

Risk Management Plan In School Visit by BEEC

Hazard / Risk	Hazard / Risk Identification	Risk	Elimination or Control Measures
Travel	Arrival / departure of vehicles Students moving around vehicles	3 5	Speed limits, parking and safety signs adhered to. School teachers to ensure no student access near moving vehicles
Equipment	Inappropriate use of equipment Faulty equipment Dangerous equipment eg: water/soil testing chemicals, solar oven Safe storage of equipment at recess and lunch	5 6 5 5	BEEC staff to provide clear instructions and demonstrations BEEC staff to assess equipment prior to use Always used in a controlled setting under strict guidance School to ensure safe storage / supervision of equipment
Environment	Safe movement to and from activities Adequate space to perform activities Exposure to extreme weather conditions – hot / cold Sun Safety	5 5 3 3	Instruction, supervision and appropriate teacher to student ratio Ensure school has provided a safe, user friendly space to conduct activities Weather assessment - program adjustment - postponement if necessary Slip, Slop, Slap
Supervision	Students losing contact with group Students behaving in an appropriate manner Recess and lunch supervision	5 5 4	School teachers to ensure all attending students are accounted for School teachers to remain in attendance during all activities BEEC staff do not supervise students during recess and lunch
Medication	Administering of medication / first aid Appropriate medication available Appropriate first aid available Students at risk ie; allergy, asthma, anaphylaxis, behavioural issues	5 5 6 3	Schools to provide necessary medication and trained staff to administer Ensure students have medication with them School to provide well equipped kits Notification on arrival of students with medication/behavioural issues – monitor throughout visit
	Schools are to provide all necessary medications and equipment, including; epi-pens and ventolin (preventers and relievers)		

Plan prepared by: Mark Edwards (Principal)
Prepared in consultation with: Steven Body (Teacher) and Shelley Brown (SAM)
Communicated to: Brewongle staff, casual teachers on arrival and to visiting teachers via the booking confirmation package prior to visit.
Teacher / Approved Adult to Student Ratio not to exceed 1:15
For more information: <https://detwww.det.nsw.edu.au/adminandmanage/ohands/index.htm>

Risk Matrix:

1 = Extreme
 2 = High
 3 = Medium
 4 = Low
 5 & 6 = Minimal

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Education & Communities

Monitor & Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an accident or a significant change occurs.