



# KNOX GRAMMAR SCHOOL

## Risk Assessment Management Plan - 2017

Title & Description of Activity: **National da Vinci Decathlon 2017** 300approx  
SA, WA, VIC, QLD, ACT and NSW

Activity Date/s: 24 - 27 June 2017 Activity Location: Great Hall, Boarding Knox and Abbotsleigh

**Emergency Contacts:**

Contact	Name	Number
School (Office Hours 8:15am - 4:45pm)		9487 0122
School (After Hours contact)	John Starreveld	04482009933
Emergency Services	Police, Fire, Ambulance	000 or 112 (mobile service)
Nearest Hospital	Hornsby / SAN	9477 9123 / 9482 2810
Venue	Great Hall	
Activity Coordinator	Karen Yager /Sherry Bieman /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
<input checked="" type="checkbox"/> Cold Weather	<input type="checkbox"/> Road conditions	<input type="checkbox"/> Dangerous Goods	<input type="checkbox"/> Vehicles	<input type="checkbox"/> Unfamiliar Resources
<input checked="" type="checkbox"/> Lightning/Storm	<input 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: *[Signature]* Date: 13/6/2017

**Deputy Headmaster Declaration:** I am aware of, and accept, the risks associated with this activity:  
 Yes  No Name: SCOTT JAMES Signature: *[Signature]* Date: 13/6/2017

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



# KNOX GRAMMAR SCHOOL

*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
Decathlon	Fire / Emergency evacuation	Medium	Teacher to announce location of exits and emergency meeting point before commencement of Session.	Knox staff	Low
Decathlon	Incident	Medium	Students briefed on expectations regarding behavior. Student will be supervised at all times. Students' teachers must remain at venue and supervise students during recess and lunch.	Knox staff Other teachers	Low
Decathlon	Transport: Buses arriving and leaving site	Medium	Having buses picking students up at Knox and dropping off in the city means that the students are not travelling on public transport during peak hours.	Knox staff Other teachers	Low
Decathlon	Visiting provider: ex-Knox students assist 3 days	Low	Relevant Child Protection forms completed	Knox staff	Low
Decathlon	Accident	Medium	Students are supervised by Knox teachers and their own teachers. Clear instructions provided and risk minimized. Hornsby Hospital is nominated as the nearest medical clinic.  Should an incident occur during a Decathlon the individual School's representatives will be directly responsible, in the first instance, for the welfare of that School's students. Knox Grammar School will provide all assistance as necessary to ensure the individual contestants and staff are adequately cared for. All visiting School representatives will need to ensure they carry with them, their students contact details for communication with parents should an incident occur.	Knox staff  Visiting school staff	Low



# KNOX GRAMMAR SCHOOL

Decathlon	Discipline	Low	Dealt with by team's teacher in first instance referred to coordinator if major incident. Students are gainfully employed for each session.	Visiting Staff plus Knox Staff	Low
Decathlon	Fire / Emergency Boarding Houses	Low	All boarding Houses are fitted with smoke and fire detectors. Resident Staff to give instructions for Boarding House evacuation procedures on arrival to Houses and all visiting staff briefed before arrival.	Knox staff	Low
Overnight accommodation	Supervision and care	Medium	Knox Grammar School will have Staff on duty for the duration of the National Decathlon; however, all visiting staff will also be required to assist with the overnight supervision of students. Schools will need to send a member of staff of the same gender as their team to assist with supervision in the Boarding Houses. At least one staff member from the visiting team must be present, and on duty, whilst any member of their team is in the Boarding House.	Visiting Staff plus Knox Staff	Low
Group Excursion: Bus, ferry and walking Rocks area	Traffic, slipping over, falling down stairs or in water on ferry.	Medium	Students briefed at school about moving around and crossing roads. Care to be taken when crossing road. Not pushing and shoving to the point of injury from falling over. Students instructed to keep left. Whilst on ferry to Goat students to be briefed by the captain of the ferry and the staff regarding life jackets and safety procedures.	Knox staff plus visiting staff	Low
Group Excursion	Excursion emergency	Medium	Decathlon staff will manage interactions between venue provider staff and students but all will follow provider staff in the case of an emergency. Students briefed to follow venue Staff instructions in the case of an emergency.	Knox staff plus visiting staff	Low