### 1. Sample Excursion Risk Management Plan

<table>
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<tr>
<th>Task/Activity</th>
<th>Hazard Identification</th>
<th>Risk Assessment</th>
<th>Elimination or Control Measures</th>
<th>Who</th>
<th>When</th>
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</table>
| Walking to and from transport        | - struck by vehicle on road  
   - uneven footpath              | 6 6             | 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   | - boarding coach vehicle accidents | 6 5            | 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   | Prior to booking  
   Coordinator  
   "  
   "  
   Teachers  
   On excursion " |
| Observing rock formations, animals and plants | - bites and stings from insects, spiders, snakes  
   - exposure to sun              | 4 5             | 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         | On excursion " |

**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
Bushwalking in national park
- uneven ground surfaces, bites and stings, exposure to sun, wind, rain and dehydration.
- allergies to insects, reptiles and plants.
- becoming lost or isolated from the group
- change in weather conditions

| 4 | - Notify national park staff of expected arrival and departure times, location of walk and participants
- National Park staff to lead walk. Adult supervision at front and back to keep group together.
- Inform excursion participants of National Park safety instructions.
- Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions
- Wear hats, shirts with sleeves and sunscreen while outdoors
- Staff carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade
- 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

Excursion Coordinator

| 3 | -  

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Excursion Coordinator

| 3 | -  

Food or drink while at the establishment
- intruder
- fire or other emergency
- students at risk of assault

Excursion Coordinator & Lodge staff

| 5 | - Lodge has been provided with necessary information on personal allergies and requirements for food and beverage preparation and service
- Lodge has adequate security in place
- Received information on emergency plans and alert devices from lodge staff
- Participants to be briefed on emergency procedures
- Child protection strategy in place. Sleeping accommodation secured and monitored by staff supervisors

Excursion Coordinator

| 4 | -  

Venue and safety information reviewed and attached: Yes

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 if controls and change if necessary. Review the risk assessment if an incident or significant change occurs.