

Name of school: **Vincentia High School**

Name of principal: **Ruth Winfield**

Description and location of excursion:

Coondoo South Coast MTB Event

South Nowra

Date(s) of excursion: Wed Jun 15 Thu

June 16

Group/class: South Coast Event

200-250 students

Number in group/class:

Name of excursion coordinator: Peter Raftery

Contact number: 44416766

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Pre planning	Covid-19 Marshall	1	One staff member per excursion will be identified at the Covid-19 marshall and will ensure the following document is understood and executed by all attending staff and students NB Due to DoE guidelines no parents or community members will accompany excursions	Organiser	Prior to event
	Local Transmission	2	Using the following link ensuring you have an understanding of local transmissions within the area https://www.health.nsw.gov.au/Infectious/covid-19/Pages/case-locations-and-alerts.aspx If local transmission is present or at a heightened risk those areas will be excluded from all excursions	Organiser	Prior to event
	Unwell student/teacher	1	Parents/carers to call the school in the morning if their student is unwell and will not be attending the day. This will be on the permission note	Organiser	Prior to event
	Developing symptoms during event	1	Student will be placed in an isolated area supervised by a teacher Phone call to supervising teacher for students to be collected by parents or In extreme circumstances, student will be collected by staff member in a school bus with student physically distanced from staff member All activities will be limited to 1 year group where possible	Organiser	Prior to event

	Mixing of cohorts Contact detail of students in case of emergencies	1 1	If cross cohort activities need to occur students will be separated where possible e.g. grouping, downtime, travelling, cabins/tents etc Students will be constantly reminded to socially distance A list of students attending with full contact details is required to be printed and taken by the organiser of the event. All student data is also available via Sentral and all staff are expected to take communication devices that can access this information	Organiser/supervising teachers Organiser	Prior to event Prior to event
Assembling at school After event student collection	Personal hygiene Physical distancing- parents/carers Gathering in large group	1 1 1	Infection control methods: All students to be provided with access to sanitiser and reminded to use Reminder to use good personal hygiene control(washing hands, disposing of sanitary products correctly) No students to share water bottles or other personal belongings Parents/carers are to socially distance when collecting students after event Limited large group gatherings. Parents/Carers to socially distance All supervising staff to be physical distanced	All attending personal All attending personal All attending personal	During event During event During event
Transport to/from venue	Personal hygiene	1	Infection control methods (washing hands, sanitising) No students to share water bottles or other personal belongings	All attending personal	During event

	Bus	1	Bus company to clean down the bus per their Covid-19 routine Students are reminded to take all personal belongings off the bus if used	All attending personal	During event
	Masks	1	Students are allowed to wear masks to/from and during their excursion. No masks will be provided		During event
At venue (home base)	Personal hygiene	1	Infection control methods (washing hands, sanitising) Throughout the day students will be reminded to apply hand sanitiser and wash their hands No students to share water bottles or other personal belongings	All attending personal	During event
	Physical distancing- public	1	Students are to physically distance from anyone that is not part of the cohort All staff are to physically distance at all times	All attending personal	During event
	Gathering in large group	1	Students will be provided an area with their friends to place their belongings and access throughout the excursion. All belongings must remain inside students bags and the area to be kept tidy		During event
At venue moving around	Personal hygiene	1	Infection control methods (washing hands, sanitising) Throughout the day students will be reminded to apply hand santiser and wash their hands No students to share water bottles or other personal belongings	All attending personal	During event
	Physical distancing- public	1	Students are to physically distance from anyone that is not part of the cohort All staff are to physically distance at all times	All attending personal	During event
	Locations Covid-19 restrictions	1	All students and staff to follow Covid-19 restrictions at the venue	All attending personal	During event
	Use of public restrooms	1	Students must comply with the signage Students are not to access restrooms in groups Teacher supervision in these locations during busy periods		During event
At venue eating	Personal hygiene	1	Infection control methods (washing hands, sanitising) Throughout the day students will be reminded to apply hand santiser and wash their hands. Prior to and after consuming food	All attending personal	During event

	Physical distancing- public	1	No students to share water bottles or other personal belongings Students are to physically distance from anyone that is not part of the cohort All staff are to physically distance at all times	All attending personal All attending personal	During event
	Gathering in large group	1	Students will be provided an area with their friends to place their belongings and access throughout the excursion. All belongings must remain inside students bags and the area to be kept tidy	All attending personal	During event
	Sharing food	1	All students are to bring or buy their own separate meal. No communal cooking or sharing of food is to occur. If packaged in individual serving sizes you may provide a peer with that food.	All attending personal All attending personal	During event
	Food stalls	1	Students must comply with the venues signage in these locations		During event
	Use of public restrooms	1	Socially distance at these locations. Follow signage		During event
At venue (staying over)	Personal hygiene	1	Infection control methods (washing hands, sanitising) Throughout the day students will be reminded to apply hand santiser and wash their hands	All attending personal All attending personal	During event
	Physical distancing- public	1	Students are to physically distance from anyone that is not part of the cohort All staff are to physically distance at all times	All attending personal	During event
	Gathering in large group	1	Students will be provided an area with their friends to place their belongings and access throughout the excursion. All belongings must remain inside students bags and the area to be kept tidy	All attending personal All attending personal	During event

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*Venue and safety information reviewed and attached: **Yes / No***
*Plan prepared by: **Peter Raftery** Date: **1/06/2021***
*Prepared in consultation with: **Ruth Winfield + Renee Gilbert***

Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.



Risk Assessment Matrix				
<i>How serious could the injury be?</i>	<i>How likely is it to be that serious</i>			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed	Likelihood – is an estimate of how probable it is for the hazard to cause harm.			
Legend				
Extreme risk; deal with the hazard immediately				
Moderate risk; deal with the hazard as soon possible				
Low risk; deal with the hazard when able.				