

# RISK ASSESSMENT FOR SCHOOL EXCURSIONS/SCHOOL BOOKINGS

## State Basketball Centre

The State Sport Centres (SSC) has prepared this information sheet to assist school clients and/or teachers undertake their risk assessment, emergency planning and prepare for a safe visit to the Knox Regional Sports Park located at 291 George Street, Wantirna South. The site consists of 27 hectares of land incorporating the State Basketball Centre (SBC) and Knox Regional Football Centre (KRFC).

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 the SBC. Students must be loaded and unloaded in designated bus drop-off zones.</p> <p>Students must use designated and marked walkways to the entrance.</p> <p>Additional parking space is located at SBC with 800 car parks plus an extensive overflow adjacent to the main car park. Parking is free of charge.</p>
Child safety and wellbeing	Lost student	<p>SSC is a child safe organisation. All SSC staff members hold a Victorian Working with Children Check.</p> <p>Schools should gather all students and adults at the beginning of their visit to SBC 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 SBC Duty Manager on 9926 1500. 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"> <li>• Early childhood/primary schools: have a buddy system when at SBC, especially when going to the toilets and regular roll calls.</li> </ul>

- Secondary schools: students have teacher mobile phone contact, regular meeting points and times.

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

First aid	Unwell student	<p>School staff are encouraged to hold student personal health and medical information, and parent/guardian contact details.</p> <p>Students should be dressed appropriately according to the activity and weather conditions with water and snacks. Students should have proper nutrition before undertaking physical activity.</p> <p>A school supervisor must be available to take students to receive medical care, if required.</p> <p>Where the school is not required to bring its own first aiders, first aid support is available upon presentation to any SSC staff member. SSC first aid officers can undertake the initial treatment of injuries and illnesses occurring, including CPR, first aid, advanced first aid and anaphylaxis.</p>
First aid	<p>Injury to student or teacher requiring first aid or ambulance</p>	<p>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.</p> <p>A school supervisor must be available to take students to receive first aid, if required.</p> <p>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.</p> <p>School teachers may be required to assist with the completion of an incident report form.</p>
Emergency management and response	Emergency in the SBC facility	<p>Evacuation and emergency procedures vary depending on the type of emergency and location. The SBC has a specific Emergency Management Plan. 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).</p> <p>Should a dangerous situation arise, the venue may be required to evacuate. The "beep-beep"</p>

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 on the grass area outside the north-west corner of the SBC building. The secondary assembly area is located in the car park to the South of the building. The secondary point is only to be utilised on the direction of the Chief Warden; in the event it is unsafe to go to the primary assembly area.

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

General	Risk Management	<p>The SSC risk management framework complies with the Victorian Risk Management Framework and the ISO 31000:2018 Risk management guidelines. As part of the framework, SSC maintains an enterprise risk register that identifies risks facing different areas of the organisation and assigns controls and treatments of those risks.</p> <p>As a Victorian Government entity, SSC is insured by the Victorian Managed Insurance Authority, and its level of insurance complies with the Department of Education's requirements. The SSC certificate of currency can be found on our website or provided upon request.</p>
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# EMERGENCY PROCEDURES

**KNOX REGIONAL SPORTS PARK**  
291 George Street, Wantirna South

## CONTACT NUMBERS

**IN CASE OF AN  
EMERGENCY:  
CALL 000**

**TO REPORT AN EMERGENCY CALL  
DUTY MANAGER  
(CHIEF WARDEN)  
03 9926 1500**

## LOCKDOWN

Critical Response when asked to 'LOCKDOWN! LOCKDOWN! LOCKDOWN!' due to an aggressive Incident at the Centre:

- Listen to all PA announcements with instructions from the Chief Warden.
- Immediately lock all doors and windows.
- Move all occupants away from windows/entrances and towards a safe internal space.
- Switch off lights.
- Move to areas beyond lockable doors.
- Ask everyone to turn mobile phones on silent.
- Minimise noise coming from your location.
- Await further instructions from the Police or Chief Warden.
- If anyone in your care is injured or has vital information, call 000 and Chief Warden.
- Do not leave your area unless advised to do so by Police and Chief Warden.

This type of situation is rare, fast moving and often takes a number of hours to resolve. Regular updates will be given by Chief Warden and responding emergency services will clear your area, when safe.

## MEDICAL

- D** DANGER: Ensure area is safe for you and others.
- R** Check for RESPONSE, ask name, squeeze shoulders.
- S** SEND FOR HELP: Call 000 for an ambulance or ask others to call and notify the Chief Warden on 9926 1500.
- A** Open mouth and check AIRWAY is clear, tilt head and lift chin to open airway.
- B** Check for BREATHING, if not present, begin CPR.
- C** Give CPR, 30 compressions followed by 2 rescue breaths, at a rate of 120 compressions a minute.
- D** Apply DEBRILLATOR if available, follow voice prompts.

## BOMB THREAT

- Upon receipt of a Bomb Threat via telephone
- Keep calm and do not hang up. Keep caller on the line as long as possible with questions.
  - Fill out bomb threat checklist, if not available, write down exact wording of threat.
  - Listen for any background noises, accents, distinguishing features surrounding the call.
  - Once caller hangs up, leave your end of the phone off the hook.
  - Contact Chief Warden/Police (000) immediately for further instructions.

## EVACUATION

- On sounding of the evacuation tone: WHOOP...WHOOP**
- Be aware of a possible emergency in your area, check surrounding area for signs of danger.
  - Wardens will prepare their areas for evacuation and give guidance to all other occupants.
  - Only take items that can fit in pockets and won't hold you up.
  - If fire is discovered, only try to extinguish the fire if safe & trained to do so.
  - Direct occupants to leave the building via nearest safe emergency exit.
  - Sweep your area to ensure all occupants have left, secure area by closing doors/shutters, but do not lock.
  - Do not use lifts in case of fire.
  - Exit the building and proceed directly to the Assembly Area (AA). Stay at AA until all clear is given.
  - If any person has refused to leave, is injured, or you have any information regarding the incident, please inform Chief Warden via WIP or in person.

## FIRE / SMOKE

**IN CASE OF A FIRE**  
ATTEMPT ONLY IF SAFE TO DO SO

- |   |                                      |   |   |
|---|--------------------------------------|---|---|
|  | <b>P</b> ULL the pin.                |  | <b>R</b> ESCUE any person in danger.                  |
|  | <b>A</b> IM at the base of the fire. |  | <b>A</b> LERT: Raise the alarm.                       |
|  | <b>S</b> QUEEZE the handle.          |  | <b>C</b> ONTAIN: Close doors to contain the fire.     |
|    | <b>S</b> WEEP from side to side.     |    | <b>E</b> XTINGUISH only if trained and safe to do so. |

## ASSEMBLY AREAS

