



Support Material

Risk Assessment Plan for Coffs Coast Career Connections Thursday 28th May 2026

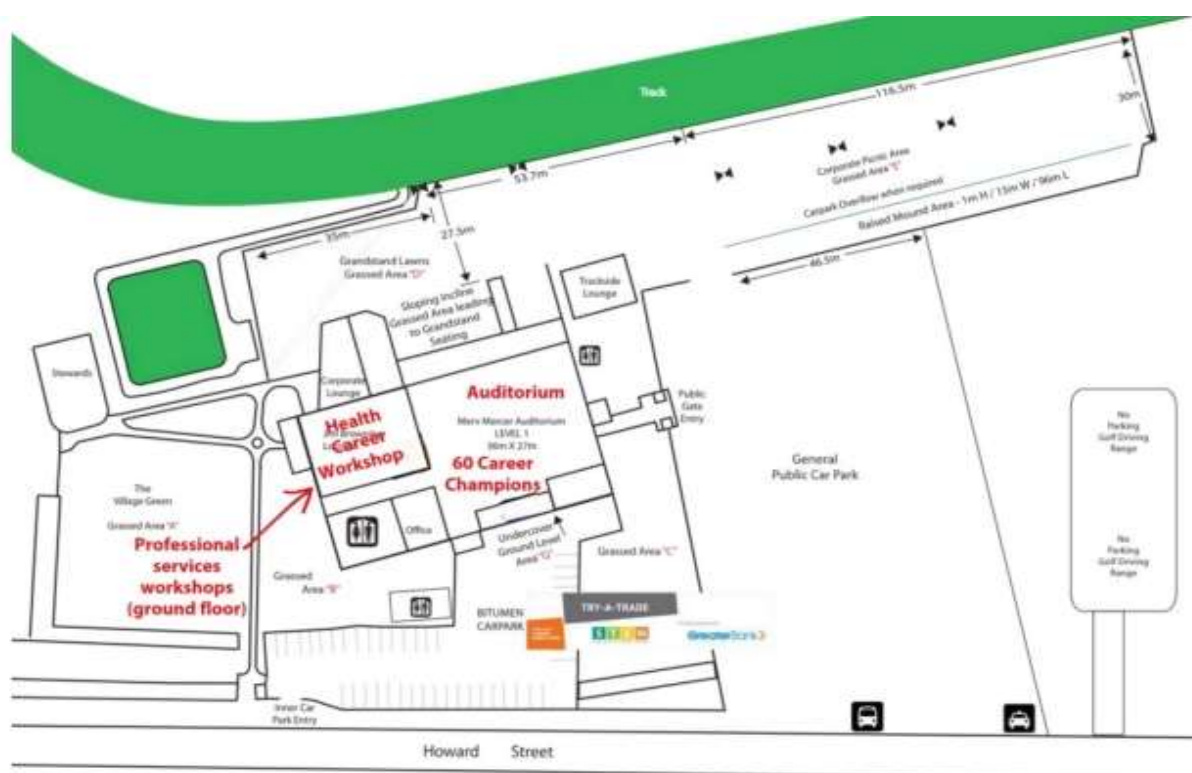
This information is provided for the use of schools and teachers and may assist with the preparation of your risk assessment which covers the attendance of an individual or groups of students at Coffs Coast Career Connections on Thursday 28th May 2026 (CCCC26).

This document can be used to assist you in your Risk Assessment which will be needed to be completed by individual schools.

This event is available as a school excursion and should reflect the relevant school policies and procedures to ensure duty of care is maintained by the supervising teachers.

Venue

CCCC24 is conducted at the Coffs Harbour Racing Club, located in Howard Street. Activities will occur within a confined identified area within the main building, undercover area and car park of the Racing Club. The event is designed for students to walk freely throughout the venue and vehicles have been excluded from the confined area other than those that are stationary exhibits. The venue and its location is described in the attached site map.



