



Risk Assessment Management Plan - 2017

Title & Description of Activity: **Race Around Sydney** 300

Activity Date/s: 26 June 2017 Activity Location: Goat Island and Hyde Park Barracks

Emergency Contacts:


Contact	Name	Number
School (Office Hours 8:15am – 4:45pm)	John Starreveld	9487 0122
School (After Hours contact)	Police, Fire, Ambulance	04482009933
Emergency Services	St Vincent Hospital Darlinghurst	000 or 112 (mobile service)
Nearest Hospital	St Vincent Private Hospital	8382 1111
Venue	Goat Island Sydney Harbour National Park	1300072757
Activity Coordinator	Hyde Park Barracks Queens Square Macquarie Street Sydney	8239 2311
	Karen Yager /Sherry Bieeman /Sandy de Botton	0418625693/0422357625
		Dylan 0419 984 115

Names of all Staff attending: Approx 25 – 30 teachers from various schools for their own group of students with the addition of Sandy de Botton and Dylan Sherman who is the MC on-ground coordinator for the day.
* Indicates staff with current first aid qualifications.

Hazard Identification (Any other identified hazards not in the list below should be recorded)

Work Environment	Access	Task	Egress	Rescue
<input type="checkbox"/> Hot Weather	<input type="checkbox"/> Public Transport	<input type="checkbox"/> Manual Handling	<input checked="" type="checkbox"/> Buildings	<input type="checkbox"/> Remote Area
X Cold Weather	<input type="checkbox"/> Road conditions	<input type="checkbox"/> Dangerous Goods	<input checked="" type="checkbox"/> Vehicles	<input type="checkbox"/> Unfamiliar Resources
<input checked="" type="checkbox"/> Lightning/Storm	<input checked="" type="checkbox"/> School Bus	<input type="checkbox"/> Mobile Plant	<input checked="" type="checkbox"/> Outdoor Venue	<input type="checkbox"/> Communications
<input type="checkbox"/> Water Quality	<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Adventure Activities	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Fauna/Flora	<input checked="" type="checkbox"/> Walking	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

External Facilitators: Have met with NSW Child Protection requirements Yes Not applicable
External Volunteers: HR have a copy of signed volunteer agreement Yes Not applicable
Teacher Declaration: I am aware of the risks associated with this activity and agree to action the control measures:

Yes No Name: Karen Yager
 Signature:  Date: 6/6/17 2017

Deputy Headmaster Declaration: I am aware of, and accept, the risks associated with this activity:



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Yes No

Name: SCOTT JAMIES

Signature:

Date: 19/6/2017

The Headmaster Declaration is mandatory for all activities where the risks are greater than low and do not have standard controls.

Risk Assessment Management Plan

This form is to be prepared by the Activity Coordinator and submitted for authorization after Student Activity proposal has been approved.

Risk Assessment: Use the matrix to determine the residual risk level after all control measures are implemented. The 'risk level' is calculated before controls are implemented, the 'residual risk' is calculated after controls are implemented.

This section must contain information on:

- o Transport arrangements.
- o Arrangements for establishing and maintaining contact with participants and the School.
- o Attendance rolls.

The Activity Coordinator must consult student medical records; if appropriate, this must be reflected in the RAMP documentation.

Activity	Hazard Identification Type/Cause	Risk Level	Elimination or Control Measures	Who & When	Residual Risk
Teacher hazards	Physical/psychological stress. Incorrect staff to student ratio. Separation from group. 1 teacher per team of 8 students minimum, maximum 16 students	Medium	Ensure good health of staff before leaving. Ensure appropriate staff to student ratio for the activity prior to leaving. Established separation and communication procedures. These would include utilising mobile phones (list of numbers to teacher prior to leaving) and the designation of a number of key points in the area that students would head to in the case of separation.	Knox Staff and staff from other schools attending da Vinci	Low
Travel to/from location	BUS TRAVEL: egress; Accident; Ferry Walking	Medium	Appropriate qualified drivers/transport contractors Students supervised getting on and off bus. Road rules apply. Students to remain seated with seatbelts where available and not to distract the driver.	Knox Staff and staff from other schools attending da Vinci	Low
Environment	Environmental risk eg slippery surfaces when walking around area and or slippery roads when being transported to and from venue	Medium	Pre trip weather check with BOM. Students advised in letter to bring appropriate wet weather clothing. Specific activity plans to avoid environ risk. Access to shelter considered.	Knox Staff and staff from other schools attending da Vinci	Low
Entire event	Student conduct and/or interaction with other groups or individuals	Medium	Outline clearly that school rules apply as this is a formal activity excursion. All students advised as to	Knox Staff and staff	Low



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Excursion activities	Incident or Accident	Medium	<p>what is expected and the consequences of any poor behaviour which could lead to injury. Constantly reinforce expectations regarding conduct and behaviour and the planned itinerary each day.</p> <p>Staff with First Aid training and First aid kit readily available, including Qualified and experienced staff. Transportation to hospital if necessary. Teacher contact details and mobile phone available if necessary. Pastoral plan to deal with student stress and anxiety post event.</p>	<p>from other schools attending da Vinci</p> <p>Knox Staff/ camp instructors</p>	Low
Excursion activities	Medical issues	Medium	<p>Completed medical history forms to be signed by parent/guardian to be handed in prior to departure. A full list of all students' medical conditions is with all staff at all times. Mobile phones with access to teacher contact details or to call for ambulance if necessary.</p>	Knox Staff	Low
Staying at centre	Accident or illness	Medium	<p>Participants reminded to take care in unfamiliar environment and reminded of hygiene, hand washing, insect repellent, etc. First Aid kit and staff with first aid training. Mobile phones with access to Parent contact details or to call for ambulance if necessary.</p>	All	Medium
All outdoor activities	Sun burn etc	High	<p>Ensure that all students are advised that sunscreen is applied continually throughout the day. Students should be advised and allowed opportunity to rehydrate constantly.</p>	All	Low
Weather	Dangerous weather conditions Storm, rain, heat	Medium	<p>Monitor changes in the environmental conditions (weather and water) for their potential impact on student behaviour and safety. Activity cancelled if weather deemed a hazard. 20/20 rules to apply with lightning.</p>	All	Low
Other activities –	Injuries, accidents	Medium	<p>Participants reminded to take care in unfamiliar environment. Staff with First aid training. First aid kits carried. Phone contact to call for ambulance if necessary</p>	All	Low



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Activities at the venue	Accidents, slips, falls	Medium	Dylan Sherman has met with the venue staff prior to the actual event regarding activities. Students briefed to observe all identified hazards. Ensure students are wearing appropriate clothing and footwear for the terrain. Students participating in outdoor activities must be in possession of a hat and have access to sunscreen.	Knox Staff	Low
All Activities	Separation from group.	Medium	Correct staff/student ratio. Timely roll checks, group briefing on separation procedure specific to operational area and implementation of buddy system. This would mean that no one person is left by themselves at any point in time.	All	Low
Security Risk	Terrorism	Medium	Staff need to check Australian Government website for up to date warnings. In the event of, students and staff are required to assemble in a safe place and follow MCA evacuation procedures. Staff will be briefed prior to activity.	All Knox staff and visiting school staff	Low

A copy of this completed form must be placed on file with all other activity documentation