

## EPOC RISK MANAGEMENT PLAN FORM

<b>DEPARTMENT:</b>	Department of Education Farrer Memorial Agricultural High School
<b>ACTIVITY TITLE/DETAILS:</b>	Agricultural Careers Expo Tamworth
<b>ACTIVITY DATE(S):</b>	Thursday 9 <sup>th</sup> of June 2016
<b>EXCURSION CATEGORY: (from Excursion Plan)</b>	Excursions undertaken within normal School hours – transport other than by foot (to a facility such as another school, museum or Art Gallery)

### RISK RATING CALCULATOR

CONSEQUENCES (C)	PROBABILITY (P)			
	(V)ery Likely	(P)ossible	(U)nlikely	(R)are
(D)eath	(H)igh	(H)igh	(S)ubstantial	(M)oderate
(H)ospital	(H)igh	(S)ubstantial	(M)oderate	(L)ow
(T)reatment	(S)ubstantial	(M)oderate	(L)ow	(L)ow
(F)irst Aid	(M)oderate	(L)ow	(L)ow	(L)ow

### RISK MANAGEMENT WORKSHEET

Please circle the SER category relevant to your excursion and complete the risk analysis

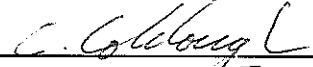
SER	ANALYSE, ASSESS & PRIORITISE RISKS					CONTROL THE RISKS			
	Hazard Type	Description	C	P	Risk Rating	Controls	New C	New P	Residual Risk Rating
1.	Bus Breakdown	During journey	T	R	L	Bus regularly serviced	F	R	L
2.	Bus Accident	During journey	D	R	L	Competent trained drivers	F	R	L
3.	Lost bus	During journey	D	R	L	Parked in the Bus Parking area	F	R	L
4.	Lost student	Whilst at venue	F	R	L	Many Teachers at the venue to assist. PA system in place if needed to be used. Students kept under supervision by teachers of the visiting school. Staff members from Farrer overall supervision of venue.	F	R	L
5.	Injury to student		F	R	L	No running in venue. Medical centre on hand to assist	F	R	L
6.	Wildlife (Snakes & Insects)	Envenomation – after disturbing wildlife		N/A			N/A		

		Minor - Insect, vegetation bites/stings		N/A			N/A		
7.	Environmental	Weather ie. Heat, cold, rain associated effects	F	R	L	Venue will be mostly held indoors and outdoor exhibitors brought into the indoor area if extreme weather conditions occur.	F	R	L
		Vegetation ie. Falling timber	N/A				N/A		
8.	Hygiene related	Inadequate ablutions / cooking implement hygiene	F	R	L	Extra toilets provided for the day.	F	R	L
9.	Gastro-intestinal	From ingestion of tainted foodstuffs or water	N/A			Trained cooks used for food preparation	N/A		
10.	Prescription medication	Failure to take or excess consumption	F			Teacher or guardian to make sure prescription medication if necessary is administered.	F	R	L
11.	Natural Disasters	Fire, flood, severe/electrical storms	N/A				N/A		
12.	Physical Training	Injuries/conditions from non equipment based PT	N/A				N/A		
13.	Psychological	Stress via separation from family, unusual environment, arduous conditions, responsibilities	N/A				N/A		
		Stress via victimisation	N/A				N/A		
14.	Activities	By day – navigation; movement & lessons;	F	R	L	Map provided on website of how to get to Farrer Memorial Agricultural High School. Use a GPS.	F	R	L
		By night – navigation; lantern stalk; movement & lessons;	N/A				N/A		

**Declarations:**

I certify that this Risk Management Plan has been developed specifically for the activity as detailed.

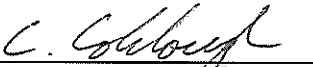
Printed Name: **Charles Colclough**

Signature:   
*Excursion Coordinator*

Date: 27/5/2016

I certify that I have checked this Risk Management Plan and that all control measures identified will be implemented for the activity.

Printed Name: **Charles Colclough**

Signature: 

Date: 27/5/2016

This Risk Management Plan is acceptable for the activity as detailed in the Application for Activity.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

*Supervising Teacher*

This Risk Management Plan is acceptable for the activity as detailed in the Application for Activity.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

*Principal*

**Please return this form to Mrs Nicole Thornton by 6<sup>th</sup> June 2016 at [nicole.thornton@det.nsw.edu.au](mailto:nicole.thornton@det.nsw.edu.au)**