Words on the Waves Schools Risk Management Plan
Ourimbah Campus- University of Newcastle- 2025

Description and location: Ourimbah Campus- University of Newcastle

Date(s) of excursion: 29/05/2025

Task/Activity	**Hazard Identification** Type/Cause	**Risk Assessment** Use matrix	**Elimination or Control Measures**	**Who**	**When**
Walk to and from venues	Trip on uneven footpaths/ obstacle	6	Remind students to watch where they are walking	Event committee/ Teacher, carers	On day
Walk to and from venues	Collision with vehicle while crossing road/ car park	4	Volunteers and teachers/cares to monitor and assess the safety of crossing the road. Use pedestrian crossing.	Event committee/Teachers, carers	On Day
Walking up and down stairs at Lecture theatres/ workshop rooms	Trip or fall down stairs	5	Remind students to keep their distance from each other and watch where they are walking.	Event Committee Teachers/ Carers	On day
Lunch	Insect bite or sting Fall into pond	6 4	School to bring own first aid kit/ Epipen for students who need it First aid kit available at venue **Each school decides whether students have access to the pond area.** **Safety talk to students**	Event Committee teachers Teachers	On day
COVID	Transmission of Virus	4	Practice distancing Hand sanitiser available at entry points and toilet areas **AVOID DIRECT CONTACT WITH A PERSON WHO HAS TESTED POSITIVE FOR COVID-19 WHEN THAT PERSON IS INFECTIOUS –** **Adhere to the current COVID guidelines from NSW Health.** **IF YOU ARE UNWELL WITH FLU-LIKE SYMPTOMS DO NOT COME. SEEK MEDICAL ADVICE.**	Teachers Event Committee	Prior and On day
Fire	Fire	4	All volunteers and guests must be made aware of the Fire Safety Plan and evacuation procedure when arriving and working at venues.	Event organisers MC	On day

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

Risk Assessment Matrix

How serious could the injury be?	***How likely is it to be that serious***			
	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

1 and 2	Extreme risk; deal with the hazard immediately
3 and 4	Moderate risk; deal with the hazard as soon possible
5 and 6	Low risk; deal with the hazard when able.