
SHAPE Risk Management Plan

School name:	
Excursion date:	
Venue:	The University of Technology Sydney (UTS) Building 1, 15 Broadway, Ultimo 2007
Contact:	General Enquiries (02) 9514 1192 Campus Security 1800 249 559
Public Liability Insurance:	The University of Technology Sydney (UTS) maintains public liability insurance coverage for its activities and events.

Health, Safety and Duty of Care

The University of Technology Sydney (UTS) provides a managed public venue with established workplace health and safety systems, trained staff, emergency procedures and security arrangements. Schools retain overall duty of care for students at all times and are responsible for ensuring appropriate supervision, behaviour management and compliance with instructions provided by venue staff.

Your obligations

As a visitor & guest, educational, and school tour visitors must:

- Obey all safety instructions given by their guide and any UTS staff.
- Follow all safety signage.
- Not engage in any unsafe or unauthorised activities that might endanger the health and safety of themselves, or any other person at UTS.
- Not deliberately damage, disable or deface any signage or furniture.

Risk Assessment

Task / Activity	Potential Hazard	Assessed Risk	Existing Control Measures	Control Measures – School Responsibilities	Responsibility
Travel to and from UTS	Motor vehicle or public transport incident	Low	Public transport systems and licensed bus operators operate under NSW safety regulations	<ul style="list-style-type: none"> • Ensure students are seated and seat-belted where fitted • Supervise students at all times during travel • Conduct roll checks before departure and on arrival 	Teacher in charge
Travel to and from UTS	Travel sickness	Low	N/A	<ul style="list-style-type: none"> • Identify students with known travel issues • Carry sick bags, water and wipes as required 	Teacher in charge
Arrival and movement within Broadway precinct	Slips, trips or falls; interaction with traffic; separation from group	Moderate	Well-maintained public pathways, pedestrian crossings, CCTV and security presence	<ul style="list-style-type: none"> • Keep students in supervised groups • Use designated pedestrian crossings • Conduct head counts before and after movement • Establish clear meeting points 	Teacher in charge
Entry to UTS	Lost student; crowd congestion; minor injury	Low	UTS security staff present; clearly marked entry points	<ul style="list-style-type: none"> • Enter venue in an orderly manner • Maintain group integrity during entry • Conduct roll check once inside 	Teacher in charge
Movement within the building (foyers, stairs, lifts)	Slips, trips or falls; congestion	Moderate	Non-slip flooring, handrails, lifts, clear signage	<ul style="list-style-type: none"> • Enforce walking only (no running) • Provide additional supervision on stairs and escalators • Use lifts where required for accessibility 	Teacher in charge / Venue staff
Seminar attendance	Congested area causing trips; behavioural issues	Low	Controlled lighting and sound systems operated by trained staff	<ul style="list-style-type: none"> • Brief students on seminar etiquette and expectations 	Teacher in charge

Task / Activity	Potential Hazard	Assessed Risk	Existing Control Measures	Control Measures – School Responsibilities	Responsibility
				<ul style="list-style-type: none"> • Ensure students remain seated unless directed 	
Medical conditions, illness or injury	Asthma, anaphylaxis, injury, fatigue	Moderate	On-site first aid facilities and trained staff; emergency procedures	<ul style="list-style-type: none"> • Carry student medical information and medication • Notify venue and NESA in advance of serious medical conditions • Report incidents immediately to venue staff 	Teacher in charge / First Aid Officer
Lost student	Student separated from group	Moderate	CCTV coverage; security staff; established lost-person procedures	<ul style="list-style-type: none"> • Establish meeting points • Implement buddy systems where appropriate • Educate students on what to do if separated 	Teacher in charge / UTS Security
Weather conditions	Wet surfaces; heat exposure during outdoor movement	Low–Moderate	Covered walkways and indoor areas	<ul style="list-style-type: none"> • Enforce no-running policy • Encourage hydration and sun protection when outdoors 	Teacher in charge
Emergency situations	Fire; evacuation; security incident	Low	Comprehensive emergency management plans; trained staff	<ul style="list-style-type: none"> • Keep group together • Follow all instructions from venue staff and emergency services 	Teacher in charge / UTS staff

Schools should review and adapt this risk assessment to reflect their specific cohort, supervision arrangements, travel method and student needs.