## Risk Management Plan – Teamwork Day

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<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazard Identification &amp; Associated Risk</th>
<th>Assess Risk</th>
<th>Elimination or Control Measures</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Type/Cause</strong></td>
<td><strong>use matrix</strong></td>
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</table>
| Adventure Games and Orienteering | Snakes, tree branches, bull ants Sunburn Storms, high winds, extreme heat/cold Allergic reactions, asthma, diabetes Uneven ground surfaces Falling, collision | 3 5 2 2 4 6 | • Activity sites are inspected prior to activities.  
• Students wear hats and sunscreen for sun protection. Thalgarrah has extra sunscreen if required.  
• Activities are suspended. Bureau of Meteorology warnings and reports checked prior to activities.  
• Medical conditions are indicated to staff prior to activities.  
• Measures are taken to eliminate, avoid or minimise exposure to known allergens.  
• Students are instructed to watch where they are running and warned of uneven surface.  
• Rules are set to minimise risk. |
| Orienteering | Student becomes lost | 3 | • Activity sites are inspected prior to activities.  
• Maps and routes are planned to have natural boundaries such as fences, tracks and water courses.  
• Students are instructed on reading maps and plotting courses before the activity.  
• Adults are positioned at strategic points throughout the course. |
| Fire-lighting and BBQ lunch | Burns Food poisoning | 4 4 | • Students are supervised at the campfire area and instructed in safe working. Water is close at hand.  
• Food is kept refrigerated until required.  
• Adults supervise cooking and ensure food is suitably cooked before eaten. |
| General Supervision | Separation from group Environmental dangers – snake bite, water (drowning) | 3 3 | • Groups are instructed by EEC staff.  
• A student to teacher ratio of 15:1 is to be maintained throughout outdoor experiences.  
• Students do not leave the activity site unless accompanied by an adult. |

**Plan prepared by:** Matthew McKenzie  
**Date of review:** 13/2/2015

**Communicated to:** EEC casual teachers, visiting teachers via booking confirmation package.