



# EXCURSION RISK MANAGEMENT PLAN

## Teddy Bears' Picnic

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

Excursion Coordinator: Contact Number: Accompanying adults:		Location: WNP Nature trail and the centre. Description of excursion: Activities at and around the centre finishing with a walk along the Nature Trail and picnic at Canyon picnic area.	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
People Being separated from the group  Medication issues	5 4  4	Manage student movement to avoid contact with general public. Appropriate ratios of teacher to students. (1:15) EEC teacher to lead, school teacher at back of group. Medical forms sent to EEC prior to the visit. All medication brought is able to be administered by classroom teacher.	WNPEEC WNPEEC WNPEEC Teach	During During During During
Exposure to extreme weather conditions - bushfire, wind, rain, storms, severe heat or cold.  Injury from tripping or lying branches, rock or uneven paths. Stings, bites allergic reactions from plants or animals Contact with dangerous animals such as snakes, ants and spiders.  Sunburn and dehydration	6  3 3 4  3	A separate Bushfire Emergency Plan and Field Emergency Plan are in place. Weather assessment prior - modify program if required. Regular review of track conditions. Manage student movement. 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. Water breaks allocated during the program.	WNPEEC WNPEEC  WNPEEC WNPEEC  Teach WNPEEC	Prior Prior  Prior During  Prior 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:		
Prepared in consultation with: WNPEEC staff		date:		
Communicated to:		date:		
<b>Monitor and Review:</b> Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.				