



Gibberagong Environmental Education Centre

Excursion Risk Management Plan Proforma

General Environmental Activity Program



Education & Communities

NOTE: This proforma is provided by the Gibberagong EEC as a guide to assist teachers in their risk management planning for excursions. It is the responsibility of the school to complete.

Excursion Coordinator: Contact number: Accompanying staff, parents, caregivers, volunteers:	Location: All sites visited by Gibberagong EEC including Kalkari, Bobbin Head, Muogamarra, West Head, Manly Dam and Davidson Park Description of excursion: Outdoor and environmental activities, bushwalking	Group/class: Number in group/class:
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Hazard Identification (Type/Cause)	Assess Priority (Matrix)	Risk Management Plan-Elimination or Control Measures (Elimination, Substitution, Isolation, Engineering, Administrative, PPE)	Who	When
Travel Arrival / departure of vehicles Alighting on and off a large bus, mini bus or car Removal and/or storage of bags and equipment Movement of passengers to and from arrival / departure point	3 5 5 5	Speed limits, parking and safety signs displayed Vehicles must come to a complete stop, apply park brake before students/staff alight Driver and teachers to distribute all bags and equipment All passengers to remain within assembly point until instructed	Schl staff Schl staff Schl staff Schl staff	On day On day On day On day
People Poor student behaviour Being separated from group Knowledge of medical issues Availability and administration of medication	4 5 4 4	Difficult or disruptive student behaviour to be managed by visiting teacher Appropriate ratios of teachers to students (1:15) and strict control guidelines and instructions are followed EEC staff lead, school teacher at back of group EEC staff are familiar with tracks and terrain EEC staff carry 2-way radios and Field Emergency Plan Regular stops to ensure group cohesion Medical form sent to EEC prior to the visit Students with known severe allergic reactions to have treatment plan and necessary medication (epipens) which is in date Visiting schools provide approved first aid EEC staff carry first aid Epipen and ventolin in EEC first aid kits - all staff have current epipen qualifications All necessary medication is brought and able to be administered by classroom teachers	Schl staff Schl staff/ EEC Staff EEC Staff EEC Staff EEC Staff Schl staff Schl staff Schl staff EEC Staff EEC Staff Schl staff	On day On day Prior On day On day Prior On day On day On day On day
Equipment/Food Exposure to chemicals - skin and eyes	4	Use of chemicals with very high toxicity are avoided Students are instructed in safe use of chemicals GEEC staff maintain and assess equipment on a regular basis Always used in a controlled setting under strict guidance	EEC Staff EEC Staff EEC Staff EEC Staff	Prior On day Prior On day

Bushtucker tasting (Aboriginal education programs only)	4	Permission notes received from all students via visiting teacher Preparation and serving done in highest hygiene standards Most food is supplied from commercial companies	Schl Staff EEC Staff EEC Staff	Prior On day Prior
Environment				
Bushfire risk	4	A separate Bushfire Emergency Plan and Field Emergency Plan are in place.	EEC Staff	Prior
Exposure to extreme weather conditions - bushfire, wind, rainstorms, severe heat or cold	4	Weather assessment prior - postpone or modify program when required Students to be appropriately clothed for the excursion, including hats and protective clothing and 600ml of water as appropriate prior to leaving The timing and length of activities considered are modified as per conditions	EEC Staff Schl Staff EEC Staff	Prior Prior/On day On day
Injury from trip/fall/low lying branches on bush tracks	3	Regular review of track condition	EEC Staff	Prior
Injury from muddy, rocky, eroded or uneven paths	4	Students briefed on appropriate walking behaviour on track Field Emergency Plan, first aid kit and mobile phones carried by all EEC staff	EEC Staff EEC Staff	On day On day
Injury from falling off narrow paths	3	Students briefed prior to walking/climbing over hazardous areas	EEC Staff	On day
Stings, bites, allergic reactions from plants or animals Contact with dangerous animals such as snakes, ants and spiders	4	Field Emergency Plan, first aid kit and mobile phones carried by all EEC staff All GEEC staff have current first aid qualifications Students briefed on how to avoid any hazards Students to be appropriately clothed for the excursion	EEC Staff EEC Staff Schl Staff EEC Staff	Prior Prior/On day On day
Drowning near water	5	Clear instruction on boundaries, safety around water, potential hazards and technique (dip netting) communicated by GEEC staff.	EEC Staff	On day
Proforma Plan preparation: David Smith (Principal Gibberagong EEC) in consultation with Mr Brad Crossman (Teacher Gibberagong EEC) and casual staff			Risk Matrix: 1 = Extreme 2 = High 3 = Medium 4 = Low 5 & 6 = Minimal	
Proforma Plan revised by (Excursion Coordinator):		Date:		
Prepared in consultation with (Excursion Coordinator/Principal):		Date:		
Communicated to visiting teachers prior to visiting		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.				
Document Created: August 2014				
Document reviewed: November 2017				
Document next review: November 2019				