

Sydney Secondary School

Risk Management Procedures

The following link provides an A – Z list of excursion venues regularly used by schools. These should be considered and attached to the excursion risk management plan (detwww.det.nsw.edu.au/adminandmanage/ohands/excursions/index.htm).

When you complete a risk assessment for any event (excursion, study day, student visit) you are:

1. Judging the severity of any possible harm

Consider if the possible harm could:

- cause permanent disability, ill health or death
- result in long term illness or serious injury
- require medical attention with someone off work for several days
- result in someone requiring first aid

2. Judging the likelihood of the harm occurring:

- Very likely (could happen at any time)
- Likely (could happen at some time)
- Unlikely (could happen but very rarely)
- Very unlikely (could happen but probably never will)

Procedure for developing an excursion risk management plan

1. Identify the hazards associated with the planned excursion activities.

Consider hazards associated with:

- travel
- the venue, planned activities at the venue
- equipment
- environment
- environment
- people (behaviours and medical conditions)
- any other potential hazards specific to this excursion.

2. **Assess the level of risk** using the Risk Assessment Matrix. Determine the seriousness of risks associated with the hazards by considering both the likelihood and severity of risks. This gives a risk ranking from 1 being the most serious to 6 being the least serious.

3. **Eliminate or control the risks** you have identified, using the *hierarchy on controls* (see over).

4. **Document the Plan** on the *School Activity Risk Management Plan*.

5. **Communicate the Plan** to your Head Teacher.

6. **Attach the plan to your activity proposal and submit to Deputy Principal.**

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious?			
	Very likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed			Likelihood – is an estimate of how probable it is for the hazard to cause harm.	
Legend				
1 and 2 – Extreme risk, deal with the hazard immediately				
3 and 4 – Moderate risk; deal with the hazard as soon as possible				
5 and 6 – Low risk; deal with the hazard when able				

Risk Elimination or Control

Eliminate the risk

Eliminate the item or activity; e.g. do not undertake a particular high risk activity such as abseiling in high wind; do not use high risk equipment, If elimination is not reasonably practicable, control the risk as far as practical using the hierarchy of controls below. Select the highest possible control and/ or use a combination of controls to reduce the risk.

Substitute the hazard

Replace the activity, material or equipment with a less hazardous one e.g. choose an easier bushwalk; substitute a food known to cause severe allergic reactions (for example, peanut butter or tree nuts) with alternative nutritious food.

Isolate the hazard

Isolate the hazard from the person at risk; isolate through distance e.g. select a lunch location well away from the water; check if a coastal walk has fencing.

Use engineering controls

Have access to equipment to counteract the hazard; consider hiring coaches with seatbelts and ensure these are worn if available; ensure that an appropriately trained person is with the student at all times and has immediate access to an EpiPen in the event of an emergency.

Use administrative controls

Establish procedures and safe practice e.g. supervision of student, clear rules, instruction in safe methods, training of staff, volunteers and students in the excursion activities or in the use of equipment and qualifications of instructors. Ensure health care plans are reviewed and updated for the excursion for students known to have severe allergic conditions. Discuss student health needs with caterers, in consultation with parents/ carers.

Use personal protective equipment

Use appropriately designed and properly fitted equipment such as safety goggles, hats, sunscreen and helmets, in conjunction with other control measures identified from above. Encourage student and staff to wear appropriate footwear and protective clothing at all times; students wear medic alert bracelet or necklace where required.

