



# Risk Management Plan: Excursions

Wingham High School

Name of workplace: *Wingham High School*

Name of workplace manager: John Hawkins

Risk assessment focus: BEEF WEEK SHOW GROUND AND ABBATOIR CARCASE APPRASIAL COMPETITION EVENT 2019

Site Convenor John Hawkins...

| Location/Activity  | Hazard Identification Type/Cause   | Current Controls  | Risk Assessment Use matrix | Elimination or Control Measures   | Who  | When          |
|--|--|---|----------------------------|---|--|---------------|
| Walking/Arriving from home to Venue.<br>Wingham Showground For BEEF WEEK . | Slip/ Trip/ fall.<br>Public Areas.<br>Weather Conditions.<br>Vehicle Impacts   | Parental Drop off<br>Permission Notes<br>Teacher supervision.<br>Nominated Arrival Time<br>Teachers to discuss student welfare issues with students | 5/6                        | Teachers/Parents escort students to event<br>Teachers perform roll call and discuss public event issues.<br>Regular discussion and monitoring of weather events.<br>Protection areas identified for adverse weather.<br>Site inspection for hazards to the public and general induction to site issues for teachers/students.   | Teachers on Duty.<br><br>Beef week committee | May 13th/17th |
| School site set up at Wingham Showground                                   | Heavy lifting<br>Falls from height<br>Slip, Trip, Fall<br>Cuts/ Abrasions<br>Traffic Areas/Impacts<br>Lost/ID<br>NO TENT PEGS USED<br>ON ARENA AREAS | Teacher on Duty<br>School site identified<br>Venue risks identified<br>No climbing<br>Wrist Bands issued to schools for ID                          | 5/6                        | Supervising teacher to be on site with students.<br>School Banners to be setup with supervision<br>Climbing/Heights to be considered as a risk.<br>School teams to lift heavy items with supervision.<br>Sharp protruding banners / poles to be secured.<br>Students to be suitably dressed for tasks considering H & S issues. | Teacher on duty                              | May 13th/17th |

|  |   |   |          |  |   |                      |
|--|---|---|----------|--|---|----------------------|
| <p>Cattle Unloading to stall and showground areas.</p> | <p>All cattle being unloaded are a risk of crush and kick injury. Rope and Halter injury. Escape into public areas.</p> | <p>Teacher on duty to supervise the process.</p> <p>Consideration of unloading facilities provided and WHS.</p> <p>Procedure to follow Animal Welfare guidelines.</p> <p>Students to be briefed on procedures and animal temperament.</p> | <p>5</p> | <p>Ensure unloading takes place in designated facility. General Public to have no role in procedures. Students briefed on animal handling techniques. Inspect unloading facilities and escape routes for unforeseen animal issues in trucks/trailers. Beef Week Committee members will be supervising the use of these facilities for WHS issues. All staff/ students to be suitably dressed for unloading tasks in stalls/yards with enclosed shoes. Staff and students should consider the use of gloves will using halters. All animals to be haltered and lead into stall areas under supervision of staff on duty. First Aid trained staff on site.</p> | <p>Teacher On Duty and Beef Week Committee.</p> | <p>May 13th/17th</p> |
| <p>Stall Areas and Cattle Restraint.</p>               | <p>Animal Escape Kick/ Crush</p>  | <p>Cattle to be tied securely with halter/ collar using a standard safety knot. Only designated students to be in stall areas. Slip/ Trip/ Fall survey by staff and students. No after dark cattle activities and movements.</p>          | <p>5</p> | <p>All cattle to be stalled and kept separate from school camping site and public areas.</p> <p>Ensure safety knot is used with appropriate halter /collar as required.</p> <p>Ensure heifers in season are monitored and kept separate as required for animal's present welfare.</p> <p>Keep stall areas clean of faeces and urine with even sawdust to lessen chances of slips/ trip hazards.</p> <p>Student's bags and equipment are to be grouped to avoid trip hazards and public exposure.</p>   | <p>Teachers on Duty</p>                         | <p>May 13th/17th</p> |

