

P&C Association Risk Management Planning

Risk Assessment Plan					
P&C Association: <i>Neutral Bay Public School P&C</i>					
Event: <i>Neutral Bay Public School "Halloween Carnival" 2019</i>					
Event Date: <i>31 October 2019</i>					
Risk Assessment Date: <i>15 October 2019</i>					
Equipment/items planned to be used: <i>BBQ, Lucky Wheel, Rides,</i>					
Reference Documents: <i>Risk Management Plan from NSW Government Education & Communities Work Health and Safety Directorate</i>					
ACTIVITY STEPS	POTENTIAL RISKS	RISK RATING	RISK CONTROL MEASURES	RISK RATING AFTER RISK CONTROL MEASURES	RESPONSIBILITY
List the steps required to perform the activity in the sequence they are carried out.	Against each activity step list the hazards that could occur.	Rare; Unlikely; Likely; Almost certain	Describe the identified Risk Control measures.	Rare; Unlikely; Likely Almost certain	Document name of person(s) responsible for implementing risk controls.
BBQ- Setting up	Back strain from lifting, slips/trips/falls, injury from heavy objects.	Unlikely	All volunteers advised in proper processes for safe lifting. Ensure area clean tidy at all times, no objects left in thoroughfares or in places where they could cause injury. Check connections to make sure they're clean and fit snugly.	Unlikely	Event, Logistics and Carnival Coordinators

			<p>Check connections for leaks by spraying or brushing a soapy water solution onto them – bubbles will form if gas is escaping. Check hose ends and regulator connections the same way.</p> <p>Keep Children away from BBQ. Use long matches to light BBQ.</p>		
Hot Chips	Risk of hot oil spills/ burns	Likely	<p>We are disposing of used oil in a safe manner (Environmental Concern)</p> <p>Using a deep fryer, do not overcrowd the frying basket. To prevent splattering oil or burning yourself, do not touch the frying basket or add food while the basket is submerged in oil. It is important never to leave your fryer unattended. Hazard if cooked only a few minutes too long.</p> <p>In the event of oil fire, never use water to put out the fire. A Wet Chemical extinguisher or covering the fryer with a metal lid is the best way to put out an fire. Call 000 immediately if an oil fire occurs.</p> <p>A fire blanket on hand as well as a Wet Chemical extinguisher.</p>	Unlikely	Carnival Coordinators
Preparing food	Cuts, grazes. Slips/trips/falls from spillages or objects in way	Likely	<p>When you have finished cooking all of your food, turn off your fryer and unplug it to allow the oil to cool. (If using a skillet, take it off the heat.) When you are ready to clean your fryer, make sure the fryer is completely cooled (wait approximately 2 hours).</p>	Unlikely	Event, Logistics and Carnival Coordinators

Cooking			<p>*Water is a very dangerous liquid when deep frying. When water encounters very hot oil (about 180 °C) water vaporizes instantaneously turning into super heated steam. It expands quickly, which can cause oil to splatter and risk bodily injury. Do not let water get into the hot oil or use water to cool, or clean the appliance while food is deep-frying.</p>		
Cooking	<p>Cuts, burns. Burns Food Poisoning</p>	Unlikely	<p>Use long matches when lighting Volunteers to undertake designated duties only to minimise risk of overcrowding around hot surfaces. All volunteers advised of safe food handling processes. School First Aid kit available.</p> <p>Do not cross contaminate and cooked food with utensils. Store food in correct storage/refrigerate until required to be used. Wash hands before touching food. Gloves must be used.</p>	Unlikely	<p>Event, Logistics and Carnival Coordinators BBQ Lead. Event, Logistics and Carnival Coordinators</p>

Lucky Wheel	Slips/Trips/Falls during installation & de-installation of equipment Back strain from lifting, slips/trips/falls, injury from heavy objects.	Unlikely Unlikely	Sandbags provided to weigh down the Wheel stand and Cable to tie back the Wheel from the entry to the Year 2 classroom doors. All volunteers advised in proper processes for safe lifting. Ensure area clean tidy at all times, no objects left in thoroughfares or in places where they could cause injury.	Unlikely Unlikely	Event, Logistics and Carnival Coordinators Event, Logistics and Carnival Coordinators
Volunteers Manual set up of the Carnival	Back strain from lifting, slips/trips/falls, injury from heavy objects. Working at heights Slips/Trips/Falls during installation & de-	Unlikely Unlikely Conduct a site inspection and remove potential trip hazards.	All volunteers advised in proper processes for safe lifting. Ensure area clean tidy at all times, no objects left in thoroughfares or in places where they could cause injury. Two volunteers must work together when working with ladders or step ladders. DEC Working at heights regulations are observed. Mark out potential trip hazards. Have on site First Aid available. Encouraged to work in pairs Call 000 in case of emergency	Unlikely Unlikely Unlikely	Event, Logistics and Carnival Coordinators Event, Logistics and Carnival Coordinators Event, Logistics and Carnival Coordinators
Volunteers exposed to weather conditions standing outside	Volunteers could get very cold or wet or hot	Likely	Volunteers to encouraged to dress for weather. Brief Volunteers on Emergency contacts.	Unlikely	Event, Logistics and Carnival Coordinators

