

***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>Name of school: Name of principal: Description and location of excursion: <b>Building Better Cities, Customs House, Public Ferry to Darling Harbour, Darling Harbour</b> Date(s) of excursion:</p>	<p>Group/class: _____ Number in group/class: _____ Name of excursion coordinator: _____ Contact number: _____ Accompanying staff, parents, caregivers, volunteers: _____</p>
---	--

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 excurs
Presentation at Customs House	Stairs, lifts	6	Teachers to supervise students climbing stairs. Students to follow instructions of Customs House management and EEC staff at all times.	Teacher and EEC staff	On excurs
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 an on excursi
	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
Lunch – Harbourside	Interaction with the public	6	Students are given instructions as to expected behaviour and boundaries	Teacher and EEC staff	Prior to an on excursi
Ferry trip to Darling Harbour	Activities on water	6	Students to be given instructions as to where they are to sit. Students to follow any relevant safety advice given by the authorities involved.	EEC staff and other authorities	On excurs
Undertaking activities near the edge of waterways	Activities near water	6	Students to be adequately supervised and given clear instructions about remaining behind safety barriers and taking appropriate precautions where there are no safety barriers. All centre staff are trained in CPR in case of emergencies and will follow emergency procedures if a student falls into the water.	EEC staff	On excurs
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 an on excursi

## Excursion Risk Management Plan Proforma

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

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
---------------------	-------------	----------	------------	---------	-----------------

---

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.