



EXCURSION RISK MANAGEMENT PLAN

Bushwalking - General

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

Excursion Coordinator: Contact Number: Accompanying adults:		Location: Walking tracks in WNP, Sandstone Caves and Dandry Gorge etc Description of excursion: Walking along trails maintained by National Parks and wildlife service.	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
Travel: Falls while disembarking from vehicle. Walking along paths paved and not may provide trip hazard. eg. involves students walking to/from excursion venue e.g. WNPEEC to study site, along bush tracks Accidents due to students walking on/near road or over rough terrain.	3	Students advised of safe walking practice prior to movement. Lift legs higher than normal on rough terrain, single file where necessary. Teacher at front and rear of line and spaced evenly along Student movement away from roads monitored. EEC Staff lead, school teacher at back of group. EEC staff familiar with tracks and terrain. EEC staff carry mobile phones and First Aid Kits.	School and WNPEEC staff	when required during the day
Poor student behaviour Being separated from the group Medication issues	5 4 3	Disruptive students to be managed by visiting teacher. Appropriate ratios of teacher to students. (1:15) EEC teacher to lead, school teacher at back of group. EEC staff are familiar with tracks and terrain. Medical forms sent to EEC prior to the visit. All medication brought is able to be administered by classroom teacher.	Teach WNPEEC WNPEEC WNPEEC Teach Teach	During During During Prior Prior During
Equipment: eg. chemicals, technological equipment etc	3	Teachers control of setting and guidance is strict. Chemical Safety in Schools Guidelines followed. Students are explicitly instructed in safe use of equipment and/or chemicals. Students use of equipment is monitored. Student movements monitored in sites where these hazards are present. Hand washing made available where required. PPE provided.	School and WNPEEC staff	when required during the day

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. Regular review of track conditions	WNPEEC WNPEEC	Prior Prior
Injury from tripping or lying branches, rock or uneven paths.	3	Field emergency plan, first aid kit and mobile phones carried by all EEC staff. Students are appropriately clothed for the excursion. Students to wear hat and sunscreen.	WNPEEC	Prior
Stings, bites allergic reactions from plants or animals	3		WNPEEC	During
Contact with dangerous animals such as snakes, ants and spiders.	4		Teach	Prior
Sunburn	3		WNPEEC	During
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: 12/2/18		
Prepared in consultation with: WNPEEC staff		date: 12/2/18		
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.				