

## Risk Management Plan **ACTIVITY: Excursion**

Staff member in Charge:

Destination:

Date:

Time: 9.00am – 3.00pm

Transport:

Number of students:

Staff involved:

*Staff/student ratio: 1/8*

**Description of Activity:** Upon arrival at the Hahndorf Farm Barn, we will have recess and then take part in various activities. We will have lunch at the Farm Barn (all food will be brought from home).  
**Children will be supervised at all times when close to animals especially when handling or feeding them**

<b>HAZZARD/ RISK</b>	<b>Likelihood of occurrence</b>	<b>Consequence rating</b>	<b>Level of risk</b>	<b>Incident prevention precautions / Current safeguards</b>	<b>Incident Management Action (Plan of action if this risk occurs)</b>
Bus breakdown Non collection	Possible	Insignificant	Low	<ul style="list-style-type: none"> <li>• Reputable bus company</li> <li>• Radio/phone contact</li> </ul>	<ul style="list-style-type: none"> <li>• Contact School</li> <li>• Move students to a safe, comfortable location nearby</li> <li>• Alternative transport</li> </ul>
Bus accident	Unlikely	Major	High	<ul style="list-style-type: none"> <li>• Avoid public transport</li> <li>• Staff with first aid skills and kit</li> <li>• Students remain seated and wear seatbelts if fitted</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the safety of other students</li> <li>• Administer first aid</li> <li>• Communication &amp; transfer to hospital if required</li> </ul>

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Excessive rain	Possible	Insignificant	Low	<ul style="list-style-type: none"> <li>• Check weather forecasts and avoid extreme condition exposure</li> <li>• Take raincoats or have shelter available</li> <li>• Communication in case of cancellation</li> </ul>	<ul style="list-style-type: none"> <li>• Move students to shelter</li> <li>• Cancel activity and arrange collection</li> </ul>
Fire	Possible	Catastrophic	Extreme	<ul style="list-style-type: none"> <li>• Research conditions prior to excursion &amp; reschedule if extreme or catastrophic for that fire district.</li> <li>• Check weather &amp; fire danger forecast.</li> <li>• Monitor local public broadcasts / warnings</li> <li>• Prepare and communicate evacuation plan</li> <li>• Ensure you have appropriate communication</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency muster at point known to all staff &amp; students</li> <li>• Checklist of all group members</li> <li>• Consider and act on escape plan including route suitability &amp; appropriate clothing / fire resistance &amp; water</li> <li>• Communicate your intentions/ action plan</li> <li>• Have damp cloth to breathe / filter smoke</li> <li>• Keep group together &amp; maintain communication access.</li> </ul>
Electrical Storm electrocution	Possible	Catastrophic	Extreme	<ul style="list-style-type: none"> <li>• Check weather forecasts</li> <li>• Listen to local public broadcasts/warnings</li> <li>• Remove from water/beach if lightning</li> </ul>	<ul style="list-style-type: none"> <li>• Wear raincoats + warm clothing</li> <li>• Ensure secure from large tree falls /lightning strikes</li> <li>• Move away from tall electrical conductors</li> </ul>

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Sharp Objects – glass, syringes	Possible	Moderate	High	<ul style="list-style-type: none"> <li>• Communicate to students safe practices behavior</li> <li>• Check for syringes/glass &amp; safely dispose of.</li> <li>• Shoes on at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the safety of other students first aid</li> <li>• Communication &amp; transfer to hospital if required</li> </ul>
General Public Toilets	Almost certain	Major	Extreme	<ul style="list-style-type: none"> <li>• Communicate to students safe practices behavior</li> <li>• Students to only go to public toilets in 3's after seeking staff permission</li> <li>• Staff to check Public toilet prior to student use</li> <li>• Observe surrounding area for suspicious behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the safety of other students</li> <li>• Administer first aid</li> <li>• Communication &amp; transfer to hospital if required</li> <li>• Contact police</li> <li>• Contact School Principal</li> </ul>
Child abuse by Instructors	Possible	Major	Extreme	<ul style="list-style-type: none"> <li>• Police checks on all instructors</li> <li>• Mandatory reporting training</li> <li>• Direct supervision of casual visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the safety of other students</li> <li>• Administer first aid</li> <li>• Communication &amp; transfer to hospital if required</li> <li>• Contact police</li> <li>• Contact School Principal</li> </ul>
Student illness	Possible	Minor	Moderate	<ul style="list-style-type: none"> <li>• Ensure medical details held</li> <li>• Staff with first aid skills + kit</li> <li>• Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the safety of other students</li> <li>• Administer first aid</li> <li>• Communication &amp; transfer to hospital if required</li> <li>• Contact School</li> </ul>

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Student injured	Possible	Moderate	High	<ul style="list-style-type: none"> <li>• Ensure medical details held</li> <li>• Staff with first aid skills + kit</li> <li>• Communication</li> <li>• Children will receive instructions from Farm Barn staff in regards to handling all pets</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the safety of other students</li> <li>• Administer first aid</li> <li>• Communication &amp; transfer to hospital if required</li> <li>• Contact School</li> <li>• Contact Parents</li> </ul>
Bite or kick from an animal	Possible	Moderate	High		
Staff member ill	Possible	Minor	Moderate	<ul style="list-style-type: none"> <li>• Ensure medical details held</li> <li>• Staff with first aid skills + kit</li> <li>• Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the safety of students</li> <li>• Administer first aid</li> <li>• Communication &amp; transfer to hospital if required</li> <li>• Contact School</li> </ul>
Staff member injured	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> <li>• Ensure medical details held</li> <li>• Staff with first aid skills + kit</li> <li>• Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the safety of other students</li> <li>• Administer first aid</li> <li>• Communication &amp; transfer to hospital if required</li> <li>• Contact School</li> </ul>
Food poisoning / allergies	Unlikely	Moderate	Moderate	<ul style="list-style-type: none"> <li>• Ensure students have medication + spare with staff</li> <li>• Ensure medical details held for A/A</li> <li>• Staff with first aid skills + kit</li> <li>• Communication</li> </ul>	<ul style="list-style-type: none"> <li>• Administer first aid</li> <li>• Communication &amp; transfer to hospital if required</li> </ul>

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Student uncooperative	Unlikely	Insignificant	Low	<ul style="list-style-type: none"> <li>• Prior communication of expected behavior</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss / remind student of expectations and effect of their behavior</li> <li>• Isolate student from others / activity</li> <li>• Communicate behavior to School &amp; parents</li> <li>• Arrange for student to be collected / removed from excursion if warranted by parents or if necessary staff (ensure staff: student ratio maintained)</li> </ul>
Student lost	Unlikely	Insignificant	Moderate	<ul style="list-style-type: none"> <li>• Students instructed in emergency plans – assembly point.</li> <li>• Students to stay with teacher, or if appropriate travel within defined perimeters in groups of 4 or more with communications &amp; contacts.</li> <li>• Have communication available and contact details of local authorities (police)</li> <li>• Students wear ID bands</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the safety of other students</li> <li>• Emergency muster at assembly point known to all staff &amp; students</li> <li>• Checklist of all group members</li> <li>• Minor search procedures – call, sweep area,</li> <li>• Notify authorities</li> </ul>