

RSIC 2026 Risk Management Plan



Risk Management Plan prepared by: Barker College		Date of issue: 4/09/2026
Event: RSIC Conference 2026	Date of Event: 28 September to 3 October, 2026	Location: Barker College, Sydney, Australia

Activity, situation or risk factor	Hazard(s) presented by the activity, situation or risk factor	Risk level	RISK CONTROLS
Child Protection	Child Protection risks that arise during the Conference including onsite, offsite or homestay families	1D	- All situations will be managed to comply with Australian Child Protection, Codes of Conduct and Student Duty of Care - All situations will be managed to comply with the RSIC Incident Management Flowchart and procedures - All Barker staff, homestay families and third-party operators will have a Working With Children Check (involves New South Wales government background screening, police check) - In addition to WWCC, homestay families will also be screened through Barker lens of standards and expectations of parent behaviour. - Barker Homestay families will attend information meetings and briefings so they will be clear on the expectations and a consonant with what is involved in being a homestay family. - Adult delegates practice 'duty of care' supervision of their student delegation. This includes adult delegates checking in with students every day or as required to ensure that they are safe and that there are no risks, child protection or otherwise. - Adult delegates are always on call for their students to contact them. - Barker Staff provide additional supervision, security and assistance throughout the Conference - Adult delegates will be briefed to the expectations for their behaviour during the Conference by Round Square CEO and Conference Director. - All Adult delegates will have Barker contact number in line with the emergency plan
Medical conditions	Students with medical and health issues Delegate injury	2A	- All situations will be managed to comply with the RSIC Incident Management Flowchart and procedures - Each school submits the up-to-date medical and health data through the RSIC website for their students attending the RSIC - Adult delegates are the first point of care for the students' health - Adult delegates are responsible for the distribution of medications to their students

RSIC 2026 Risk Management Plan



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			- Barker Clinic nurses will be available to care for all delegates at the Barker College Clinic - An on-call nurse will be available after hours - All Barker staff are qualified first aiders - Delegates will have access to a local doctor - AEDs on campus and first aid kits available in each building
Infectious disease	Transmission to delegates	2C	- Most conference activities will be conducted in small Baraza groups - Barker College conference venues have been selected to provide adequate space and ventilation and avoid excessive crowding of delegates - Barker Clinic nurses will be available to care for all delegates at the Barker College Clinic - Delegates will have access to a local doctor - Hand hygiene stations available at large campus venues, dining and food pick-up points and in classrooms used by delegates
Meals and snacks	Allergic reactions Food poisoning	2C	- Register of all known allergies and dietary conditions compiled based on the information supplied by each school regarding all delegates - Food Safety Supervisor in charge is certified by NSW Food Authority as required by law - Catering company procedures for food handling, preparation and storage are documented as part of a fully compliant food safety programme - Delegates with special dietary requirements will be provided with a red lanyard to wear - Delegates with special dietary requirements will collect their food from the red tent within the food servery area - Food supplied to delegates will meet with allergy and health requirements - Distribution and consumption of special dietary meals supervised by Barker staff meal supervisors and caterers - First aid kit, including EpiPen will be available in each building - Barker College nurses available and on call - Meal supervisors and other staff members inducted into emergency procedures
Coach Travel	Risk of accident / injuries Boarding and alighting from bus	2C	- Use of reputable coach company known to Barker - Fully licensed and experienced drivers - Delegates briefed on safe boarding and disembarking procedures

RSIC 2026 Risk Management Plan



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			- Delegates to adhere to safe boarding points at all hotels and venues - Delegates advised to stay in seats when bus is in motion, and required to wear seat belts when provided - Delegates to remain in seats and not distract driver - No limbs outside the window. - In the event of an accident obey local authority's / staff member's requests in regard to safety. - A Barker staff member will be on each bus with a first aid kit
Walking and crossing roads	Being pushed onto roadway Students looking wrong way	2C	- Delegates instructed to use the footpath at all times - Delegates to remain as far from roadway as possible - Adult Delegates and Barker Staff to walk on the roadside of students - Adult Delegates and Barker Staff to stand in front of students at crossings - Student delegates will only be permitted to use official road crossing and traffic lights, and they should be supervised at all times - In high traffic areas students cross in allocated staff groups - Daily reminders to students on road crossings
Dining marquee installation Set-up and pack down	Collision with mobile plant Manual handling injury Falling objects Windy conditions during use	2C	- Suitable installation location on level ground - Bump in and bump out times agreed with providers - Installers safely guided onto site by Barker College maintenance staff members - Mobile plant operators licensed where required, otherwise trained and experienced - Mobile plant pre-op inspections completed - Mobile plant operating zone separated from pedestrian areas - Installers follow documented safe work methodology to erect tent - Team lifting of heavy loads - Essential workers only permitted inside the "drop zone" - Documented wind management plan will be followed and weather conditions monitored
Use of electricity	Electric shock or electrocution Fire		- Student delegates reminded how to avoid fire and electric shock risks including not to overload power outlets, not to leave electrical items plugged in without being present, not to use electricity near water - Delegates to use quality electrical adaptors and leads that are not obviously damaged - Barker College general power outlets protected by residual current devices (RCDs)

