



## Support Material Risk Assessment Plan for Mid Coast Careers Market

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 individual or groups of students at the Mid Coast Careers Market.

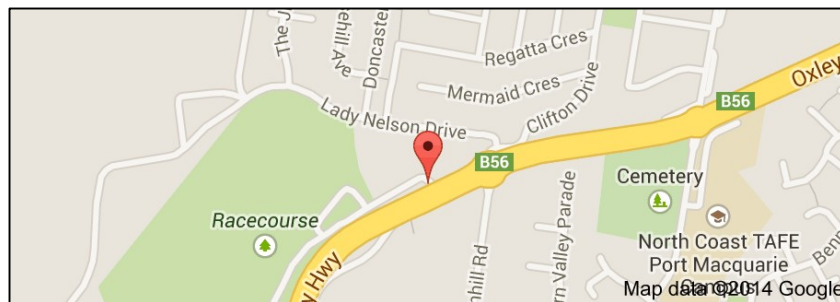
**This document is only to be used to assist you in your Risk Assessment which will need to be completed by individual schools.**

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.

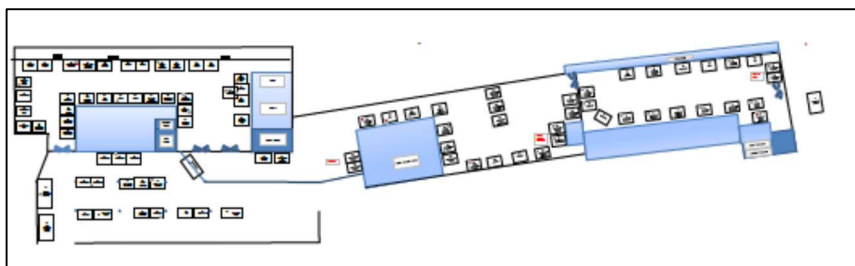
### Venue

The Mid Coast Careers Market is conducted at the Port Macquarie Race Club, located on the Oxley Highway 3km from the Port Macquarie town centre. Activities will occur in designated areas including the two pavilions and undercover area of the venue.

Should any vehicle need to use the designated roadway within Race Club precinct, their speed will be limited to a 10Kmph speed limit.



Port Macquarie Race Club  
283 Oxley Highway, Port Macquarie NSW 2444



Layout of the Mid Coast Careers Market

## 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<br>Students do not arrive at expected time | <ul style="list-style-type: none"> <li>Transport delays</li> <li>Transport accident</li> </ul>  |                |            |                | THIS TO BE INCLUDED IN RISK ASSESSMENT PREPARED BY INDIVIDUAL SCHOOLS  |   |   |
| Student involved in traffic accident  | <ul style="list-style-type: none"> <li>Struck by vehicle on road</li> <li>Involved in vehicular accident</li> </ul>   | Maj<br><br>Maj | U<br><br>U | Med<br><br>Med | <ul style="list-style-type: none"> <li>Brief participants on rules &amp; behaviour</li> <li>Always remain on pedestrian pathways &amp; use pedestrian crossings</li> <li>Wherever possible ensure bus parks where students do not have to walk across roads</li> </ul>                                     | <ul style="list-style-type: none"> <li>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.</li> <li>transport to medical practitioner if necessary</li> <li>contact 000 if needed</li> <li>contact emergency contact number for student &amp; inform parents / guardian</li> </ul> | <ul style="list-style-type: none"> <li>Unruly behaviour</li> <li>Pushing</li> <li>Crowding</li> <li>Running from bus</li> <li>Erratic and unsafe driving</li> </ul> |
| Unsafe movement of vehicle traffic  | <ul style="list-style-type: none"> <li>Exhibitors, staff, volunteers &amp; visitors</li> <li>Bump in – Bump Out</li> <li>Arrivals and Departures</li> </ul>                             | Mod            | P          | Med            | <ul style="list-style-type: none"> <li>Vehicles entering the venue to follow venue directions and signage, no vehicle access from 8:15am to 4:00pm or when visitors are in attendance on the day of the Careers Market. Restricted access at other times.</li> </ul>                                       | <ul style="list-style-type: none"> <li>Ensure no pedestrians are in vicinity of vehicles.</li> <li>Advise driver of vehicle to stop and redirect them away from people</li> </ul>   | <ul style="list-style-type: none"> <li>Vehicles accessing areas outside of set times and areas</li> </ul>   |
| Unacceptable behaviour  | <ul style="list-style-type: none"> <li>Student engages in: Abuse of illegal or illicit substance (drug / alcohol)</li> <li>Violent and aggressive or inappropriate behaviour</li> </ul> | Mod            | P          | Med            | <ul style="list-style-type: none"> <li>Expected behaviour, rules and regulations outlined in written briefing notes for parents and students</li> <li>On arrival induction / information briefing session reinforces expected behaviour</li> <li>Any substances sighted immediately confiscated</li> </ul> | <ul style="list-style-type: none"> <li>School policies and procedures followed</li> <li>Emergency procedures followed</li> <li>Student dismissed from activity</li> </ul>   | <ul style="list-style-type: none"> <li>Absenteeism</li> <li>Unexplained sleepiness or hyperactivity</li> <li>Argumentative behaviour</li> </ul>                     |
| Student is injured during activity  | <ul style="list-style-type: none"> <li>While carrying out activity students is injured</li> </ul>   | Min            | U          | Low            | <ul style="list-style-type: none"> <li>Brief induction given at start of each activity outlining evacuation procedure</li> <li>Utilise activities which are tried and tested for risk minimisation</li> </ul>  | <ul style="list-style-type: none"> <li>Treat injury using First Aid Kit</li> <li>A First Aid Kit is also available at the Port Macquarie Race Club Office for use by your</li> </ul>  | <ul style="list-style-type: none"> <li>Student unrest and unruly behaviour</li> </ul>   |

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

## Risk Assessment Matrix

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