


Risk Management Plan

Day Visit to Brewongle EEC

Hazard / Risk	Hazard / Risk Identification	Risk	Elimination or Control Measures
Travel	Arrival / departure of vehicles Alighting on and off a large bus, mini bus or car Removal and/or storage of bags and equipment Movement of passengers to and from arrival / departure point	3 5 5 5	Speed limits, parking and safety signs displayed Vehicles must come to a complete stop, apply park brake before students/staff alight Driver and teachers to distribute all bags and equipment All passengers to remain within assembly point until instructed
Equipment	Inappropriate use of equipment Faulty equipment Dangerous equipment eg water/soil testing chemicals, solar oven	5 6 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
Environment	Trip / fall whilst on bush tracks Loss of contact with group during hike Bites / stings / allergic reactions from animals / plants Exposure to extreme weather conditions – hot / cold Extreme /Catastrophic Fire Danger Rating Sun Safety Immersion in water	3 5 3 3 1 3 4	Regular maintenance of tracks, instructions and supervision Appropriate teacher to student ratios First aid kits (epi-pens etc), two way radios, instructions and supervision Weather assessment - program adjustment - postponement if necessary All day visits will be postponed on Extreme/catastrophic FDR days Slip, Slop, Slap Instruction, supervision and appropriate teacher to student ratio
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	Visitors to provide necessary medication and trained staff to administer Ensure students bring medication with them Visiting school to provide well equipped kits, BEEC also have kits on site Notification on arrival of students with medication/behavioural issues – monitor throughout visit BEEC staff to sight epi-pen if required. BEEC has epi-pen on-site.
	All visiting schools are to provide all necessary medications and equipment, including; epi-pens and ventolin (preventers and relievers)		
Food / Catering	Food poisoning and / or contamination Injury from sharp object Allergic Reaction	5 5 5	Kitchen, equipment and food preparation to meet WH&S standards Clear guidelines and appropriate training of staff and visitors Dietary and medication requirements to be presented to BEEC prior to visit
Plan prepared by: Steven Body (Relieving Principal) Prepared in consultation with: Kate Kilgour (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
			
Monitor & Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an accident or a significant change occurs.			