



# Somers School Camp – Risk Assessment

Activity	Transport to and from Camp
School	Somers School Camp
District Secretary	Enter District Secretaries names here
Supervising Staff	Enter Visiting Teachers names here
Program	Transport vis Bus to and from camp
Year Level	Year 5 & 6
Dates	Enter dates here
Location - Departure	Enter points of departure here
Location - Arrival	Enter points of arrival here

- Duty of care - Duty of care obligations require that school personnel take all reasonable steps to protect students from risks likely to cause personal injury that could reasonably have been for-seen.**

Risk Description	Existing Controls	Risk Assessment – with existing controls			
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk				
Students require an unscheduled toilet stop.	<ul style="list-style-type: none"> <li>Visiting Teachers will advise the bus driver to stop at the nearest, safe venue that provides toilet facilities.</li> <li>Visiting Teacher to accompany students in small groups and supervise outside the toilet facility.</li> <li>Visiting Teacher will ensure that students enter the facility in pairs.</li> <li>Visiting teacher will check the toilet facility to ensure that all students have exited.</li> <li>Visiting Teacher will do a head count and roll call on the coach to ensure all students are accounted for.</li> </ul>	Satisfactory	Low	Possible	Low
Minor falls or abrasions	<ul style="list-style-type: none"> <li>Reinforce safety procedures when entering and exiting the coach for toilet and meal stops.</li> <li>First Aid Kits are carried on the coach</li> <li>Students will be supervised by Visiting Teachers</li> <li>Students will be asked to stay seated and always facing forward.</li> <li>Students will be instructed to wear seatbelts, at all times while the coach is moving.</li> </ul>	satisfactory	Moderate	Rare	Low
Student requires First Aid treatment for a minor injury or medical episode while travelling to and from Somers School Camp	<ul style="list-style-type: none"> <li>Somers School Camp will co-ordinate with the Visiting Teachers traveling on the coaches, to supply a First Aid Kit from their home school for use during the bus trip to and from Somers School Camp</li> <li>Visiting Teachers will have a mobile phone with contact details for Somers School Camp Nurse and Administration Office.</li> <li>Visiting Teachers will be issued with medical records for the student travelling on each bus, which will have highlighted, any students with high level medical issues. – E.g. Anaphylaxis, Diabetic etc.</li> <li>Students will be issued with name tag, which will be worn during travel to ensure that Visiting Teachers can easily identify each student.</li> </ul>	Satisfactory	Moderate	Rare	Medium
Anaphylaxis	<ul style="list-style-type: none"> <li>Staff will have current Anaphylaxis Training</li> <li>All students with known anaphylaxis are identified on student roll</li> <li>Treatment plans have been included in the medical information sent with staff on the coach</li> <li>Visiting Teachers will ensure that students requiring Epipens have them in the coach and are easily assessable.</li> <li>Unknown reaction will be treated with First Aid</li> <li>First Aid Kits are carried on the coach.</li> <li>Somers School Camp Chefs will ensure that Students with anaphylaxis to foods will be provided with clearly labelled appropriate snacks/meals/drinks, when stopping for a meal break on the return trip, home from camp.</li> <li>Students will be asked not to share food.</li> </ul>	Satisfactory	Moderate	Possible	Medium
Student suffers from asthma or has an asthma attack	<ul style="list-style-type: none"> <li>Staff will have Asthma First Aid Training</li> <li>Asthma sufferers are identified as per medical forms</li> <li>Staff ensure that students are carrying their asthma medication</li> <li>First Aid Kit including asthma reliever is carried on coach</li> <li>Treatment plans have been included in the medical information sent with staff on the coach</li> <li>Staff have up to date asthma training</li> <li>Staff follow first aid procedures re asthma</li> </ul>	Satisfactory	Moderate	Rare	Medium
Food Allergies	<ul style="list-style-type: none"> <li>All students with known allergies are identified on the student roll</li> <li>Student will be supplied with specific snacks/meals/drinks is supplied by Somers School Camp</li> <li>Students will be told not to share food.</li> <li>First Aid Kit is carried on the coach</li> </ul>	Satisfactory	Moderate	Rare	Medium



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Bee Stings / Insect bites	<ul style="list-style-type: none"> <li>All students with known insect allergies are identified on student roll</li> <li>Treatment plans have been included in the medical information sent with staff on the coach</li> <li>Unknow reaction will be treated with First Aid</li> <li>First Aid Kits are carried on the coach.</li> </ul>	Satisfactory	Moderate	Possible	Medium
Travel sickness	<ul style="list-style-type: none"> <li>Teachers to encourage students with travel sickness to sit at the front of the coach</li> <li>Vomit bags are carried on the coach</li> <li>First Aid kits are carried on the coach</li> </ul>	Satisfactory	Minor	Rare	Low