Brisbane Water Secondary College

Woy Woy Senior College

# Education OHS Risk Management

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| *Excursion Coordinator:* …Liesl Tesch………………………………….  *Location:* Terrigal- Basketball Stadium Beach *Date/s:* …Tues march 5th 2013  *Description of excursion:* KO BB vs Terrigal High @ Terrigal Stadium, Duffy’s Rd, Terrigal | Group/class: …Boys KO BB…… Number in group/class: …6……..  Accompanying Staff: ……Liesl Tesch……………………………….  Parents, Caregivers, Volunteers: ………Mrs Mitchell, Mrs Player + Sue Martin (referees) |

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| **Hazard/Risk Identification**  Type/Cause | **Priority**  (Severity & Likelihood) | **Risk Management Plan – Elimination or Control Measures**  (Elimination Substitution Isolation Engineering Administration)  When Who | | |
| * . Walk along street paths from school / private transport, a potential risk to students falling. | Low likelihood.  Potential grazing, joint sprain, possible broken bone. | * Administration - verbal instruction to students about expected behaviour and potential risks. * First Aid Trained staff * First Aid Kit taken along to excursion * Ring BWSC of any accidents | Prior to departing BWSC, when leaving bus /train station | Teacher |
| * Injury to student while crossing road, requiring medical attention. | Low likelihood.  Potential serious injury / death.  Possible emotional distress. Possible administration impact on entire group. | * Administration - verbal instruction to students about expected behaviour, potential risks and safety measures. * Engineering – staff to assess situation, use First aid kit if appropriate * Administration – Staff to carry own/school mobile to notify Emergency Services - Ambulance, Police and school. * Isolation – uninjured students to be removed from immediate vicinity * Administration - staff member assumes responsibility for injured student/s – affects student/teacher ratio of group * Engineering – staff to follow directions / work with Emergency personnel, one staff member to remain with student * Administration – assessment made of continued viability   Engineering – Staff to organise students back to school / continue excursion with or without substituted teacher | Prior to departing BWSC, when leaving bus /train station  As required. | Teacher |
| * Lost student | Low likelihood  Administration impact on entire group & timeframes.  Possible emotional distress. | * Administration - verbal instruction to students about expected behaviour, potential risks and safety measures, including walking in pairs, groups at all times * Administration – note to students with clearly identified venue address, transport and session times, school mobile phone number. Staff carry record of students’ mobile phone numbers. * Administration – roll call on arrival and before departure to ensure all students accounted for. * Engineering – ring student mobiles to ascertain whereabouts. Allocated staff member to retrace route and collect student/ or direct to theatre. * Administration – students instructed that appropriate clothing * Administration - notification to school then police on advisement from principal. * Administration – One staff member remains at Venue while remainder of group continue to meet time frames. Possible affect on student/teacher ratio of group. | Prior to departing BWSC  Prior to departing BWSC  As required  Prior to departing BWSC  As required | Teacher |
| * Injury to student from falling into water | Low likelihood.  Potential grazing, joint sprain, possible broken bone, drowning. | * Administration - verbal instruction to students about potential risks. * Engineering – Wharf railings visually checked by staff on arrival * Ensure student has water confisence/PFD used when collecting water samples | Prior to departing BWSC On arrival at venue | Teacher |
| * Student becomes ill or injured at the venue, requiring medical attention | Medium likelihood  Potential grazing, joint sprain, possible broken bone.  Potential injury, illness.  Possible emotional distress  Administration impact on entire group and timeframes. | * Administration - verbal instruction to students about potential risks and safety measures * Administration – assess the venue standard and safety. * Administration - note students with known potential medical problems from list, discuss procedure with each student eg asthma medication to be carried. * Administration – Assess situation. Staff to carry   own/school mobile to notify school, Ambulance,  parent if necessary.   * Engineering – use First Aid Kit and skills. Seek medical assistance from Staff at venue – accompany student to nearby Medical Centre or ring Ambulance. One Staff member to remain with ill / injured student. * Administration – assessment made of continued viability. Remaining staff members assume responsibility for other students– may affect student/teacher ratio. | Prior to departing BWSC  Prior to departing BWSC  As required | Teacher |
| * Evacuation of Venue eg. Fire | Low Likelihood.  Possible lost/ injured student.  Administration impact on entire group and timeframes.  Possible emotional distress. | * Administration - verbal instruction to students   about potential risks and safety measures   * Administration – decide on and show students the   site of a safe meeting point outside the venue   * Administration – mark roll, carry list of students’ mobile phone numbers and ring student. Ascertain their whereabouts and direct them to meeting point. * Administration – notify school of evacuation, Change of plans and any missing students. * Administration – assessment made on viability of continuing excursion. Keep school updated with situation and changed plans. * Engineering – co-operate with Emergency Services Personnel, keep students calm by giving them information. * Engineering - Check transport timetables, move students away from venue to another meeting point, near transport, mark rolls, return to school. | Prior to departing BWSC and at venue.  On arrival at venue.  On meeting up after evacuation.  As required | Teacher |
| * Student/s inappropriately approached by stranger | Low likelihood.  Psychological / physical harm to student | * Administration – verbal instruction to students about potential risks and safety measures. In particular students instructed to notify a teacher when leaving venue to go to toilet and on return. * Administration – students instructed to remain in pairs or groups at all times, particularly when going to toilets. Also to notify teacher immediately should a situation occur. * Administration – notification to school / police on advisement of principal * Isolation – students removed from area as   appropriate | Prior to departing BWSC and at venue. | Teacher  Teacher |
| * Adverse weather conditions eg. lightning strike | Low likelihood.  Possible serious injury / death. | * Administration - verbal instruction to students about potential risks and safety measures. | Prior to departing BWSC | Emily Harper |
| * Injury to staff member requiring medical attention | Low likelihood.  Student supervision ratio affected. Possible emotional distress. Possible administration impact on entire group, notification requirements & timeframes. | * Administration – notification to school. * Substitution – alternative staff member assume responsibility for students and organise medical care. * Administration – assessment made of continued viability * Isolation – students removed from area. | As required |  |
| * Student violates school discipline code to the extent that they endanger themselves or others | Low likelihood.  Physical harm to student or to other students. | * Administration / Elimination – students with a record of serious behaviour sanctions prevented from attending the excursion. * Administration – verbal instruction to students about expected behaviour. * Isolation – student separated from group under the supervision of a member of staff * Elimination – behaviour detrimental to the point that a single student or all students returned are to school | Prior to departing BWSC  Prior to departing BWSC  As required  As required | Teacher  DP Harvey |

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| **Risk Management Plan Approval** | |
| Excursion coordinator : ………Liesl Tesch.. Date: ……21/2/13  Principal : ……………………………………….………….. Date: ………………… | Consulted With : …………………………………………………………………………  Risk Management Plan communicated to : ……………………………………………... |

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| **Monitor and Review** | | | |
| * Were the controls effective? Yes / No * Were all those involved in the excursion aware   of the controls? Yes / No   * Were new hazards identified? Yes / No Details; | * What further actions are required for future excursions?   Signature ; ……………………………………….……  Review Date : ………………………………… | **Who** | **When** |