## Risk Management Plan – Teddy Bears’ Picnic

**Principal:** Matthew McKenzie  
**Location:** Rockvale Road, ARMIDALE NSW 2350  
**Phone:** 02 6775 1736  
**Email:** matthew.mckenzie@det.nsw.edu.au  
**Web Address:** www.thalgarrah-e.schools.nsw.edu.au  
**Fax:** 02 6775 1681

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazard Identification &amp; Associated Risk</th>
<th>Assess Risk</th>
<th>Elimination or Control Measures</th>
</tr>
</thead>
</table>
| All activities | General | | • Activities are conducted within 200 metres of the centre’s office.  
• Phone and road access are within 200 metres of all activities.  
• Thalgarrah teachers carry first aid kits and are trained in Senior First Aid. |
| Teddy Bear Games | 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. Sunscreen is provided by the Centre.  
• 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. |
| Morning Tea as supplied by Thalgarrah EEC | Allergic reactions | 3 | • Medical conditions / dietary requirements are indicated to staff prior to day at TEEC. |
| General Supervision | Separation from group  
Environmental dangers – snakes, water (drowning) | 3 | • Groups are instructed by EEC staff.  
• Students are supervised by a minimum of 2 adults including EEC staff.  
• On the Teddy Bear Trail, which includes a walk through the forest, students are supervised at a ratio of at least 1:10.  
• 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.