

SAFETY Risk Assessment and Management Plan



Name of workplace: Vincentia High School

Workplace manager: Ruth Winfield

Activity, event or task: Coondoo Classic Set Up and Race Day

Date of activity: June 26/27 2025

Situation	Anticipate	Find out		Eliminate or control		Talk others	You
List the details of the activity, event or task	What could go wrong?	What current controls are in place?	Risk rating	What else can be done to control this risk?	Residual risk rating	Controls to be actioned by who?	When do you need to review the control?
Bus Travel	Bus Accident	<p>Students wear seat belts, exit points of bus notified, emergency contact plan – personnel</p> <p>Ensure students wear seatbelts and follow bus driver and teacher instructions for behaviour on the bus.</p> <p>Ensure vehicle operators hold appropriate licence(s) and insurance</p> <p>Enforce rules and monitor behaviour</p> <p>Ensure students are to be allocated their seat by teachers</p> <p>Brief participants on rules and behaviour</p>	6	Bus driver takes rest during duration of trip, log book filled out correctly.	6	All Staff	During the Duration of the trip
Evacuation	Bushfire / Flooding	Staff to conduct briefing on emergency evacuation procedures and have plan in place on display.	6	Direct visiting staff and parent to evacuation map	6	Event organisers	During the event.

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MTB Riding	Equipment failure	Facilities and equipment inspected prior to use Major repairs are carried out by contracted commercial provider- students take bike to bike shop for fixing if required, Equipment meets Australian standards for the activity	Low	Briefing on mountain bike requirements - show the different parts of the bike and essential safety requirements. Apply an ABCD bike check prior to ride.	5	Contracted provider Program staff	Prior to excursion. Routinely and as required Prior to and during the activity
MTB Riding	Fall/Collision/ Get Lost In Bush/ Become Physically Exhausted	Students undertake briefing outlining activity safety procedures Students taught appropriate techniques and given physical demonstrations Students participate in a pre-activity riding assessment Participants wear PPE – helmets and gloves where local conditions require Road rules explained and reinforced when using public roads	Low	While on roads participants ride according to road safety regulations.e.g left hand side On dirt roads, ensure participants give each other enough space and not bunch up. Do not ride through mud puddles, water or soft sand to avoid obvious falls Ensure participants know how to brake while descending hills Participants ride within their abilities	5	Program staff	Prior to excursion. Routinely and as required Prior to and during the activity
	Fall/Collision/ Get Lost In			Regular re grouping to drink water			

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MTB Riding	Bush/ Become Physically Exhausted (cont)	<p>Participants stay with designated staff during training day - must be accompanied by an adult at all times and follow map instructions.</p> <p>Visiting schools must have an adult ride with their school on track during orientation of course.</p> <p>All volunteers and public members on the course must not cross the track where students are visible to ride on track. Further if they near a part of the course where there is a jump, large tree in order to take photos they are not to be in the way of the competitors at any time.</p>		<p>and to do a head count. At cross roads to avoid participants taking wrong turns.</p> <p>Instructor at the front or responsible, mature rider with clear instructions and a teacher at the back with first aid and repair kit, any extra supervisors in the bunch.</p> <p>Instructor and teacher remain vigilant of weak or tired riders - stop and allow time to recover and/or adjust ride distance. Give first aid if needed or in extreme cases call the school for a emergency vehicle.</p> <p>First aid kits available at administration tent and visiting schools need trained first aid teacher in attendance.</p>			
MTB Riding	Dehydration, sun stroke, sunburn, hypothermia	Ensure students are prepared with water, sunscreen and food.		Low		Pre meeting before excursion to outline requirements.	6 Program staff Prior to excursion.

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		Ensure students appropriately dressed for conditions		<p>Ensure that students have a full water bottle and applied sunscreen Sun screen and extra water available</p> <p>Ensure debrief and regular breaks are done in a shaded area and encourage drinking</p> <p>Wear appropriate clothing for the expected weather conditions Check weather forecast prior to leaving</p>			Routinely and as required Prior to and during the activity
MTB Riding	Snake bites	Instruct Students to not approach snake, they are to turn around and ride back to main track or alternatively wait for the snake to leave track.	Low	All staff have knowledge of emergency care and first aid procedures.	6	Program Staff	<p>Prior to excursion.</p> <p>Routinely and as required</p> <p>Prior to and during the activity</p>
Young Adults	Students with health risks	Check participants medical history					

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- medical conditions (anaphylaxis, asthma, epilepsy, diabetes, allergies, food intolerance)		prior to ride, making sure correct first aid is with them and or with the instructor. Permission notes filled in correctly	Low / Medium	All permission notes are checked for notified medical conditions and on site for teachers to access. Trained staff to identify, treat and monitor victims of medical conditions. Phone for medical assistance where necessary	5	Program Staff	Prior to excursion. Routinely and as required Prior to and during the activities

Relevant information attached: Yes ☐ No ☐

You should report, monitor and review:

Prepared by: Position: Plan review date:

Sign off Authority: Position: Contact no.: Signature:

Prepared in consultation with:

Name	Signature	Date

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Communicate to - *List all staff, communicate in all staff meeting, sign off OR attach agenda and attendance sign on sheet*

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Sign-off authority - *Based on highest residual risk*

	Acceptability	Sign-Off Authority	
		Schools	Corporate
1	Unacceptable	Principal to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Director Educational Leadership for review Health and Safety Directorate for review, and Legal as required. 	Executive Director or delegate to talk to staff about reducing the risk and contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
2	Undesirable	Principal to sign off. Contact <ul style="list-style-type: none"> Health and Safety Directorate for review Legal as required. 	Executive Director or delegate to sign off. Contact: <ul style="list-style-type: none"> Health and Safety Directorate for review, and Legal as required.
3 & 4	Tolerable	School Principal or delegate	Senior Manager or Director
5 & 6	Acceptable	School Principal or delegate	Immediate Supervisor or Workplace Manager

Risk rating matrix

Consequence criteria	Likelihood criteria <i>Hazard is expected to occur</i>			
	Very Likely	Likely	Unlikely	Very unlikely
Extreme	1	1	2	3
High	1	2	3	4
Medium	2	3	4	5
Low	3	5	5	6

Likelihood criteria

Qualitative criteria	Description
Hazard is:	
Very likely	Will probably occur in most circumstances
Likely	Might occur occasionally
Unlikely	Could happen at some time
Very Unlikely	May happen only in exceptional circumstances

Consequence criteria

Category	Impact
Extreme	Death or permanent injury
High	Long Term illness
Medium	Medical attention and several days off
Low	First aid needed