

EXAMPLE ROBOCUPJUNIOR NSW RISK ASSESSMENT					
Name of School:		Group / Class:		Number in Group/Class:	
Name of Principal:		Name of Excursion Co-ordinator:			
Description and Location of Excursion: <a href="#">RoboCupJunior National Competition Scientia Building, UNSW Australia</a>		Contact number:			
Dates of Excursion: Dates: 17th and 18th September 2016 Time: 8:30am to 5:00pm on Saturday and Sunday		Accompanying staff, parents, caregivers, volunteers:			
Activity	Hazard Identification Type / Cause	Risk Assessment Choose either High, Medium or Low	Elimination or Control Measures		
			Specific elimination or control measures	Who	When
Getting separated from the group	<ul style="list-style-type: none"> <li>Student(s) getting lost.</li> <li>Getting into a dangerous situation.</li> <li>Unable to find way back to meeting place</li> </ul>	Low	1. Strict instructions about staying together are given if students are travelling together 2. Teachers to do a periodic head count or roll marking, especially on departure. 3. Students to be issued with the school mobile number, which the teacher in charge should bring on the excursion (alternatively, have mobile numbers of other students). 4. Issue a pre-arranged plan of meeting places and times in case of separation at all travel locations.	The supervising teachers	Prior to and at the end of the excursion.
Travel risks - Plane	<ul style="list-style-type: none"> <li>Unable to find group at the airport</li> <li>Getting lost at the Airport</li> <li>Abuse from other passengers</li> </ul>	Low	(a) Issue strict rules for plane travel before departure on the excursion. (b) Do not be late to the airport. Set the arrival time at designated meeting place at the airport no less than 90 minutes before plane departs. (c) Stay with the group unless given permission by the supervising teacher with an agreed meeting time and place. (d) Board the plane in an orderly manner without pushing or shoving. (e) Respect other passengers space and belongings. (f) No boisterous behaviour or crude language on the plane.	The supervising teachers	Prior to and at the end of the excursion.
Travel risks - Train	<ul style="list-style-type: none"> <li>Falling from platform or from train.</li> <li>Getting off at wrong station and getting lost.</li> <li>Abuse from other passengers</li> </ul>	Low	(a) Issue strict rules for Train travel before departure on the excursion. (b) Do not be late to the station. Set the arrival time at station 20 minutes before train departs. (c) Stay behind yellow line on station platform at all times. (d) Board the train in an orderly manner without pushing or shoving. (e) Students should board one carriage with the teacher, unless over-crowding makes this impossible. (f) Do not stand near train doors if at all possible. (g) Give up your seat to adult passengers. (h) No boisterous behaviour or crude language on the trains. (i) Students must be informed of which station they will be getting off the train.	The supervising teachers	Prior to and at the end of the excursion.

<b>Travel risks - Bus or Coach</b>	<ul style="list-style-type: none"> <li>• Bus accident resulting in injury to students.</li> <li>• Being thrown from seat by sudden swerve or stop resulting in injury to a student</li> <li>• Boarding coach</li> </ul>	Low	<ul style="list-style-type: none"> <li>(a) Ensure vehicle operators hold appropriate licence(s) and insurance.</li> <li>(b) Check availability of seat belts.</li> <li>(c) Vehicle to be appropriate for needs of the group e.g. wheelchair access if required</li> <li>(d) Board the bus/coach in an orderly manner without endangering other students.</li> <li>(e) Use seat belts where they are provided.</li> <li>(f) Students must be instructed to stay in their seats whilst the bus is in motion.</li> <li>(g) No boisterous behaviour or crude language to be accepted.</li> </ul>	The supervising teachers	Prior to and at the end of the excursion.
<b>Travel risks - Car Travel</b>	<ul style="list-style-type: none"> <li>• Car accident resulting in injury.</li> <li>• Inappropriate behaviour in a student's car endangering all passengers and driver.</li> </ul>	Low	<ul style="list-style-type: none"> <li>(a) All drivers must present their driver's licence and car registration papers (or photocopies) to the excursion organiser prior to the event.</li> <li>(b) <del>Written parental permission must be given for any</del></li> </ul>	The supervising teachers	Prior to and at the end of the excursion.
<b>Illness and/or Injury</b> <i>At least one accompanying teacher must have a current Emergency Care or First Aid Certificate, and be carrying a small First Aid Kit.</i>	<ul style="list-style-type: none"> <li>• Food poisoning causing nausea and/or diarrhoea.</li> <li>• Allergic reactions to food.</li> <li>• Students going into anaphylactic shock.</li> <li>• Minor injury through accident.</li> <li>• Major injury through accident.</li> </ul>	Low	<p><b>1. Food allergies or Food poisoning</b></p> <ul style="list-style-type: none"> <li>(a) Teachers should be aware of any student allergies from the Medical Consent form, and be prepared.</li> <li>(b) Students with severe allergic reactions should carry their own medication (e.g. anti-histamines or Epi-pen).</li> <li>(c) In cases of severe nausea and diarrhoea where the student can't leave the toilet facilities, one teacher should remain behind whilst the rest of the excursion continues. In some cases (e.g. only one teacher on the excursion) it may be necessary to call a parent to come and take the unwell student either home or for medical attention.</li> </ul> <p><b>2. Injury</b></p> <ul style="list-style-type: none"> <li>(a) Minor injuries can be attended by the teacher with First</li> </ul>	The supervising teachers	Throughout the excursion.
<b>Child Protection</b>	<ul style="list-style-type: none"> <li>• Physical, psychological, or sexual abuse by an adult or another student.</li> </ul>	Low	<ul style="list-style-type: none"> <li>1. All teachers and volunteers must have attended the relevant Child Protection training courses and hold a valid <u>Working with Children certificate</u>.</li> </ul>	The supervising teachers	Throughout the excursion.
<b>Diet and food during excursions including eating out at different venues</b>	Student allergies to certain food products	Low	<ul style="list-style-type: none"> <li>(a) Confirm appropriate food with parents/carers for student with allergies.</li> <li>(b) Liaise with venue managers about provision of appropriate food for students with food allergies in liaison with parents/carers.</li> <li>(c) Food brought by student should only be approved and provided by student's parent/carer.</li> </ul>	The supervising teachers	Throughout the excursion.
<b>Robotics Activities</b>	<ul style="list-style-type: none"> <li>• Physical injury from working with electronics equipment</li> </ul>	Low	Supervision of students to ensure safe processes and procedures are followed	The supervising teachers	Throughout the excursion.
<b>Year 1</b>	Student names are entered here		Student conditions are entered here		
<b>Year 2</b>	Student names are entered here		Student conditions are entered here		
<b>Year 3</b>	Student names are entered here		Student conditions are entered here		
<b>Year 4</b>	Student names are entered here		Student conditions are entered here		
<b>Year 5</b>	Student names are entered here		Student conditions are entered here		
<b>Year 6</b>	Student names are entered here		Student conditions are entered here		
<b>Year 7</b>	Student names are entered here		Student conditions are entered here		
<b>Year 8</b>	Student names are entered here		Student conditions are entered here		
<b>Year 9</b>	Student names are entered here		Student conditions are entered here		
<b>Year 10</b>	Student names are entered here		Student conditions are entered here		
<b>Year 11</b>	Student names are entered here		Student conditions are entered here		
<b>Year 12</b>	Student names are entered here		Student conditions are entered here		