

Risk assessment matrix

Activity	Hazard identified	Control measures	By whom?	When?
Travelling as a group	<ul style="list-style-type: none"> • Student identification difficulties. • Students getting lost or separated. • Student getting into dangerous situations. • Students unable to find their way to meeting places. 	<ul style="list-style-type: none"> • Hold the group until the last student is ready. • Students to be briefed about the itinerary. • Advise students about the nature of the transport being used and brief them about correct and safe procedures for waiting, alighting and disembarking as a group. • Students to always carry ID on their person (e.g. photo identification and a note with the excursion details and mobile numbers of the Team Leader supervising the activity). • Students briefed to enable them to approach a policeman or member of the public and ask them FOR HELP. • Prior instructions will be given about staying together at all times. • Institute a "buddy" system for all students AND CONDUCT A Headcount before leaving visited areas. 	Team Leader and carers supervising the activity.	At all times during the excursion including travel to and from the sailing activity and the sailing activity itself.
Travel by bus and train	<ul style="list-style-type: none"> • Students being thrown from seat by sudden swerve or stop resulting in injury. • Students falling on escalators, stairs, platform or bus stop. • Students boarding incorrect bus/ train/ferry. 	<ul style="list-style-type: none"> • Students to be given the bus/train route number. • Students to stand behind yellow lines at bus stops and railway platforms until the bus/train is stationary. • Students to remain clear of doors until all passengers have exited. • Students to board the bus/train in an orderly manner without endangering others. • Students will be instructed to stay in their seats where possible whilst bus/train is moving. • Team Leader and carers to conduct a head count on and off transport. 	Team Leader and carers supervising the activity.	At all times during travel to and from the sailing activity.

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Travel by foot	<ul style="list-style-type: none"> • Students pushed onto roadway causing injury from passing traffic. • Students tripping due to uneven surface of footpath. • Students being hit by vehicles when stepping out onto the road. • Dehydration/exhaustion. 	<ul style="list-style-type: none"> • Students should stay on the footpath at all times and cross the road only at pedestrian crossings or at traffic lights. • Students have been briefed as to the physical demands of the excursion. • Students to wear appropriate clothing and footwear. • No i-pods or other portable listening devices to be used. • Students must always have a bottle of water with them and take regular rests where necessary. • Students to observe sun safe behaviours such as wearing a hat, glasses and sunscreen. • The Team Leader and carers should be distributed between the front and back of the walking group to prevent students rushing off or dawdling behind. • Students should be instructed to stay with the group at all times. 	Team Leader and carers supervising the activity.	At all times during travel to and from the sailing activity.

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On-water sailing activities	<ul style="list-style-type: none"> • Student injuries due to falling while getting on/off boat. • Student injury's due to falling while on boat. • Students falling overboard. • Boat is damaged or capsizes. • Students affected by weather conditions. 	<ul style="list-style-type: none"> • All participants given clear instructions as to behaviour and expectations prior to the event. • Participants will receive a safety briefing by SWD crew before boarding the boat. • All activity participants will board the boat using a wheelchair-accessible ramp for their safety. • The SWD crew to take control of loading and unloading of participants and the sailing activity with the support of the Team Leader and carers. • All participants must wear life jackets while on the boat. • All participants should use the amenities at the marina before boarding as below deck is OFF LIMITS during the sail unless necessary and only when accompanied by the Team Leader and a member of SWD crew. • Participants should wear Sunscreen and hats always. • No swimming activities are permitted on this excursion. 	Team Leader, carers and SWD crew.	<p>Team Leader and carers are responsible around the marina before boarding and after disembarking the boat</p> <p>SWD crew with the support of staff and carers once participants are on board the boat.</p>
Minor illness and injury	<ul style="list-style-type: none"> • Minor cuts, abrasions and/or bruising from participating in sailing activities • Suffering sea sickness. • Suffering headaches from glare. • Suffering sun and wind burn. • Suffering dehydration. 	<ul style="list-style-type: none"> • Treat each incident on a case by case basis, applying first aid or emergency care as appropriate. • Medical Agreement form signed. • All allergies, illnesses disclosed to homestay. 	Team Leader and carers supervising the activity.	At all times during the excursion including travel to and from the sailing activity and the sailing activity itself.

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Pre-existing medical conditions	<ul style="list-style-type: none"> Participant challenges arising from physical, behavioural and Social challenges. Non-life threatening medical conditions. 	<ul style="list-style-type: none"> This risk management plan will be communicated to those who need to know, including staff and other adults who may be instrumental in initiating emergency response. 	Team Leader and carers supervising the activity.	At all times during the excursion including travel to and from the sailing activity and the sailing activity itself.
Valuable items	<ul style="list-style-type: none"> Money. Credit cards. Mobile phones and other electronic equipment. 	<ul style="list-style-type: none"> Participants should not bring valuable items that they cannot secure on their person safely for the sailing activity. 	Team Leader and carers supervising the activity	At all times during the excursion including travel to and from the sailing activity and the sailing activity itself

Signatures

By signing below, the authorised signatory for your organisation and the person responsible for supervising the sailing activity acknowledge the information provided to SWD in this document is accurate; that any changes to this information will be immediately communicated to the SWD Program Coordinator; and the risk assessment matrix has been considered and actioned where appropriate. The hereby signatory accepts all terms and conditions as outlined in the SWD Critical Information document.

Authorised signatory:

Activity Supervisor:

_____ Date: ____/____/____

_____ Date: ____/____/____