**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 road  Uneven 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 coach  Vehicle accidents | 6 5 | * 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.