Name of workplace: *Wingham High School*

Name of workplace manager: John Hawkins

Risk assessment focus: WINGHAM BEEF WEEK SHOWGROUD ACTIVITIES

| Location/Activity                      | Hazard Identification Type/Cause   | Current Controls  | Risk Assessment Use matrix | Elimination or Control Measures   | Who  | When          |
|--|--|---|----------------------------|---|--|---------------|
| Cattle Parading and preparation        | Slip/ Trip/ Fall<br>Cattle Escape<br>Foot Injury<br>Halter Burn  | Enclosed footwear<br>Venue survey for hazards<br>Student review of animal handling techniques   | 5                          | Review of WHS with supervising teachers<br>Report uneven surfaces and issues to committee members.<br>Escapee animals need to be caught, haltered and assessed for risk or injury. Public notified promptly to minimize contact and risk.<br>Enclosed footwear must be worn   | Supervising Teachers                       | May 13th/17th |
| Parading events                        | Slip/ Trip/ Fall<br>Cattle Escape<br>Foot Injury<br>Halter Burn  | Enclosed footwear<br>Venue survey for hazards<br>Student review of animal handling techniques   | 5                          | All parading animals enter the show ring under steward's supervision.<br>Appropriate halter to be fitted and supervision provided by teachers and committee members.<br>All animals to be returned to stall areas away from general public areas.<br>First Aid Kits to be available.  | Supervising Teachers                       | May 13th/17th |
| Abattoir competition Carcase Appraisal | Road Crossing<br>Public Areas<br>Entry/Exit to Abattoir site.<br>Slip/trip/ unwell<br>Child protection | Assigned staff to arrange crossing and entry to plant.<br>A nominated staff a member will escort all groups.<br>Roll to be signed in and out. | 5                          | All abattoir staff involved to be briefed by BW committee on arrangements.<br>Supervising teachers to aid with entry and WHS.<br>No students to leave groups or wander off.<br>Student expectations to be outlined to groups.<br>Unwell students to be escorted off premises by teaching staff.   | Supervising Teachers and committee members | May 13th/17th |
| Abattoir Competition Meat Judging      | Entry into Abattoir site<br>Lost on site<br>Slip/Trip/unwell<br>Child Protection                       | A nominated staff a member will escort all groups.<br>Roll to be signed in and out.<br>WHS/CP to be advised to staff.                         | 5                          | All abattoir staff involved to be briefed by BW committee on arrangements.<br>Supervising teachers to aid with entry and WHS.<br>No students to leave groups or wander off.<br>Student expectations to be outlined to groups.<br>Unwell students to be escorted off premises by teaching staff.<br>First aid Kits to be available for asthmatics or other medical issues. | Supervising Teachers and committee members | May 13th/17th |

Name of workplace: *Wingham High School*

Name of workplace manager: John Hawkins

Risk assessment focus: WINGHAM BEEF WEEK SHOWGROUND ACTIVITIES

| Location/Activity   | Hazard Identification Type/Cause  | Current Controls   | Risk Assessment Use matrix | Elimination or Control Measures   | Who                                  | When                                   |
|---|---|--|----------------------------|---|--------------------------------------|--|
| Attendance to Beef Week Social Activities/ Evening Events | Slip/ Trip/Fall<br>Lost or Injured<br>Dehydration or asthmatic<br>Public intrusions.  | Risk assess venue and activities<br>Teacher in charge of school group manages individual needs<br>Ensure fluids available to students.<br>Adequate lighting and security provided. | 5/6                        | Staff in charge of events receive WHS briefing and provide supervision of their students.<br>BW Committee members provide security and supervision.<br>Students provided with wrist bands as part of whole event entry for ID as participant.<br>Trained and identified First aid officer on duty.<br>Police notified of activity and patrols requested.<br>Air flow and water provided in venue. | Supervising Teachers<br>BW committee | May 13 <sup>th</sup> /17 <sup>th</sup> |
| School Camping Areas                                      | Roadways<br>Fire Escape<br>Fire Embers<br>Burns from Fires<br>Litter in Fires<br>Medical alerts for students.<br>Trip hazards | Tents placed in designated zones.<br>Check with RFS on Fire restrictions<br>Fires to be designated barrels only.<br>First Aid to be provided to victims                            | 5/6                        | Fires to be in designated central location and burn fire wood supplied.<br>Erect tents a safe distance upwind to avoid ember discharge onto tents.<br>Adequate 1 <sup>st</sup> aid training required of staff attending for burn management.<br>No litter is to be placed into fires to avoid acrid smoke discharge enhances asthmatic issues.  | Supervising Teachers<br>BW committee | May 13 <sup>th</sup> /17 <sup>th</sup> |
|   |   | Litter to be deposited in designated bins to avoid lacerations or animal ingestion<br>Avoid camping under trees. Minimise trip hazards.  |                            | Brief students on safe camping and fire use plus litter disposal.<br>All litter to be placed in designated bins.<br>Medical conditions must be identified by individual supervising teachers and preparations made while camping on site for emergencies anaphylaxis and asthma.  |                                      | May 13 <sup>th</sup> /17 <sup>th</sup> |
| SPECIAL NOTE TO ALL ATTENDEES                             |   | Tent pegs for camping on ring area banned  |                            | NOTE NO TENT PEGS TO BE USED IN SHOWGROUND ARENA /RING AREA FOR CAMPING AS DAMAGE HAS BEEN CAUSED TO HORSES HOOVES FROM PAST EVENTS. ALTERNATIVES TO TENT PEGS MUST BE USED OR PEGS MUST BE SPRAYED WITH HIGH VIS PAINT TO ENSURE REMOVAL AT END OF EVENT<br>Individual fires can no longer be used at Wingham Beef Week. Two central fires areas will be operational.                            |                                      |  |

