



EXCURSION RISK MANAGEMENT PLAN

Stage 6 E&ES Hazards

This document is provided by the venue to assist teachers plan risk management for excursion.

Covid 19 General Risk Assessment

Covid-19 General Risk Assessment

Excursion Coordinator: Contact Number: Accompanying adults:				Location: WNPEEC Description of excursion: A variety of programs and activities are run at the centre.	Group/Class: No of students:	
Hazard/Risk Type	Description	Likelihood	Severity	Elimination or control measures		
				RISK MANAGEMENT PLAN - ELIMINATION OR CONTROL MEASURE (Elimination, Substitution, Isolation, Engineering, Administration, PPE)	Who	When
Vehicle accident	To and from the activity	low	high	Vehicle registered and roadworthy, driver licensed, driver not under influence of drugs/alcohol, adherence to speed limits, driver familiarity with road and conditions	Driver	During the excursion
Group becomes lost	Possibly due to poor navigation or bad weather	low	low	Experienced staff Relevant staff at school and vehicle drivers notified of schedules and return times. Spare food carried by all. Water is plentiful and clean.	Staff	During the excursion
Individual or small group becomes isolated from group.	Possibly due to poor navigation, injury or failing to follow instructions	low	high	Teacher at front and back of group. Students comprehensively briefed on procedures during outdoor rec. Students to stay with buddy at all times.	Students and staff	Before and During the excursion
Allergies to plants or animals	Whole of camp	low	med	Staff (and other students where necessary) to be aware of all medical requirements. Adequate clothing to be worn. All visiting students and adults are provided with Bushman Insect Repellent to help repel ticks. Staff trained in first aid. First aid kit. EpiPen	Students and staff	Before and During the excursion
Dehydration	Whole of camp	low	high	All students carry a 1 litre water bottle. Students to refill regularly. Students comprehensively briefed on procedures during camp.	Students	During the excursion
Hypothermia	Whole of camp	low	med	Students bring the recommended clothing and bedding. Keep spare clothes and bedding in a dry bag when not in use.	Students	During the excursion
Injury	Injuries due to ground surface, falls, bushes,	med	med	Wear appropriate footwear and clothing. Follow teachers instructions. No throwing of missiles. Students to stay on defined tracks. Staff have been trained in first aid. First aid kit available.	Students and staff	During the excursion

	snakes, spiders, missiles etc					
Weather	Sun, wind, rain, fire, storms, floods	med	low-high	Clothing suitable for change in weather conditions. Weather forecast checked before departure. Care to be taken when crossing swollen creeks or do not cross if too dangerous. Group to seek shelter in storms. Mobile phone/ Landline to contact emergency services if evacuation is needed.	Students and staff	During the excursion
Hygiene	Toilet, food stuffs	med	med	Students will have undergone instruction in hygiene, food storage and preparation. Designated toilet areas when at camp. Hand sanitiser provided to students.	Students and staff	Before and during the camp
Falling limbs	Trees/ branches falling on students	low	high	Students are told about the dangers of falling limbs. Look up and be aware of your environment.	Students and Staff	During the excursion
Passing traffic	Traffic injury	low	high	Vehicles travel very slowly. Activities kept away from roads. Students managed at all times.	Students and staff	During the excursion
Poor student behaviour	Physical or mental	high	med	Disruptive students to be managed by visiting teacher/s.	Teacher	During the excursion
Medication issues	Required medication for wellbeing	high	med	Medical forms sent to WNPEEC prior to the visit. All medication brought is able to be administered by classroom teacher.	Teacher	During the excursion
Drowning	Proximity to water	low	high	Students limited to only knee deep water. Students given explicit instruction and teachers on constant supervision and behaviour management.	Students and staff	During the excursion
Burns	Proximity to BBQ and Camp Fire	med	Low-med	Students give explicit instruction and teachers on constant supervision and behaviour management.	Students and staff	Evening activities
Burns and scalds	Fuel load investigation accident	med	med	Students given explicit instruction and teachers on constant supervision and behavior management. Students and staff provided PPE (glasses, gloves and to wear enclosed shoes), contingency safety and 1st aid within proximity.	Students and staff	During the excursion
Bushfire	Fuel load investigation accident	med	med	Investigation will not go ahead unless conditions are ideal. Students given explicit instruction and teachers on constant supervision and behavior management. Students and staff provided PPE (glasses, gloves and to wear enclosed shoes), Water on hand and NPWS notified of investigation.	Students and staff	During the excursion

Plan preparation: Wes Leedham

date: 12/2/2020

Plan revised by (excursion coordinator)

date:

Prepared in consultation with: WNPEEC staff

date:

Communicated to:

date:

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

