

## Excursion risk management plan

Instruction			
<p>All schools have obligations to identify and manage risks associated with their operations, including school excursions. The intent of this plan is to provide guidance on known risks and controls and enable schools to modify the plan to reflect their practices.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- Review the excursion risk management plan, complete the risk assessment column and assign responsibilities.</li> <li>- Modify or add activity, hazards, assessment and controls to reflect the excursion and risk management practices</li> <li>- Communicate the excursion risk management plan with staff, students and relevant stakeholders.</li> </ul> <p><b>*Please note that this resource is provided to schools as a guide only, schools are required under the DET Risk Management Framework to complete their own plan.</b></p>			
Excursion details			
Date(s) of excursion		Excursion destination	
Departure and arrival times			
Proposed activities		Water hazards? Yes/No If yes, detail in risk assessment below.	
Method of transport, including proposed route			
Name of excursion co-ordinator			
Contact number of excursion co-ordinator	(BH)	(M)	
Number of children attending excursion		Number of educators/parents/volunteers	
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.			

Excursion checklist	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list

Risk assessment – AGPC Guidelines					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Pre-event planning	Inadequate / critical event information not known, understood and or communicated.		Obtain event related information from AGPC including: - Circuit map - Ticket collection - Travel information - Meeting points		
	Student permissions not obtained / students not approved to attend the event.		Ensure student excursion permissions are obtained along with emergency contact details and any medical conditions to be aware of.		
	Staff do not hold current working with children check (WWCC) / not approved to work with students.		Staff to hold current working with children check (WWCC).		
	Inadequate staff numbers planned to ensure adequate supervision.		Establish staff supervision arrangements considering staff to student ratios.		

Travel to and from event Travel via bus/ coach Travel via public transport	Motor vehicle accident whilst travelling to / from event location.		Drivers to hold suitable licence for vehicle, be fit to drive and drive in accordance with road rules and road / environment conditions.		
	Staff and students not wearing seat belts while vehicle is in operation.		Staff and students to be instructed to fit seatbelt prior to vehicle proceeding.		
Arrival at event location	High traffic areas for entry, parking, drop off and pick up.  People (student and teacher) interactions with vehicles.		Excursion bus to proceed to dedicated drop off / pick up area.  Students and teacher to muster at designated meetings points.  Use designated walkways and footpaths at all times.		
Attendance at event / Participating as a spectator	Students / teachers enter work areas / restricted areas.		Students and teachers to remain in public areas, obey signs, follow instructions of event staff and security and do not enter any restricted areas.  Familiarise with attendance conditions.		
	Student becomes lost or detached from the group.		Nominate a central meeting point in the event that someone detaches / becomes lost and communicate.  Contact the event operations centre.		
	Exposure to noise from the bikes, cars or aerial activities.		Ear plugs distributed to all staff and students.  Utilise ear plugs provided during bike, car and aerial activities.		
	Exposure to weather including: - sun and hot weather. - Rain and cold weather. - Storms.		Ensure UV protection including hat and sunscreen.  Keep hydrated, bottled water is available for purchase or water free fountains are provided.		

			Seek shelter in the event of rain or storms and bring clothing for all seasons.		
	Injury, emergency or security threat.		Staff and students to be familiar with emergency procedures, exits, contact numbers and follow instructions of security and emergency services.  Injuries to be reported to the event operations centre and attended to by St Johns or Ambulance Victoria.		

**Risk assessment – Schools (Add additional activities, hazards and controls)**

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

Plan prepared by			
Prepared in consultation with:			
Communicated to:			
Venue and safety information reviewed and attached	Yes / No Comment if needed:		

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

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High