

Guidance in Completing the Risk Management Plan Proforma: Excursion

Hazard Identification

The following may assist with identifying hazards relating to activities at each stage of an excursion. Consider what could go wrong, that is, the potential injuries or illnesses that could occur. Hazards are the sources of these potential injuries or illnesses.

Travel – Consider aspects of travel that may present a hazard such as walking to and from the train, crossing the road, transport to the venue

Venue – Consider aspects of the excursion venue that may present a hazard such as location near water, cliffs, crowds, slippery floors

Excursion Program Activity – Consider the activities of the excursion program that may present a hazard such as hazards of bushwalking, collecting leaves, observing animals, swimming, singing at an eisteddfod, climbing, eating at different venues for students with anaphylaxis.

Equipment – Consider any equipment that may present a hazard such as sporting equipment, high risk equipment at the venue

Environment – Consider aspects of the environment that may present a hazard such as weather conditions, natural hazards such as bushfires, floods or storms, the nature of the terrain, plants and animals

Consider common allergens that may pose a hazard e.g. foods, insect stings or bites, latex (balloons, swimming goggles and caps etc.) that may trigger allergic reactions. These must be considered as part of the risk assessment for students with allergic conditions (anaphylaxis).

People – Consider aspects of people that may present a hazard such as poor behaviour, the nature of participants such as maturity, age and skill, child protection issues, medical conditions or disabilities

Accommodation – Consider aspects of accommodation that may present a hazard such as insufficient supervision, standard of accommodation and amenities, meal menus and allergies, security and child protection issues

Other – Consider other hazards related to specific excursions such as access to first aid and mobile phone reception. Investigate access to emergency services and equipment.

Risk Elimination or Control

Eliminate the risk. Change the activity or stop using it e.g. do not undertake a particular high risk activity such as abseiling in high wind; do not use high risk equipment. If this is not reasonably practicable, control the risk as far as practical using the hierarchy of controls below. Select the highest possible control and/or use a combination of controls to reduce the risk.

Substitute the hazard: Replace the activity, material, or equipment with a less hazardous one. For example choose an easier bushwalk; substitute a food known to cause severe allergic reactions (e.g. peanut butter or tree nuts) with alternative nutritious food.

Isolate the hazard: Isolate the hazard from the person at risk; isolate through distance e.g. select a lunch location well away from the water; check if a coastal walk has fencing.

Use engineering controls: Consider hiring coaches with seatbelts and ensure these are worn if available.

Use administrative controls: Establish procedures and safe practices e.g. supervision of students, clear rules, instruction in safe methods, training of staff, volunteers and students in the excursion activities or in the use of equipment and qualifications of instructors. Ensure health care plans are reviewed and updated for the excursion for students known to have severe allergic reactions. Ensure that an appropriately trained person is with the student at all times and has immediate access to an EpiPen in the event of an emergency. Discuss student health needs with caterers, in consultation with parents/carers.

Use personal protective equipment: Use appropriately designed and properly fitted equipment such as safety goggles, hats and sunscreen, helmets, in conjunction with other control measures identified from above. Encourage students and staff to wear appropriate footwear and protective clothing at all times; students to wear medic alert bracelet/necklace where required.

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed		Likelihood – is an estimate of how probable it is for the hazard to cause harm.		
Legend				
1 and 2	Extreme risk; deal with the hazard immediately			
3 and 4	Moderate risk; deal with the hazard as soon possible			
5 and 6	Low risk; deal with the hazard when able.			