



EXCURSION RISK MANAGEMENT PLAN

At the Centre

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

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 IDENTIFICATION (type/cause)	ASSESS PRIORITY (MATRIX)	RISK MANAGEMENT PLAN - ELIMINATION OR CONTROL MEASURE (Elimination, Substitution, Isolation, Engineering, Administration, PPE)	WHO	WHEN
Passing traffic	4	Vehicles travel very slowly. Activities kept away from roads. Students managed at all times.	WNPEEC WNPEEC	During During
Poor student behaviour	5	Disruptive students to be managed by visiting teacher.	Teach	During
Medication issues	5	Medical forms sent to EEC prior to the visit. All medication brought is able to be administered by classroom teacher.	WNPEEC Teach	Prior During
Exposure to extreme weather conditions - bushfire, wind, rain, storms, severe heat or cold.	6	A separate Bushfire Emergency Plan and Field Emergency Plan are in place. Weather assessment prior - modify program if required.	WNPEEC WNPEEC	Prior
Sunburn	3	Students must wear a hat and sunscreen is provided at the Centre.	WNPEEC WNPEEC	Prior During
Injury from tripping or lying branches, rock or uneven paths.	6	Manage student movement. Field emergency plan, first aid kit and mobile phones carried by all EEC staff. Students are appropriately clothed for the excursion.	Teach	Prior
Stings, bites allergic reactions from plants or animals	6			
Contact with dangerous animals such as snakes, ants and spiders.	6			
Plan preparation: Wes Leedham		date: 12/2/18	Risk Matrix 1= Extreme 2 = High 3 = Medium 4= Low 5 & 6 = Minimal	
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.				