

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

### Excursion Risk Management Plan Proforma

<p><i>Name of school:</i></p> <p><i>Name of principal:</i></p> <p><i>Description and location of excursion: <b>Tourism, OHEEC, Local hotel, Circular Quay</b></i></p> <p><i>Date(s) of excursion:</i></p>	<p><i>Group/class:</i></p> <p><i>Name of excursion coordinator:</i></p> <p><i>Contact number:</i></p> <p><i>Accompanying staff, parents, caregivers, volunteers:</i></p>
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Activity	Hazard Identification Type/Cause	Risk Assessment (Matrix Score)	Elimination or Control Measures	Who	When
Transport to and from venue	General accidents including public interaction	6	Teachers to supervise students embarking, disembarking and during transport to and from venue	Teacher	On excursion
Walking to and between excursion venues/crossing roads	Weather	6	Students should be suitably dressed for prevailing weather conditions including hats, appropriate clothing, sunscreen, enclosed shoes (no sandals or thongs). Water bottles are recommended. If rain is likely, wet weather gear should be brought.	All	Prior to and on excursion
	Trips, slips and falls	6	Students to remain within eyesight of their teachers at all times. All students, teachers and EEC staff will cross at traffic lights and pedestrian crossings where possible. Students are given instructions as to expected behaviour and boundaries	All	On Excursion
Recess and lunch – various sites/ interviewing public	Interaction with the public	6	Students are given instructions as to expected behaviour and boundaries	Teacher and EEC staff	Prior to and on excursion
Local hotel tour	General accidents including public interaction	6	Students to be adequately supervised and given clear instructions about behaviour whilst on hotel tour especially during back area visits to kitchens, carparks etc. Students to follow any relevant safety advice given by the hotel guide and EEC staff at all times.	EEC staff and other authorities	On excursion
General health	Mobility/asthma/diabetes/all allergic reactions/heart conditions/behaviour problems	6	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 and EEC staff	Prior to and on excursion

***Venue and safety information reviewed and attached: Yes / No***

## Excursion Risk Management Plan Proforma

Plan prepared by:

Position:

Date:

Prepared in consultation<sup>1</sup> 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.

<b>Risk Matrix:</b>	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.