RSIC 2026 Risk Management Plan



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	Property damage		- Barker College electrician consultation where required with conference providers on power requirements and supply for plant and equipment - Conference providers test and tag up to date on all electrical plant and equipment
Overcrowding and crowd flow, wayfinding	Delegates and guest crowd congestion resulting in accident	1C	- Clear entry and exits points in buildings - Clear directions given to the delegates - Overarching conference programme documented and followed each day - Adult delegates inducted into the conference programme at the start of the conference - Delegates divided into four streams, each with an identifying colour, and then into Baraza groups within each stream - Delegates will be issued with lanyards that show their stream and Baraza group - Barker staff members and students inducted into their duties and the programme before the conference - Barker students and staff will act as conference ushers assisting and directing delegates to campus areas, classrooms and seats at events - Clear and prominent signage - Clear evacuation procedures and communication of these
Wet floors, cables, staging	Delegate slips, trips and falls	1C	- Cable covers where required - Prompt housekeeping and spill response by cleaners, maintenance staff and Barker College conference staff - Warning signage when required - All surfaces, steps and pathways compliant with occupational health and safety standards - Adequate lighting for buildings, pathways and steps - Staging installed by competent and experienced conference providers
Hotel accommodation	Child Protection, security and safety, supervision Delegate slips, trips and falls Insufficient amenities	1C	- Bathrooms will be allocated to staff and students to ensure the maintenance of professional boundaries - Hotel will have sufficient amenities, including breakfast, spaces for multiple students, and internal bathrooms - Adult delegates will be roomed in the vicinity of their students - Delegates briefed about appropriate behaviour in rooms and evacuation procedures - Assembly points identified

RSIC 2026 Risk Management Plan



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	Security/safety Fire-hazard In-room accidents/poor or unsupervised behaviour		- Delegates report hazards to hotel staff immediately - Delegates are to act responsibly in the public areas of the hotel, in stair wells and in and around lifts - Hotel provides secure access (key cards, concierge/security) - Hotel staff are available 24hrs - Delegates advised to lock rooms and store valuables securely - All students will have a 10:00pm curfew at which time they are to be in their rooms either in bed or preparing to go to bed. - No students permitted to leave their room after 10pm unless in the case of emergency. - Adult delegates are to ensure their students adhere to the curfew and remain in their rooms afterwards. - There will be a Barker staff member on call in hotel in the morning and when the delegates return to their hotel
Weather	Prevention of sunburn	C2	- Consider any weather-critical visits and plan a wet weather alternative in advance - Consider potential for sunburn, keep delegates in shade where possible - Plan trip or activity accordingly to minimise the risk - Plan appropriate clothing lists - Regular application of sunscreen - Hats to be worn
Unsanctioned Student Activity	Student engages in activity / behaviour that is unauthorised or against the implicit and explicit guidelines of the conference	2C	- Adult Delegates are to brief and enforce student behaviour that complies with any safety directions/instructions during the conference - Conference Code of Behaviour is to be signed each delegate prior to the conference - Student delegates are to be briefed on conference rules / expectations / behaviour. - Adult delegates are to inform their School Authorities and parents of discipline breach. - All delegates are to abide by Australian law
Unsanctioned Staff Activity	Staff engages in activity / behaviour that is unauthorised or against the implicit and explicit guidelines of the conference and/or Adult	2C	- Adult delegates are to read and sign the Conference Code of Behaviour prior to the conference - Adult delegates are to attend mandatory staff briefings - Professional boundaries and standards of behaviour are expected from adult delegates - Adult delegates are to maintain respectful communication with other school and Barker staff