Sydney Secondary School

School Activity Risk Management Plan

EXCURSION Risk Management Plan

EXCURSION Risk Management Plan					
<i>Name of principal:</i>		<i>Group/ class:</i>		<i>Year 12 (B/C/E)</i>	
<i>Description and location of excursion: University of Sydney, HSC French Study Day</i>		<i>Contact number:</i>		<i>Number of students:</i>	
<i>Date(s) of excursion:</i>		<i>Accompanying staff:</i>			
Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Travel	Arriving at/departing from the University of Sydney: <ul style="list-style-type: none"> ● Struck by vehicle on road ● Injured in public transport incident ● Approached by undesirables 	3	Teachers and carers to caution students about responsible behaviour and vigilance on way to USYD to join the excursion group. Students to call 000 in case of threat to personal safety and/or the excursion coordinator.	Teachers Carers	Upon meeting, and reminders at appropriate times during the day.
Venue	University of Sydney <ul style="list-style-type: none"> ● Tripping or falling outside/inside the building ● Tripping or falling on stairs ● Crush by vehicle ● Slip on surfaces, especially in wet weather ● Crush in door/table, fingers jammed ● Swinging on or falling off chairs 	3	<ul style="list-style-type: none"> ● Students, teachers and carers need to be mindful of obstacles, including vehicles; watch for other vehicles when crossing roads ● Non-slip external surfaces clear of debris, no pooling of water, and students to be reminded to be careful of water; teachers/carers to ensure no running or jostling on stairs; take caution during wet weather; ensure shoes are non-slip ● Teachers must remind students to behave appropriately with chairs/doors and will have a first aid kit if needed 	Teachers Carers	Prior to entering the Abercrombie Business School Auditorium
Excursion Activities	<ul style="list-style-type: none"> ● bumping and crushing during registration/in lecture theatres 	2	<ul style="list-style-type: none"> ● Accompanying teachers to remind students to be respectful towards other teachers and students – not to run/push/shove 	Teachers	Before entering the Auditorium, reminders at

	<ul style="list-style-type: none"> ● danger to self and others ● drinks and/or food spill ● Separating from group/becoming lost 		<ul style="list-style-type: none"> ● Students will not eat in lecture theatres – they will be permitted to eat outside during recess and lunch times ● Students will be briefed about going to a pre-designated meeting point if they become separated from the group. A head count will be conducted prior to registration, at recess and lunch and at the end of the day. 		appropriate times during the day.
Environment	<ul style="list-style-type: none"> ● Some busy roads nearby 	3	Students will need to be mindful of road etiquette and vehicles. Teacher to remind students.	Teachers	Reminders at appropriate times during the day.
People (behaviour & medical)	<ul style="list-style-type: none"> ● Behaviour issues ● Existing medical conditions ● allergic reactions 	2	<ul style="list-style-type: none"> ● confirm number of students attending and adjust student: staff ratio accordingly. ● communicate special requirements of individual students with all staff attending. ● communicate existing medical conditions of individual students to all staff attending. ● ensure someone trained in Emergency care and CPR is attending. ● Ensure that accompanying teachers have a first aid kit with an EpiPen. ● confirm appropriate food with parents/carers/supervisors for student with food allergies. ● ensure students are supervised during break times. 	Excursion coordinator Accompanying teachers	Prior to and during excursion
COVID Safety	<ul style="list-style-type: none"> ● The ongoing risk of COVID-19 	3	<ul style="list-style-type: none"> ● Seating at the venue has been capped (300 Continuers, 200 Beginners, 100 Extension) ● No meals are being provided, and food and drink are banned indoors ● Students and staff encouraged to wear face masks where social distancing is not possible ● Students and staff encouraged to wear face masks on public transport if appropriate ● Staff will regularly remind students about appropriate hand-washing hygiene 	Venue Accompanying Teachers, students	Prior information in permission note On arrival,

			<ul style="list-style-type: none"> • Staff and students who are unwell will be excluded from attending. • Current COVID NSW information has been communicated to schools/parents/students. Current advice can be checked here: https://www.health.nsw.gov.au/infectious/covid-19/pages/default.aspx • All teachers comply with vaccination requirements for employment. 		Regularly throughout the day
Other (please specify)					
<i>Venue and safety information reviewed and attached</i>		Yes/No			
<i>Plan prepared by:</i>		<i>Position:</i>		<i>Date:</i>	
<i>Prepared in consultation with:</i>		<i>Communicated to:</i>			
Monitor and Review – Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.					