Lack of coordinated communication	A situation could become more serious than it needs to	Likely	<p>Emergency Contact list with volunteers for each stall provided</p> <p>Carnival Coordinators to wear Halloween Costumes and name badges for easy identification, will brief volunteers prior</p> <p>Someone must always be in the information booth with a phone charger</p> <p>First Aid must have a trained medical person there all day</p>	Unlikely	Event, Logistics and Carnival Coordinators
Attending the Carnival	Participants injuring themselves during the event - e.g slip, trips, falls,	Likely	Conduct a Carnival inspection to identify trip hazards	Unlikely	Event, Logistics and Carnival Coordinators
Exposure to climate conditions at the Carnival	Participants get cold	Likely	Encouraged participants to dress for the weather	Unlikely	Carnival Coordinators
Electrical Safety	Volunteers and Participants could trip or be electricuted	Unlikely	Visual check of cords to see if in good working order. Tape to cover cords when necessary.	Unlikely	Carnival Coordinators
Emergency Evacuation	In case of terrorism or fire	Unlikely	<p>Have mobile phone in case required to ring 000</p> <p>All coordinators/officials must have phones on vibrate</p> <p>Request volunteers to have mobile phone at event in case of emergency</p> <p>Follow school emergency Evacuation plan for on school grounds event.</p> <p>Inform officials of evacuation plan</p> <p>Ring school bells continually if Carnival to be evacuated</p> <p>Ring 000</p>	Unlikely	Carnival Coordinators

			<p>Copy of this should be attached to risk management plan each year</p> <p>Ensure emergency vehicles can access grounds</p>		
<p>Money Collection by Treasurer and volunteers from stalls</p>	<p>Money could be stolen or person carrying the money could be threatened</p>	<p>Unlikely</p>	<p>Notify stallholders of clear guidelines for money collection and handling. Money should not be left unattended</p> <p>Money should be collected regularly by designated P&C Executive who will show P&C badge.</p> <p>Two designated people should be present in money collection room at all times, and door should be locked at all times.</p> <p>Counted money stored in school safe till moved to night safe.</p> <p>Security guard hired to protect volunteers counting money.</p>	<p>Unlikely</p>	<p>Treasurer and Carnival Coordinators</p>

<p>Amusement Rides and devices:</p> <p>Set Up and Pull down</p> <p>During:</p>	<p>Interaction with vans and volunteers</p>	<p>Unlikely</p>	<p>Must be set up before 4pm on 31 October 2019 or access on Wed 30 October 2019</p> <p>Use small vans</p> <p>Provide Insurance Certificate of Currency fro Public Liability Insurance</p> <p>Ensure any appropriate signage clearly displayed and children understand requirements</p> <p>Adequate supervision to be sourced from parent / community volunteer base for event</p> <p>When a public event, remind parents that it is a public event requiring supervision of children as with any public event.</p>	<p>Unlikely</p>	<p>Carnival Coordinators</p> <p>Carnival Coordinators</p>
<p>Toilets and Waste Disposal</p>	<p>Hygiene standards not met</p> <p>Garbage bins overflow</p>	<p>Likely</p>	<p>Toilet locations to be well marked on the location map to encourage use of all toilet facilities - female and male toilets clearly marked at the entrance</p> <p>Hire cleaners to maintain adequate supply of toilet paper, soap and paper towels</p>	<p>Unlikely</p>	<p>Carnival Coordinators & School GA. School GA, Goran will be present at the at the Carnival</p>
			<p>Ensure adequate cleaning supplies</p> <p>Identify a plumber to be available to repair or remove any blockages</p> <p>Adequate Bins ordered to be onsite during the event</p> <p>Volunteers to notify Information tent of spills and cleaners to attend</p>		

			Post event-rubbish picked up		
External Stall Holders and Vendors	Incident at fault of stall holders affects volunteer or participant	Unlikely	External stall holders and vendors must hold a current public liability Insurance policy A copy of this policy must be submitted to the Carnival Coordinators	Unlikely	Carnival/Sponsors Coordinator
Lost Children/Property	Child could become distressed. Someone could become anxious about lost property	Almost Certain	First Aid room (marked on the map) to provide public information and act as contact point for lost children, and lost property, and other matters. Carnival Coordinators will know process Announce over the PA and phone the parents	Likely	Carnival Coordinators First Aid Volunteers
After School Care	After School Care children attending the Carnival without proper sign out from After School Care	Almost Certain	NBCAG had informed parents on 15 October that: (1) After School Care fees on the day \$25 will be waived should the child attends the Carnival, (2) Able to mind children to 4pm with a full day cost of \$25 (3) children needing After School Care until 6pm will be classed in all Year 1 classes. No sign out without parents's authorisation Confirmation from parents of receipt of communication from NBCAG	Unlikely	Carnival Coordinators and NBCAG
Pesdestrian Crossing Assistant	Children crossing Bydown Street pedestrian crossing without a pedestrian crossing assistant	Almost Certain	There will be no pedestrian crossing assistant on Bydown Street at afternoon pick up Road closure, Bydwn Street will be safe to cross. Pedestrian crossing assitant will be on Bydown Street at morning drop off	Likely	Carnival Coordinators
			Letter dropped to all neighbouring properties on 15 October		Carnival Coordinators

Surrounding Neighbours	Road closure affecting traffic and access	Almost Certain	All About Children long day care on Lindsay Street has been informed Neutral Bay School of Dance at St Joseph's Church has been informed	Likely	
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NEUTRAL BAY
PUBLIC SCHOOL

HALLOWEEN

BEN BOYD RD

YEO STREET

BYDOWN STREET



