

Activity	Potential Hazards	Severity	Likelihood	Controls	Responsibility
1. On/Off buses at PLEEC and various other stops	i) Trips and Falls	3	4	* Control and assistance by visiting teachers/support staff in movement to and from buses.	Visit Staff
2. Use of toilet facilities across the Regatta road	i) Traffic (pedestrian accident)	1	5	* Visiting teachers lead students in using the provided footpaths when accessing toilet facilities and crossing the Regatta road.	Visit Staff
3. Gate E Drop Off/Pick Up	i) Traffic (pedestrian accident)	1	5	* If Gate E is used as pick up/drop off point the bus MUST stay at the gate E side of the road so NO students need to cross the road at any point. * This applies to other stops too, such as Castlereagh Community Hall, Cranebrook Wetlands and 'BioRetention Basin'. The bus MUST ALWAYS park on the activities side of the road whereby NO students need to cross the road at any point.	PLEEC Staff
4. Recess/Lunch/other activities within SIRC and surrounding areas	i) Bites and stings (e.g. bees) Mild to severe reactions (Anaphylaxis - please see final row)	1 to 5	5	* Students to stay within designated areas during recess/lunch. (NB: If a snake is observed PLEEC staff to move the group away from the area and contact the SIRC manager who will collect the snake or call a specialist). * Staff and students to wear enclosed footwear, long pants and long sleeve shirts.	PLEEC Staff
				Visit Staff	
5. Bus around the SIRC/ Penrith Lakes Scheme	i) Students out of seats (falls)	3	4	* Strict application of seating rules /seat belt use.	Visit Staff
	ii) Traffic on roads (accident)	2	4	* Visiting teachers/responsible adults on the bus and use of a professional driver.	Visit Staff
6. Walking around SIRC	i) Uneven ground (trips and falls)	3	5	* PLEEC staff lead the use of footpaths/designated walking tracks. First Aid Kit to be carried by PLEEC Staff. * Appropriate/fully enclosed footwear worn by visiting students and staff. * Students are instructed to walk not run.	PLEEC Staff Visit Staff
	ii) Sunburn	3	4	* Hats, long sleeve shirts and sunblock.	Visit Staff
	iii) Dehydration/Sunstroke	3	4	* Frequent water breaks and shade during hot days.	All Staff
7. Dip-net at ponds/lakes	i) Slippery edges (falls)	3	4	* 1:15 supervision ratio of students. * Safety briefing and restriction of students to safer and less slippery edges.	PLEEC Staff

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7. Dip-net at ponds/lakes cont...				* Sturdy and good grip outdoor footwear worn by visiting students and staff.	Visit Staff
	ii) Children and water attraction (drowning)	1	6	* Restrict students to safer, shallow areas and edges. * Safety briefing and movement rules within designated dip-netting area only. * 1:15 supervision ratio of students.	PLEEC Staff
	iii) Ingestion of cyanobacteria (blue-green algae)	3	4	* Instruct all students to not eat/put hands in mouth until they have washed their hands with soap. * Instruct all students to not touch any algae. * If a blue green algae alert has been received from the (SIRC) mangement, no dip netting/water activities will be conducted.	All Staff
8. Crossing of SIRC roads and cycleways	i) Traffic (pedestrian accident)	1	5	* PLEEC Staff lead the group using the provided footpaths and cross at appropriate locations assisted by visiting teachers.	All Staff
9. Programs at the Detention Basin	i) Student/teacher needing to be urgently transported back to the Centre e.g.sprains,muscle strains	2 to 4	3	* PLEEC staff if possible, will have a vehicle available at the detention basin in the event a student or staff member needs to be returned to the Centre urgently.	PLEEC Staff
10. Water testing at ponds/lakes	i) Slippery edges (falls)	3	4	* 1:15 supervision ratio of students. * Safety briefing and restriction of students to safer and less slippery edges when conducting the water testing.	PLEEC Staff
				* Sturdy and good grip outdoor footwear worn by visiting students and staff.	Visit Staff
11. Activity on pathway at Waterside Housing Development	i) Safety near water	3	5	* Restriction of activity to boardwalks / pathways and flat areas for water tesing and/or dip netting within a designated area. * Close supervision of students	All Staff
12. All day/half day excursions to PLEEC	i) Dangerous weather conditions e.g flood	1	6	* Monitoring of weather/severe storm warnings and rescheduling of excursions in severe weather conditions. * Emergency evacuation procedures followed in conjunction to SIRC.	PLEEC Staff

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13. Outdoor environments and various allergens (plants and animals)	i) Anaphylaxis / severe asthma attack	1	4	* First Aid Kit equipped with an EPI Pen and Asthma Puffer * All PLEEC Staff trained in Anaphylaxis and First Aid. * All PLEEC Staff to carry a mobile phone in case of any emergencies.	PLEEC Staff
				* Visit Staff to identify any students at risk of anaphylaxis/ severe asthma and to fill in the visitor information form previously sent to staff and to bring trained staff, a school EPI pen, asthma puffer/s and First Aid Kit.	Visit Staff
<p>Plan prepared by: Branimir Lazendic (Principal) Prepared in consultation with: Laura Greer (Teacher) and Amie Marks (SAM) Communicated to: Penrith Lakes staff, casual teachers on arrival and to visiting teachers via the booking confirmation package prior to visit. Teacher / Approved Adult to Student Ratio not to exceed 1:15 For more information: https://detwww.det.nsw.edu.au/adminandmanage/ohands/index.htm</p>				<p>Risk Matrix: 1 = Extreme 2 = High 3 = Medium 4 = Low 5 & 6 = Minimal</p>	 <p>Education Public Schools 2018-9</p>