

Risk Management Plan Compass Schools Conference



Activity	Dangers (Hazards/Perils)	Risks (potential accident, injury, loss or violation)	Risk assessment	Control strategies	Who	When
Student issues	Medical issues	Student needs medical attention	Low	Each school to ensure that their staff comes with medical information for each of their students, including details of medicare number, emergency person contact details, prescription medications, allergies or known medical issues. Students must bring own asthma inhalers and epipens if required. First aid kit to be sourced by conference organisers.	Schools to manage medical risk for their students. Compass/CSA	Before the conference
	Emergency services	Need to call for emergency services	High	Compass staff to have emergency service numbers programmed into phones. Locations and likely response times for local emergency services to be known for each venue.	Compass/CSA	Before conference
	Pastoral issues Behavioural issues	Interpersonal conflict, emotional instability, etc Behavioural issues, ie excessive noise, vandalism, risk-taking, leaving venue without permission.	Medium	All staff to be observant for possible pastoral issues. School staff are responsible for pastoral and behavioural issues amongst their own students. All staff should address behavioural issues with any student as they occur. Compass maintains authority to require the removal of delegates from the conference at its discretion	All staff School staff All staff Compass/CSA	As early as practical during conference
	Child protection	Violation of responsibilities	Low	School staff to have WWC registration Compass/CSA staff and faculty to have WWC registration	School Staff Compass/CSA staff	Before conference

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<p>Travel</p> <p>Offsite activities, including bus trips</p>	Losing students	Leaving students behind	Low	<p>Students and staff to be assigned buses. All to travel in school groups. Each school to be responsible for checking names of their students as they board. Bus should not depart until all students are accounted for.</p> <p>Times and locations of mustering for trips to be clearly explained during sessions.</p> <p>Instruct students with what to do should they become separated from the group.</p> <p>School staff to be responsible for their own students. Provide a 1st Aid kit on all trips</p> <p>Ensure that all students have a contact mobile number for their own teacher.</p>	<p>Compass/CSA staff</p> <p>School staff</p> <p>Compass/CSA Staff</p> <p>Compass/CSA staff</p> <p>School staff</p> <p>School staff</p>	Before travel
Walking between venues	Losing students	Leaving students behind	Low	<p>Students to stay with their teachers while walking between venues.</p> <p>School staff to communicate with their own students re meeting place should they become separated.</p> <p>School staff to be responsible for their own students. Ensure that all students have a contact mobile number for their own teacher.</p>	School staff	
Venues	To be advised by venue staff		Low	Talk to staff at each venue in order to identify any known issues that might affect the group.	Compass/CSA staff	Before use of venue

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	Unsuitability of venue	Unexpected changes or circumstances	Low	Make decision about venue suitability and change to a backup venue if possible	Compass/CSA staff	Before use of venue
Programmed activities	Seminars, discussion groups, worship times, and forums at conference venue.	Evacuation emergency (fire, bomb threat)	Low	Brief staff on emergency procedures, and mustering location(s). At the mustering location, ensure an accurate head count with each school.	Compass staff School staff	As needed