**RISK ASSESSMENT**

A risk assessment should be completed prior to each carnival, sport trials and Weekly PSSA Sport and a copy forwarded to the secretary.

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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Risk Management Plan** |
| *Name of school*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Name of principal*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Description and location of excursion*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Date(s) of excursion*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *Group/class*: \_\_\_\_\_\_\_\_\_\_\_\_\_ *Number in group/class*: \_\_\_\_\_\_\_\_\_*Name coordinator*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Contact number*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Activity** | **Hazard Identification**Type/Cause | **Risk Assessment**  | **Elimination or Control Measures** | **Who** | **When** |
| Walking to and from transport | Struck by vehicle on roadUneven footpath | 46 | * 2 teachers attending to supervise excursion
* Brief participants on rules and behaviour
* Remain on pedestrian pathways and use pedestrian crossings at all times
 | All | Prior to walkOn excursion |
| Coach transport to excursion venue/ Parent Transport | Boarding coachVehicle accidents | 65 | * Ensure vehicle operators hold appropriate licence(s) and insurance
* Check availability of seat belts
* Vehicle to be appropriate for needs of the group e.g. wheelchair access if required
* Enforce rules and monitor behaviour
* Ensure seatbelts are worn
 | Coordinator/ teacher”“Teachers | Prior to booking““On excursion |
| Playing Sport- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Injury to student | 5 | * Students have been briefed on the rules of the game
* Teacher enforces safe play practises when refereeing
* Teacher has CPR / Emergency Care
* First Aid kit and mobile phone carried by supervisor.
 |  | Prior to excursion and on excursion |
| Waiting for game | Injury to student | 6 | * All students to stay with group and wait with supervisors
* Students will not go unaccompanied to toilet or canteen
* Students informed of appropriate behaviour prior to departure
 |  | On excursion |
| Sun Safety- Wear hats | Sun Burn | 6 | * Students wear hats and shirts with sleeves and sunscreen while outdoors
 | All | On excursion |
| *Venue and safety information reviewed and attached* Yes/No*Plan prepared by*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Position*: Sport Coordinator *Date*: \_\_\_\_\_\_\_\_\_\_\_\_*Prepared in consultation with*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Communicated to*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs. |



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| **Risk Assessment Matrix** |
| ***How serious could the injury be?*** | ***How likely is it to be that serious*** |
| **V**ery**L**ikely | **Likely** | **U**nlikely | **V**ery**U**nlikely |
| 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 (as a guide only)****1** Extreme risk; action to rectify the hazard should commence immediately**2** High risk; action to rectify the hazard should occur within 48 hours**3** Medium risk, action to rectify hazard should occur within 7 days**4** Low risk; action to rectify hazard should occur within 14 days**5 & 6** Minimal risk, action to rectify hazard should occur within 21 days |

This Risk Assessment Matrix can be used determine the level of risk associated with each activity.