Name of workplace: *Wingham High School*

Name of workplace manager: Mark Thomson

Risk assessment focus: WINGHAM BEEF WEEK SHOWGROUND ACTIVITIES.

| Location/Activity   | Hazard Identification Type/Cause   | Current Controls  | Risk Assessment Use matrix | Elimination or Control Measures  | Who                                    | When          |
|---|--|---|----------------------------|--|--|---------------|
| School teams exiting Beef Week site activities.                         | Heavy lifting of equipment<br>Camp site slip/trips<br>Fire barrel disposal<br>Movement off site to own school. | Teacher supervision of show team pack up.<br>All fires to be extinguished fully.<br>Supervision of return to own school site by teachers/parents.           | 5                          | Supervising teachers monitor student off site movements.<br>Suitably trained drivers to move students off site.<br>Show ground sites to be left clean and tidy to avoid any trip hazards and litter issues.  | Supervising Teachers                   | May 13th/17th |
| Diet and Food requirements during BW week event.                        | Student known allergies to food.<br>Unknown allergies to foods   | Medical ALERT check required for all students by schools.<br>Epipen and 000 available at all times and with travelling schools.                             | 5                          | Supervising Teachers need to confirm suitable foods for allergy identified students<br>Liase with canteen manager on any students with risk factors.<br>Minimise the use of any food products containing nuts.<br>Food conveyed to the event by students needs to be allergen free to reduce risk factors. Epipens to be on site and trained staff present |  |               |
| Criminal Activity<br>Drunk Rowdy Behaviors<br>Armed Dangerous Intruders | Injury to staff or students on site  | Security to be provided for nominated events.<br>Police notification of events and extra vigilance<br>000 given priority for contact to deal with intruders | 5/6                        | Ensure restricted entry of public particularly at night.<br>Students issued with ID wrist bands.<br>Security employed for social events.<br>No Alcohol policy with school students and staff with offsite removal for those causing concern.<br>Access to 000 and police to deal with public disorder issues.  |  |               |
| Toilet Shower block access  | Privacy and security Adequate and clean facilities.<br>Blockage and discharge                                  | Toilet/ Shower block use to be supervised.<br>Damage to be notified to BW staff.  | 5/6                        | School staff to monitor their own student's arrangements for toilet/shower use.<br>Students need to be briefed on public area issue concerning privacy/ security.<br>Teachers need to be fully aware of child protection implications in these areas.<br>Plumbers need to be contacted for any issues as needed.   | Supervising teachers and BW Committee. | May 13th/17th |

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| Q Fever Risk | Working with animals, viewing carcasses and meat products | WBE Q Fever policy must be read and signed by all competitors, correct PPE provided | 6 | WBE to not allow any competitor to enter the plant without correct Q Fever policy filled in and acknowledged. WBE to provide all PPE for competitors and enforce the wearing of said PPE. | Own selves, Supervisors and WBE employee's | May 13 <sup>th</sup> /17 <sup>th</sup> |
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**Relevant additional information reviewed and attached:** Child Medical alerts, Site Checklists.

**Plan prepared by:** John Hawkins

**Principal Sign-off:** Paul Ivers

**Date:** 29/03/2019

**Prepared in consultation with:** Charlie Cassels

**Communicated to:** Beef Week Committee

**Monitor and Review:** Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

