

Excursion Risk Management Plan Proforma

Name of school:
 Name of principal:
 Description and location of excursion:
 Date(s) of excursion:

Group/class: Number in group/class:
 Name of excursion coordinator:
 Contact number:
 Accompanying staff, parents, caregivers, volunteers:

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When

Venue and safety information reviewed and attached. **Yes / No**
 Plan prepared by: Position:
 Prepared in consultation with: Date:
 Communicated to:

Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.