Risk Assessment

RISK EVENT	POSSIBLE REASON	SEVERITY	LIKELIHOOD	RISK LEVEL	RISK REDUCTION ACTION (ELIMINATION OR CONTROL MEASURES)	CONTINGENCY PLAN (JUST IN CASE IT HAPPENS)	WARNING SIGN
Travel to Mid Coast Careers Market Students do not arrive at expected time	<ul style="list-style-type: none"> Transport delays Transport accident 				THIS TO BE INCLUDED IN RISK ASSESSMENT PREPARED BY INDIVIDUAL SCHOOLS		
Student involved in traffic accident	<ul style="list-style-type: none"> Struck by vehicle on road Involved in vehicular accident 	Maj Maj	U U	Med Med	<ul style="list-style-type: none"> Brief participants on rules & behaviour Always remain on pedestrian pathways & use pedestrian crossings Wherever possible ensure bus parks where students do not have to walk across roads 	<ul style="list-style-type: none"> Depending on the extent of the injury or accident, treat the injury using first aid kit. There is also a first aid kit available at the Port Macquarie Race Club Office. transport to medical practitioner if necessary contact 000 if needed contact emergency contact number for student & inform parents / guardian 	<ul style="list-style-type: none"> Unruly behaviour Pushing Crowding Running from bus Erratic and unsafe driving
Unsafe movement of vehicle traffic	<ul style="list-style-type: none"> Exhibitors, staff, volunteers & visitors Bump in – Bump Out Arrivals and Departures 	Mod	P	Med	<ul style="list-style-type: none"> Vehicles entering the venue to follow venue directions and signage 	<ul style="list-style-type: none"> Ensure no pedestrians are in vicinity of vehicles. Advise driver of vehicle to stop and redirect them away from people 	<ul style="list-style-type: none"> Vehicles accessing areas outside of set times and areas
Unacceptable behaviour	<ul style="list-style-type: none"> Student engages in: Abuse of illegal or illicit substance (drug / alcohol) Violent and aggressive or inappropriate behaviour 	Mod	P	Med	<ul style="list-style-type: none"> Expected behaviour, rules and regulations outlined in written briefing notes for parents and students On arrival induction / information briefing session reinforces expected behaviour Any substances sighted immediately confiscated 	<ul style="list-style-type: none"> School policies and procedures followed Emergency procedures followed Student dismissed from activity 	<ul style="list-style-type: none"> Absenteeism Unexplained sleepiness or hyperactivity Argumentative behaviour
Student is injured during activity	<ul style="list-style-type: none"> While carrying out activity students is injured 	Min	U	Low	<ul style="list-style-type: none"> Brief induction given at start of each activity outlining evacuation procedure Utilise activities which are tried and tested for risk minimisation Assess and evaluate all stages of activities in terms of potential risk and risk reduction. 	<ul style="list-style-type: none"> Treat injury using First Aid Kit A First Aid Kit is also available at the Port Macquarie Race Club Office for use by your 	<ul style="list-style-type: none"> Student unrest and unruly behaviour

					<ul style="list-style-type: none"> • Make modifications as appropriate • Employ trained staff 	nominated First Aid Officer for your excursion. <ul style="list-style-type: none"> • Mobile phones as identified by your school • Medical personnel advised • Emergency procedures followed 	
Activity instructor does not attend session	<ul style="list-style-type: none"> • Illness • Traffic Accident or Delay • Forgetfulness 	P P U	Mod Maj *	Med Med	<ul style="list-style-type: none"> • Plan for instructor to arrive 20 minutes before commencement of activity • Ensure one person has knowledge of the conduct of all activities • Prepare planning documents which outline the objective, materials, method and evaluation of each activity • Prepare contact details of all instructors and hold in central location • If no replacement instructor is found the activity does not commence 	<ul style="list-style-type: none"> • Replacement instructor leads activity • Employ one floating worker to assist • Prepare list of instructors on call. 	<ul style="list-style-type: none"> • Instructor has not arrived 10 minutes before commencement of activity
Missing student	<ul style="list-style-type: none"> • Abducted • Absconds • Lost 	U U P	Maj Min Min	Med Low Low	<ul style="list-style-type: none"> • Explain rules, regulations and responsibilities regarding staying within designated areas, requesting leave to attend facilities • Conduct regular head count (up to eight in a day) • Roll call for bus. 	<ul style="list-style-type: none"> • Follow school's own policy and procedures. 	<ul style="list-style-type: none"> • Student misbehaving, not interested in activities, withdrawn • Unknown person (people) in area
COVID Management	<ul style="list-style-type: none"> • Attendee has COVID 	P	Med	Med	<ul style="list-style-type: none"> • Individuals that should be isolating or have symptoms should not attend event • Regular sanitising of touchpoints • Hand sanitising stations available around venue 	<ul style="list-style-type: none"> • Follow school's own COVID safe policy • Follow venue's COVID safe policy 	<ul style="list-style-type: none"> • Individual displays symptoms of COVID

Risk Assessment Matrix

Consequence	Likelihood				
	Unlikely	Possible	Likely	Almost Certain	
	Catastrophic <i>E.g. Kill or Permanently Maim</i>	MEDIUM	HIGH	EXTREME	EXTREME
	Major <i>E.g. Long term Injury or Illness</i>	MEDIUM	MEDIUM	HIGH	EXTREME
	Moderate <i>E.g. Medical Attention with several days off work</i>	LOW	MEDIUM	MEDIUM	HIGH
	Minor <i>E.g., First Aid Needed</i>	LOW	LOW	MEDIUM	MEDIUM