



# EXCURSION RISK MANAGEMENT PLAN

## Fieldwork WNP – off track

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

Excursion Coordinator: Contact Number: Accompanying adults:		Location: Description of excursion:		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	
Emergency response planning	6	Staff have emergency numbers in their mobile phones. Staff always carry mobile phones. WNPEEC office or NPWS visitors centre to be first point of contact unless after 4pm. Safe Walking Booklet made available to all visiting staff. WNPEEC staff trained in senior first aid and some in remote area first aid. WNPEEC assesses tracks prior to visit. WNPEEC supplies portable first aid kits with In FIELD Emergency Management Plan inside	WNPEEC	prior	
Chem tests for soil.	4	MSDS for chems used in kits available. Gloves and goggles available for students to wear.	staff and students	during	
Burnt bush.	3	Students have to wear hard hats until trees fully recovered from 2013 bushfires. Extra care taken in times of high winds.	staff and students	during	
Snakes, sunburn, potential for dehydration	3	Students informed to wear long pants and long sleeves and hats, t-tree oil available to put on wrists, necks and cuffs to deter ticks. Students told they must carry water. Revise snake bite procedures with students.  Students asked to wear sturdy shoes and told of hazards and need for caution.	WNPEEC staff students	during	
Uneven or steep ground.	3	Modify or cancel if necessary. Weatherzone referred to on morning of day of excursion. Excursion coordinators mobile phone numbers provided for early contact if cancellation necessary.	WNPEEC staff	prior	
Extreme weather	5				

Plan preparation: Wes Leedham

date: 12/2/18

Plan revised by (excursion coordinator)

date: 12/2/18

Prepared in consultation with: WNPEEC staff

date: 12/2/18

Communicated to: organising teacher

date:

Risk Matrix  
1= Extreme  
2 = High  
3 = Medium  
4= Low  
5 & 6 = Minimal

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