

This proforma is provided by Observatory Hill Environmental Education Centre to assist teachers in the development of their risk management plan for the excursion

Incursion Risk Management Plan Proforma

Name of school:
 Name of principal:
 Description and location of incursion: **The Nature of Art: Students School**
 Date(s) of incursion:

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

Activity	Hazard Identification Type/Cause	Risk Assessment (Matrix Score)	Elimination or Control Measures	Who	When
Playground Invertebrate study	Trips, slips and falls	5	Students to remain within eyesight of their teachers at all times. Students are given instructions as to expected behaviour and boundaries.	All	On incursion
Playground Invertebrate study	Insect bites	5	Student given clear instructions about how to collecting bugs in specimen jars by using a paintbrush to gently collect any bugs and to not touch or put fingers into holes etc	EEC Teacher	On incursion
	Sun exposure	5	Students to wear hats and sunscreen.	All	On incursion
General health	Mobility/asthma/diabetes/all allergic reactions/heart conditions/behaviour problems	5	Advise EEC staff of mobility issues. Alternative arrangements as required. Where possible a teacher's aide or parent helper will be sourced. Students reminded to bring any Health Management Plan and medication as needed. All EEC staff are trained in emergency procedures, carry first aid kits and charged mobile phones.	Teacher & EEC staff	Prior to & on incursion
Infectious disease control	COVID-19 (Novel Coronavirus) - as per advice by NSW Department of Education and NSW Health	4	<ul style="list-style-type: none"> OHEEC will follow all DoE Covid-19 advice and procedures If a student or staff is unwell with respiratory illness prior to the program, please exclude from the program. If a student or teacher becomes unwell with respiratory illness during the program, isolate from the other students ASAP and seek medical advice. All students, staff and program participants to wash hands with soap and water where possible. EEC staff carry hand sanitizer for general use where appropriate or required. Program materials, objects, equipment and surfaces used by students, staff and visitors to be preferably single use. Where multiple use is required, equipment to be thoroughly cleaned 	School staff and EEC staff	Prior to and on incursion

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			regularly. • Any suspected cases of Covid 19 after the excursion, schools to notify the Centre ASAP. EEC staff will also notify the school.		
Venue and safety information reviewed and attached: Yes / No Plan prepared by: _____ Position: _____ Date: _____ Prepared in consultation ¹ with: _____ 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.					

Risk Matrix:	1 = Extreme	2 = High	3 = Medium	4 = Low	5 & 6 = Minimal
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If the student has a disability consultation should take place with their parents/carers/EEC staff and, where practicable, the student when considering reasonable adjustments and making decisions that could impact upon their participation in a relevant activity.