

RISK ASSESSMENT FOR SCHOOL EXCURSIONS/SCHOOL BOOKINGS

State Sport Centres – Parkville

This information is provided to help teachers and students prepare and plan a safe visit to State Sports Centres – Parkville (Parkville).

The State Sport Centres (SSC) is a child safe organisation. All SSC staff members hold a Victorian Working with Children Check.

Hazard	Associated risk	Risk reduction control measures
Car park	Traffic accident with vehicle upon entry and exit to the venue	<p>Bus pick-up and drop-off zones are located at Entry B in the sliplane. School buses are permitted to park or drop off passengers within Parkville car parks.</p> <p>Students must use designated and marked walkways to the entrance.</p>
Child safety and wellbeing	Lost student	<p>Schools should gather all students and adults at the beginning of their visit to Parkville to outline meeting times and undertake site orientation. Instruct students to report to any SSC staff member if they are lost.</p> <p>Upon identification of a lost child, please immediately contact the Venue Responder on 9926 1400. The SSC has emergency procedures in place to handle missing students.</p> <p>Students remain the responsibility of school teachers at all times. Schools should implement appropriate supervision strategies, including:</p> <ul style="list-style-type: none"> • Early childhood/Primary schools: have a buddy system when at Parkville, especially when going to the toilets and regular roll calls. • Secondary schools: students have teacher mobile phone contact, regular meeting points and times. <p>School teachers may be required to assist with the completion of an incident report form.</p>

First aid

Unwell student

School staff are encouraged to hold student personal health and medical information and parent/guardian contact details.

Students should be dressed appropriately according to weather conditions and have adequate sun protection, water and snacks. Students should have proper nutrition before undertaking physical activity.

A school supervisor must be available to take students to receive medical care, if required.

Where the school is not required to bring its own first aiders, first aid support is available upon presentation to any SSC staff member. First aid rooms and stations are located throughout the venue. SSC first aid officers are able to undertake the initial treatment of injuries and illnesses occurring, including CPR, first aid, advanced first aid and anaphylaxis.

First aid

Injury to student or teacher requiring first aid or ambulance

Depending on the size of the event, schools may be required to bring their own designated first aid officer and first aid kit during the excursion.

A school supervisor must be available to take students to receive first aid, if required.

Where the school is not required to bring its own first aiders, first aid support is available upon presentation to any SSC staff member. First aid rooms and stations are located throughout the venue. Qualified SSC staff can assist with life-support using advanced resuscitation equipment and techniques while also facilitating the arrival of emergency services.

School teachers may be required to assist with the completion of an incident report form.

Emergency management

Emergency situation in the facilities

Evacuation and emergency procedures vary dependent on the type of emergency and location. In the event of a site emergency, schools are required to follow the directions of SSC staff, including Emergency Wardens (recognisable by their white, red or yellow hard hats).

Should a dangerous situation arise, the venue may be required to evacuate. The “beep-beep” tone alerts visitors to stop all activities and to listen for further announcements.

The “woop-woop” tone signals an evacuation. Teachers should follow the directions of SSC staff in case of an evacuation. The primary assembly area is located at the northern



overflow carpark. The secondary assembly area is the parkland opposite the roundabout from Entry B.

Once at the designated assembly area, teachers must conduct a roll call and notify any SSC staff member immediately if any students are missing.
