



KNOX GRAMMAR SCHOOL

Risk Assessment Management Plan - 2019

Title & Description of Activity: State da Vinci Decathlon 2019	# 1400 approx. each day students involved. 60 approx. teachers each day
Activity Date/s: 28/29/30 May 2019	Activity Location: Great Hall incl. Foyer, Portrait Thistle rooms and Squash Courts

Emergency Contacts:

Contact	Name	Number
School (Office Hours 8:15am – 4:45pm)	Chuck Ardron	0414 983 283
School (After Hours contact)	Phil O'Regan	0428 132 619
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	0418 625 693 / 0422 357 625

Names of all Staff attending: *K.Yager, *M.Bellharz, *E.Nield, *S.Singh, *B.Maltese, *L.Duff, *S.deBotton,
 * Indicates staff with current first aid qualifications.
 D.Sherman, M.Luthra, *S.Bieman, Presiding officers and related staff approx. 15

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

Work Environment	Access	Task	Egress	Rescue
<input checked="" type="checkbox"/> Hot Weather	<input checked="" 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 checked="" type="checkbox"/> Road conditions	<input type="checkbox"/> Dangerous Goods	<input checked="" type="checkbox"/> Vehicles	<input type="checkbox"/> Unfamiliar Resources
<input type="checkbox"/> Lightning/Storm	<input type="checkbox"/> School Bus	<input type="checkbox"/> Mobile Plant	<input type="checkbox"/> Outdoor Venue	<input type="checkbox"/> Communications
<input type="checkbox"/> Poor Ventilation	<input checked="" type="checkbox"/> Private vehicles	<input type="checkbox"/> Sport	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Water Quality	<input type="checkbox"/> Other	<input type="checkbox"/> Adventure Activities	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input type="checkbox"/> Fauna/Flora	<input 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:

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Name: Karen Yager	Signature:	Date: 31.5.2019
<input type="checkbox"/> Yes <input type="checkbox"/> No	Name: Phil O'Regan	Signature:	Date: 31.5.2019



.....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
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 behaviour. 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 Train	Medium	Pick up and drop off (external schools) Knox will have peer support leaders directing visiting schools to the Great Hall. Drop/Pick up times altered to not coincide with Knox School bell. No parking is available and advised schools to travel by public transport where possible. Schools using their own buses to advise Sherry via email blemans@knox.nsw.edu.au . At the end of the day a bus co-ordinator will advise when your bus has arrived at the bus zone on Woodville Ave at 3.30pm so that students can be escorted out of the Great Hall. All buses to have your school clearly labelled on the front of the bus.	Knox staff Other teachers	Low



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				Pacific Hwy no longer has any bus stops near the school.		
				Warrawee Train Station within 20-50m walk to school gates.		
Decathlon		Knox Staffing	Low	Relevant Child Protection forms completed	Knox staff	Low
Decathlon		Accident	Medium	<p>Students are supervised by Knox staff and their own teachers. Clear instructions provided and risk minimized. Hornsby Hospital is nominated as the nearest medical hospital, all minor injuries will be sent to the clinic, an extra nurse has been request for the 3 day event to cope with the numbers.</p> <p>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 and medical details for communication with parents should an incident occur.</p> <p>Emergency Meeting Point will be Knox 1 Oval. Please refer to the School Map.</p>	<p>Knox staff</p> <p>Visiting school staff</p>	Low
Decathlon		Discipline	Low	Dealt with by team's teacher in first instance referred to coordinator if major incident.	Visiting Staff plus Knox Staff	Low
Wet Weather		Recess / Lunch	Low	Should it be raining or poor conditions, students will remain in the great hall to have their recess and lunch.	Knox Staff and external supervising staff	Low
Illness / Food Allergies		Students own lunches Management of allergies/illness	Low	All visiting schools to be aware of their students allergies or illness and the appropriate action plan and forward prior to the event to the Decathlon organiser, which will be given to the Nurses on duty. Students will be providing their own lunches and not to be shared with other students. No delivery of food from external providers.	Visiting School, Knox staff	Low



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Catering	Staff catering by Sodexo	Low	Staff will be catered for by Sodexo, following catering guidelines and health regulations, served in the Portrait Thistle Room. No food is to be removed from this area including any hot liquids that do not have a lid placed firmly on top. All allergies have been noted during the registration process and items will be labelled.	Sodexo and Knox staff	Low
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A copy of this completed form must be placed on file with all other activity documentation