



**Risk Assessment and Management Table for students travelling to NSW School of Languages**

| <b>Area of Risk</b>                            | <b>Source of risk</b>   | <b>Type of Risk</b>                                  | <b>Suggested Methods of Risk Management</b>  |
|--|---|--|--|
| Travelling to and from NSW School of Languages | Train, public bus system, private bus system, private car       | Accident, breakdown, road congestion, major incident | Home school supervisor to instruct students to adhere to road safety and personal safety procedures; students carry mobile phones to alert NSL, home school and parent/caregiver of situation; student buddy system if coming from same school |
|  | Student becoming lost on way to NSL                             |  | Download map of school area from NSL website; NSL teacher to ensure student knows directions to school; student to contact NSL on 9381 4800 if lost.   |
|  | Student experiencing allergic reaction or illness on way to NSL |  | Student to carry appropriate medication for known allergy; student to ring NSL when possible   |
| Local environment risks                        | Walking around school, in corridors, using stairs               |  | Teacher supervision; orderly conduct by students   |
|  | Tripping over bags  |  | Teacher supervision; students' bags and equipment stored away from walkways  |

|                               |  |           |   |
|-------------------------------|--|-----------|---|
| Local environment risks cont. | Theft or loss of bags/other equipment                          |           | Students requested to leave valuable equipment at home; teacher supervision   |
|                               | Injury while in class-room or playground                       |           | Teacher instruction re expectation of behaviour; teacher supervision  |
|                               | Fire, smoke, explosion, gas leaks, chemical spills             |           | Response to alarms by following evacuation procedures under the instruction of NSL staff  |
|                               | Student experiencing allergic reaction or illness while at NSL |           | Parent/carer to inform NSL of known medical condition on excursion note; NSL to prepare, publish and follow health care plan; NSL to contact parent/carer                   |
|                               | Injuries, cuts, abrasions                                      |           | Teacher supervision; for minor ailments use first aid kit; for more serious conditions, contact NSL's accredited First Aid officer(s) who will decide on a course of action |
| Other risks                   | Industrial strike action                                       |           | NSL to inform home schools of any cancellation of face to face lessons in advance of the day  |
|                               | Major incident in area of school                               | Lock down | Students to follow instructions of NSL chief warden and staff   |
|                               | Major incident within school                                   | Lock out  | Students to follow instructions of NSL chief warden and staff   |