RSIC 2026 Risk Management Plan



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	Delegate Code of Conduct of behaviour Inadequate supervision of students in their care Failure to manage own emotional responses		- Enforcement of a zero-tolerance drug use, anti social or sexual student behaviour - Adults delegates are to be positive role models for students throughout the conference
City Urban Challenge	Students becoming lost Student safety in public Students tripping, falling over or getting hurt whilst in the city	2C	- An Urban Challenge staff member will be with each activity group - Students will be in the care of their teachers within activity groups - Barker staff will be engaged in supervision of activity groups as an additional measure - Barker students will be in each activity group to assist delegates - All students are advised to have a mobile phone and able to contact their teacher when necessary - If lost, Urban Challenge Lost Participant Action Plan will be followed - Delegates are to follow the instructions of the Urban Challenge staff member - Delegates are to follow the laws and etiquette of travelling on public transport and moving about the city when walking on paths and in shops, etc - Students are to behave in a manner that is in keeping with their school rules, expectations of Round Square and the Australian rules and expectations - The Urban Challenge course will be through safe and tourist areas of the city - Each Urban Challenge staff member carries a first aid kit - Urban Challenge organisation will have a mobile support crew to care for participants who may injure themselves - Urban Challenge staff will facilitate hospital visits if required following the Urban Challenge Emergency Management System procedures
Anglicare Crowd Sorting	Manual handling (lifting bags of clothes) resulting in muscle strain, fatigue, back or shoulder injury	1C	- Clear instructions given to delegates - Demonstration of sorting procedures given - Defined sorting zones outlined - Gloves and face masks supplied - Rotation of sorting tasks with scheduled rest breaks - Supervision ratios include adult delegates, Anglicare staff and Barker staff

RSIC 2026 Risk Management Plan



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	Allergic reactions, respiratory irritation Crowding or poor behaviour in group setting		- Gamson Centre well ventilated - first aid and medical assistant available
Tree / grass planting activity	Manual handling (digging, lifting soil and plants) resulting in muscle strain, fatigue, back injury Slip, trip or fall on uneven or slippery ground	2C	- Pre-inspection of site & clear instructions to delegates including a briefing and demonstration of safe lifting and digging techniques - Check weather forecast prior - Modify/cancel if extreme conditions - Adequate water, sun protection - Rain and warm clothing carried - Suitable enclosed footwear required by all delegates - Suitable tools and PPE provided such as gloves - Regular rest breaks and rotation of tasks - Safe spacing between delegates when working - Tools to be placed on the ground when not in use - Supervision ratios include adult delegates, Local Council representatives and Barker staff - Each activity group Barker leader is first aid trained and will carry a first aid kit.
Bush walking	Slips, trips, falls causing injury Getting lost or separated Bites, stings, allergic reactions	2C	- Pre-walk route inspection - Well-marked and maintained urban bush track - Check weather forecast prior - Modify/cancel walk if extreme conditions - Adequate water, sun protection - Rain and warm clothing carried - Clear briefing on walking techniques and wildlife awareness - Suitable enclosed footwear required by all delegates - Appropriate pace and rest stops - Group management plan with head counts at regular intervals - Clear leader/sweeper roles for Barker staff - A map and mobile phone carried by Barker leader - First aid kit carried by each Barker leader

RSIC 2026 Risk Management Plan



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			- Student delegate medications, inhalers, EpiPen to be carried by their teacher - Emergency response plan - Supervision ratios include adult delegates and Barker staff - If lost procedures will be instituted in each activity group if required
Outback stockman display: Live animal handling - sheep, dogs and horses Stock whip cracking Loading and unloading animals	Bite, scratch, kick by animals Animal injury or illness Escaped/loose animal Injury from stock whip	2C	- All animal handlers fully trained - Animals cared for and kept calm, comfortable and secure by handlers - Horse riders fully trained and experienced - PPE worn by handlers as needed for the activity - Pens, barriers and fencing properly installed and inspected - Spectators kept away from animal holding areas - Adequate clearance maintained spectators and demonstration areas - Clear instructions to and signage for spectators - First aid kit and trained staff members attending
Small animal handling and display:	Bite, scratch Animal injury or illness Escaped/loose animal	1C	- All animal handlers fully trained - Animals cared for and kept calm, comfortable and secure by handlers - Clear instructions to spectators - First aid kit and trained staff members attending
Indigenous cultural demonstration and activities: Weaving Spear throwing Fire making	Cuts from sharp tools Injury from a spear Burn Smoke inhalation Damage to indigenous artifacts	2C	- Weaving instruction is provided to delegates - Delegates are safely seated while using tools - Use of scissors and needles is supervised - Clearly delineated spear throwing area, only 3 delegates in the area at a time - Delegates supervised at all times - Delegates instructed in how to throw a spear safely - Delegates instructed in how to use the fire stick - Water on hand in case of ember or flame spread - Activity provider and Barker staff members as fire spotters - Use of fire stick rotated amongst activity participants to prevent blisters - Handling of indigenous artefacts supervised at all times - Valuable and delicate artefacts handled by demonstrators only

