

1. Sample Excursion Risk Management Plan

Name of school: Excursion Plus High School

Name of principal: J Citizen

Description and location of excursion: Bushwalk and overnight stay to National Park

Date(s) of excursion: 18 October 2004

Group/class: 6S and 6G

Number in group/class: 55

Name of excursion coordinator: K Citizen

Contact number: xxxx xxxx

Accompanying staff, parents, caregivers, volunteers: 2 class teachers and 4 parent/carer volunteers

Task/Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Walking to and from transport	<ul style="list-style-type: none"> - struck by vehicle on road - uneven footpath 	6 6	<ul style="list-style-type: none"> - 6 adults attending to supervise excursion - Brief participants on rules and behaviour - Remain on pedestrian pathways and utilise pedestrian crossings at all times 	Teachers " All	Prior to walk " On excursion
Coach transport to excursion venue	<ul style="list-style-type: none"> - boarding coach - vehicle accidents 	6 5	<ul style="list-style-type: none"> - Ensure vehicle operators hold appropriate license(s) and insurance - Check availability of seat belts - Vehicle to be appropriate for needs of the group e.g. wheelchair access if required - Enforce rules and monitor behaviour - Ensure seatbelts are worn 	Excursion Coordinator " " Teachers "	Prior to booking " " On excursion "
Observing rock formations, animals and plants	<ul style="list-style-type: none"> - bites and stings from insects, spiders, snakes - exposure to sun 	4 5	<ul style="list-style-type: none"> - Avoid areas with long grasses - Wear enclosed footwear and long pants - Wear hats, shirts with sleeves and sunscreen while outdoors - Do not touch animals - Carry first aid kit 	All " " Teachers	On excursion

Bushwalking in national park	- uneven ground surfaces, bites and stings, exposure to sun, wind, rain and dehydration.	4	- Notify national park staff of expected arrival and departure times, location of walk and participants	Excursion Coordinator	Prior to walk
	- allergies to insects, reptiles and plants.	3	- National Park staff to lead walk. Adult supervision at front and back to keep group together.	"	On walk
	- becoming lost or isolated from the group	3	- Inform excursion participants of National Park safety instructions.	All	
	- change in weather conditions		- Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions	"	
		5	- Wear hats, shirts with sleeves and sunscreen while outdoors	Teachers	
			- Ensure participants carry water bottles	"	
			- Staff carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade	Excursion Coordinator	
			- Identify participants with known medical conditions and ensure appropriate medication/treatment is available	"	
			- Check weather forecast on day of excursion	"	
			- Carry maps and compass	"	
			- Emergency plans for dealing with potential incidents	"	
			- Carry first aid kit		
Overnight stay at lodge accommodation	- food or drink while at the establishment	4	- Lodge has been provided with necessary information on personal allergies and requirements for food and beverage preparation and service	Excursion Coordinator	Prior to excursion
	- intruder	6	- Lodge has adequate security in place	"	
	- fire or other emergency	3	- Received information on emergency plans and alert devices from lodge staff	Excursion Coordinator & Lodge staff	At the lodge
	- students at risk of assault	4	- Participants to be briefed on emergency procedures	Teachers	"
			- Child protection strategy in place. Sleeping accommodation secured and monitored by staff supervisors		"

Venue and safety information reviewed and attached. Yes No

Plan prepared by: K Citizen

Position: Year 6 teacher

Date: 2 August 2004

Prepared in consultation with: Year 6 staff, Deputy Principal, parent volunteers

Communicated to: Teachers and parent/carer volunteers

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