

EXAMPLE ROBOCUPJUNIOR NSW RISK ASSESSMENT

Name of School:		Group / Class:	Number in Group/Class:		
Name of Principal:		Name of Excursion Co-ordinator:			
Description and Location of Excursion: RoboCupJunior NSW State Competition Scientia Building, UNSW Australia		Contact number:			
Dates of Excursion: Dates: 26th and 27th August 2016 Time: 8:30am to 5:00pm on Friday and 8:30am to 4:00pm on Saturday		Accompanying staff, parents, caregivers, volunteers:			
Activity	Hazard Identification Type / Cause	Risk Assessment Choose either High, Medium or Low	Elimination or Control Measures		
			Specific elimination or control measures	Who	When
Getting separated from the group	<ul style="list-style-type: none"> • Student(s) getting lost. • Getting into a dangerous situation. • Unable to find way back to meeting place 	Low	1. Strict instructions about staying together are given if students are travelling together 2. Teachers to do a periodic head count or roll marking, especially on departure	The supervising teachers	Prior to and at the end of the excursion.
Travel risks - Train	<ul style="list-style-type: none"> • Falling from platform or from train. • Getting off at wrong station and getting lost. • Abuse from other passengers 	Low	(a) Issue strict rules for Train travel before departure on the excursion. (b) Do not be late to the station. Set the arrival time at station 20 minutes before train departs.	The supervising teachers	Prior to and at the end of the excursion.
Travel risks - Bus or Coach	<ul style="list-style-type: none"> • Bus accident resulting in injury to students. • Being thrown from seat by sudden swerve or stop resulting in injury to a student • Boarding coach 	Low	(a) Ensure vehicle operators hold appropriate licence(s) and insurance. (b) Check availability of seat belts. (c) Vehicle to be appropriate for needs of the group e.g. wheelchair access if required	The supervising teachers	Prior to and at the end of the excursion.
Travel risks - Car Travel	<ul style="list-style-type: none"> • Car accident resulting in injury. • Inappropriate behaviour in a student's car endangering all passengers and driver. 	Low	(a) All drivers must present their driver's licence and car registration papers (or photocopies) to the excursion organiser prior to the event. (b) Written parental permission must be given for any	The supervising teachers	Prior to and at the end of the excursion.
Illness and/or Injury <i>At least one accompanying teacher must have a current Emergency Care or First Aid Certificate, and be carrying a small First Aid Kit.</i>	<ul style="list-style-type: none"> • Food poisoning causing nausea and/or diarrhoea. • Allergic reactions to food. • Students going into anaphylactic shock. • Minor injury through accident. • Major injury through accident. 	Low	1. Food allergies or Food poisoning (a) Teachers should be aware of any student allergies from the Medical Consent form, and be prepared. (b) Students with severe allergic reactions should carry their own medication (e.g. anti-histamines or Epi-pen). (c) In cases of severe nausea and diarrhoea where the student can't leave the toilet facilities, one teacher should remain behind whilst the rest of the excursion continues. In some cases (e.g. only one teacher on the excursion) it may be necessary to call a parent to come and take the unwell student either home or for medical attention. 2. Injury (a) Minor injuries can be attended by the teacher with First	The supervising teachers	Throughout the excursion.
Child Protection	<ul style="list-style-type: none"> • Physical, psychological, or sexual abuse by an adult or another student. 	Low	1. All teachers and volunteers must have attended the relevant Child Protection training courses and hold a valid Working with Children certificate.	The supervising teachers	Throughout the excursion.

Diet and food during excursions including eating out at different venues	Student allergies to certain food products	Low	(a) Confirm appropriate food with parents/carers for student with allergies. (b) Liaise with venue managers about provision of appropriate food for students with food allergies in liaison with parents/carers. (c) Food brought by student should only be approved and provided by student's parent/carer.	The supervising teachers	Throughout the excursion.
Robotics Activities	• Physical injury from working with electronics equipment	Low	Supervision of students to ensure safe processes and procedures are followed	The supervising teachers	Throughout the excursion.
Year 1	Student names are entered here		Student conditions are entered here		
Year 2	Student names are entered here		Student conditions are entered here		
Year 3	Student names are entered here		Student conditions are entered here		
Year 4	Student names are entered here		Student conditions are entered here		
Year 5	Student names are entered here		Student conditions are entered here		
Year 6	Student names are entered here		Student conditions are entered here		
Year 7	Student names are entered here		Student conditions are entered here		
Year 8	Student names are entered here		Student conditions are entered here		
Year 9	Student names are entered here		Student conditions are entered here		
Year 10	Student names are entered here		Student conditions are entered here		
Year 11	Student names are entered here		Student conditions are entered here		
Year 12	Student names are entered here		Student conditions are entered here		