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Inflatable slide and mechanical ride activity: Set-up and pack down High winds Use by delegates	Manual handling injury Inadequate/failure of anchor points resulting in movement or lifting of structure Windy conditions resulting in movement or lifting of structure Fall, bruise or sprain Unsafe behaviour on slide/ride Deflation	2C	- Plant items registered with the New South Wales safety regulator as required by OHS legislation - Bump in and bump out times agreed with providers - Installers safely guided onto site by Barker College maintenance staff members - Inflatable and ride installed in suitable and safe location as agreed with providers and in accordance with documented risk management plan - Exclusion zone with barriers established around slide and ride and associated equipment - Weather conditions monitored including wind speeds - Anchor points comply with manufacturer's guidance and Australian standards - Anchor points checked before and during operation - Height, weight and number restrictions for those on the slide and ride are observed. Only one rider at a time on the mechanical ride - Safety signage is provided and safety rules are explained to users - Supervision is provided by both the suppliers and Barker College staff members - All sharp objects are removed from persons before entering the inflatable - Immediate evacuation in the event of deflation of the inflatable - First aid kit and trained staff members attending
Rock wall climbing activity	Fall Bruise or sprain Rescue required Adverse weather conditions	2C	- Bump in and bump out times agreed with providers - Installers safely guided onto site by Barker College maintenance staff members - Rock wall safely installed by providers on level ground and inspected for use - Belay system tested before use - Wind speeds and weather conditions are monitored prior to set-up and during activity - Height, weight and age restrictions are observed - Safety harnesses provided and checked before activity commences - Safety harnesses fitted to each climber by activity supervisors - Climber descent controlled by hydraulic belay system - All climbers supervised at all times by certified operators and Barker College staff members - Provider supervisors are fully trained in rescue techniques - First aid available from Health Centre nurses - School campus emergency procedures in place

RSIC 2026 Risk Management Plan



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Woodchopping demonstration	Woodchip projectiles Axe head projectiles Serious cut/amputation	2C	- Exclusion zone with barriers established around woodchopping area - Demonstration complies where applicable with the Australian Axemen's Association Competition Rules and Code of Conduct - Qualified and experienced axeman - Axeman responsible for the secure set-up of logs - No unauthorised people in the exclusion zone - All axe heads pinned - Axes covered and securely stored when not in use - First aid kit available and trained staff members attending
Bush dance (line dance)	Fall Bruise or sprain	2C	- Band bump in and bump out is scheduled with Barker College maintenance department - Band is set up on a stage - Dance floor provided for those who wish to dance - Breakout area provided for those who do not wish to dance - All dances taught and called by the band - First aid kit available and trained staff members attending

RSIC 2026 Risk Management Plan



Risk Assessment Matrix					
Likelihood	Consequences				
	1	2	3	4	5
A	High	High	EXTREME	EXTREME	EXTREME
B	Moderate	High	High	EXTREME	EXTREME
C	Low	Moderate	High	EXTREME	EXTREME
D	Low	Low	Moderate	High	EXTREME
E	Very Low	Low	Low	High	High

Likelihood		
A	Almost certain (once per year or more)	Expected to occur during the activity
B	Likely (once in 3 years)	Will probably occur during the activity
C	Possible (once in 10 years)	Might occur at some time during the activity
D	Unlikely (at least once in 30 years)	Might possibly occur given the right conditions
E	Rare (once in 30 – 100 years)	Almost impossible and only in exceptional circumstances

Consequence Level				
		Health and Safety	Organisational	Legal
1	Insignificant	First aid	The consequences are dealt with by staff.	Legal action unlikely.
2	Minor	Medical treatment	The consequences would threaten the efficiency or effectiveness of some aspects of the program but be dealt with internally by senior staff.	Minor legal issues possible. Noncompliance and breaches of SOPs / regulations.
3	Moderate	Temporary loss of body function Hospitalisation	The consequences would not threaten the program but would mean that the administration of the program or activity could be subject to significant review or changed ways of operating.	Serious breach of regulation with investigation or report to authority with prosecution and/or moderate find possible.
4	Major	Fatality or permanent disability to one or more persons	The consequences would threaten the survival or continued effective function of the program or activity or require the intervention of top level management.	Major breach of regulation. Major litigation.
5	Catastrophic	Multiple fatalities or permanent disabilities/irreversible effects to > 30 people	The consequences would threaten the survival of not only the program or activity but also the organization, causing major problems for participants and stakeholders.	Significant prosecution likely. Very serious litigation, including class action.