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| **Excursion Risk Management Plan – Devonport Activate Inclusion Sports Day** | | | | | | |
| ***Name of school*:**  ***Name of principal*:**  ***Location of excursion*:** North Melbourne Community Centre  ***Date of excursion*:** Thursday, 18th November 2021 | | | | ***Group/class*: *Number in group/class*:**  ***Name of excursion coordinator*:** Kristy Rohrer – National Program Manager – Activate Inclusion Sports Days  ***Contact number*:** 0426 507 995  ***Accompanying staff, parents, caregivers, teachers:*** | | |
| **Activity** | **Hazard Identification**  Type/Cause | **Risk Assessment**  Use matrix | **Elimination or Control Measures** | | **Who** | **When** |
| Getting out of vehicle or mini-bus at venue to access ramp, no steps through access point | Tripping or slipping on pathway, walking across road | 5 | Student to be accompanied by parent/guardian/teacher into sports centre. Volunteers and student helpers also on hand to assist participants. Full ramp and flat entry access to building. | | Supervisors & staff | On arrival |
| Student movement entering registration point | Bumping into furniture/fittings in centre | 5 | Student movement monitored by accompanying parents/guardians/ teachers and assistance given from interns and volunteer staff at registration located 10 feet from access ramp upon entry to facility. | | Supervisors, staff & volunteers | Prior to starting activity |
| Participating in ball sports e.g. AFL, basketball, football, netball, touch football | Tripping on surface, bumping in to other participants, being struck with adaptive balls | 5 | Specialised coaches will give a full safety briefing prior to the activities and closely monitor students throughout the sessions to ensure safe play. Staff will run drills and skills in addition to play a modified rules game and adapt sessions as required. | | Coaches & support staff | Prior to & during activity |
| Participating in activities with unique equipment or Paralympic sports e.g. goalball, race running, athletics, gymnastics, inclusive playground | Difficulty using equipment or maintaining balance, collisions, being hit with goalball, slipping on mats, wearing unfamiliar blindfolds | 5 | Specialised coaches will give a full safety briefing prior to the activities and tape mats to the floor for goalball. Coaches will support students to safely use equipment with additional support staff on hand for extra assistance. Students can still take part in the goalball activity without wearing the blindfold if they don’t feel comfortable. Students will be spaced apart safely to avoid any collisions. | | Coaches & support staff | Prior to & during activity |
| Participating in ball sports with racquets/bats/sticks e.g. cricket, hockey, tennis, softball, table tennis | Slipping on the surface, dropping the bat/stick/ racquet, being struck with soft adaptive balls | 5 | Specialised coaches will give a full safety briefing prior to the activities, including correct technique to safely hold/use equipment. Staff will run drills and skills in addition to play a modified rules game and adapt sessions as required. | | Coaches & support staff | Prior to & during activity |
| Student interaction/noise | Students interacting with new participants from other schools, being overwhelmed by noise | 5 | Sport NSW staff and volunteers will closely monitor student interactions and ensure participants are spaced apart safely during activities. A quiet room and support equipment will be provided for students that may need a break from activities and/or struggling with noise inside the centre. | | Sport NSW staff & volunteers | During activities |
| Leaving the facility, boarding private vehicle or mini-bus, no walking across roads | Tripping while getting into vehicle at curb side, no gutter only flat surface | 5 | Student to be collected by parent/guardian from inside venue or to be escorted by teachers/volunteers at entrance to the venue. No road or car park being crossed without supervision. | | Supervisors & staff | Leaving the event |
| Attendance, congregating in crowds or entry/exit points, participating in activities | COVID19 | 5 | COVID19 Safety Plan Policy developed and shared with venues, councils and key partners outlining the best practice process and procedures Ensuring hand sanitiser is readily available and used frequently. Ensuring sanitation of equipment and venue, where appropriate.  Encourage social distancing of 1.5 metres  Ensure the number of people in a facility does not exceed one person per 4 square metres of publicly accessible space in Greater Sydney and one per 2 square metres in other regions (excluding staff). Children count towards the capacity limit. Note: ‘Greater Sydney’ means Greater Sydney as defined by the Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 7) 2020  All COVID procedures will be clearly communicated to schools, sports and partners prior to the day to ensure compliance | | Supervisors, coaches, volunteers & support staff | On arrival, prior to & during activities |
| ***Venue and safety information reviewed and attached*:** On site review incorporated into risk assessment  ***Plan prepared by*:** Kelsey Singh ***Position*:** GM Sport, Disability Sports Australia  ***Date*:** 20/08/2021  ***Prepared in consultation with*:** North Melbourne Community Centre ***Will be communicated to*:** All School Principals | | | | | | |
| **Monitor and Review** - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs. | | | | | | |