Communicate to - List all staff, communicate in all staff meeting, sign off OR attach agenda and attendance sign on sheet

Name	Signature	Date
Abbotsford Staff		
Ashfield Staff		
Burwood Staff		
Croydon Staff		
Croydon Park Staff		
Dobroyd Point Staff		
Drummoyne Staff		
Enfield Staff		
Five Dock Staff		
Haberfield Staff		
Russell Lea Staff		
Summer Hill Staff		

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Likelihood criteria

Qualitative criteria	Description
<i>Hazard is:</i>	
Very likely	Will probably occur in most circumstances
Likely	Might occur occasionally
Unlikely	Could happen at some time
Very Unlikely	May happen only in exceptional circumstances

Consequence criteria

Category	Impact
Extreme	Death or permanent injury
High	Long Term illness
Medium	Medical attention and several days off
Low	First aid needed

Sign-off authority - *Based on highest residual risk*

Risk rating matrix

Consequence criteria	Likelihood criteria <i>Hazard is expected to occur</i>			
	Very Likely	Likely	Unlikely	Very unlikely
Extreme	1	1	2	3
High	1	2	3	4
Medium	2	3	4	5
Low	3	5	5	6

	Acceptability	Sign-Off Authority	
		Schools	Corporate
1	Unacceptable	Principal to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Director Educational Leadership for review Health and Safety Directorate for review, and Legal as required. 	Executive Director or delegate to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
2	Undesirable	Principal to sign off. Contact <ul style="list-style-type: none"> Health and Safety Directorate for review Legal as required. 	Executive Director or delegate to sign off. Contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
3 & 4	Tolerable	School Principal or delegate	Senior Manager or Director
5 & 6	Acceptable	School Principal or delegate	Immediate Supervisor or Workplace Manager