

EVIDENCE OF RISK ASSESSMENT FOR LOCAL AND DAY EXCURSIONS – Template

This form may be used to document the risk assessment completed for all local and day excursions. It must be easily accessible during the excursion, either in hard copy or electronically.

Please adapt the document below to suit the school's needs.

Excursion	Overnight Camp	Year level	3-4
Location	Sovereign Hill	Number of students	44
Date/Times		Number of staff	5
Teacher in charge	Brendan Clifford/Mark Antonio		
Educational Objectives	To develop students' knowledge and understanding of life on the Goldfields in the 1850s		

The following table provides evidence that risks relating to the following have been considered. This is not a comprehensive list of risks to be assessed. School staff will need to determine what additional considerations may be required based on the location/environment, people and activity.

Risk		Y/N	Treatment details (if required)
Supervision	Do the supervision arrangements meet the minimum requirements as per the Excursions Guidelines – Supervision?	Y	
	Has consideration been given to risks relating to supervision more broadly?	Y	
Transport	Do the transport arrangements comply with: <ul style="list-style-type: none"> Excursions Guidelines – Transport Department transport policies school based transport policies (e.g. school bus)? (if applicable) 	Y	Coles Coaches Warrnambool
	Has consideration been given to risks relating to transport? (e.g. travel sickness, bus breakdown, cancelled train, crossing busy roads etc.)	Y	
Student behaviour	Does any particular student's behaviour pose a risk to either that student or to others?	No	

Risk		Y/N	Treatment details (if required)	
	Has consideration been given to risks relating to student behaviour more broadly?	Yes	<i>Strategies have been put in place for a student with heightened anxiety and these strategies will be reiterated prior to the camp.</i>	
	Has consideration been given to reputational risk to the school in the context of student behaviour?	Yes		
Health and wellbeing	Are there any students who have a disability or medical or health condition that need to be supported/managed during the excursion?	Yes	<i>Relevant staff are aware of conditions. Dietary requirements have been sent to caterers. Staff member with anaphylaxis is responsible for her own EpiPen. Student with special needs has a dedicated member of staff. All students with asthma will be taking their Ventolin inhalers. Notes of been made on students with allergies. All students who are taking medication need to give their medication and instructions for administering the medication to the supervising teacher.</i>	
	Are there any staff who have a disability or medical or health condition that need to be supported/managed during the excursion?	Yes		
First Aid	Will a first aid kit be taken/available on this excursion?	Yes		
	Does the excursion have adequate staff with first aid qualifications appropriate to the activities being conducted?	Yes	Name of staff	Level of first aid training
			Mark Antonio	Level 2
			Kaitlin Horsnell	Level 2 (qualified nurse)
Mary-RoseMcElgunn	Level 2			
Weather	Has consideration been given to risks associated with the weather? (this should include alternative arrangements, sun smart policy etc.)	Yes		
Communication	Has consideration been given to how the excursion group will communicate with the school in the event of an emergency?	Yes	Mobile phones	
	Has appropriate equipment been sourced?	Yes		
Location	Has consideration been given to the risks associated with the location? (e.g. fire danger, high cliffs, water sources, city environment, crossing busy roads etc.)	Yes	Students will be closely supervised during the mine tour, when walking the surrounds of	

Risk		Y/N	Treatment details (if required)
			Sovereign Hill and when in close proximity to work and workshops
Consent	Has the school obtained informed consent from parents/carers and reminded them to ensure the school has updated health information? (for local excursions this should include notification of the excursion).	Yes	
External Providers	If an external provider has been engaged by the school to assist in the planning and/or conduct of the excursion, does the arrangement comply with the Excursions Guidelines – External Providers?	Yes	
	Has the school considered any terms and conditions in any agreements documenting this arrangement? Things to look out for are: <ul style="list-style-type: none"> • waivers of liability and/or indemnities • clear roles and responsibility with respect to risk management • ensuring third parties have child safe policies or agree to follow the schools • ensuring any financial elements are reasonable (e.g. in relation to cancellations and refunds, costs of services etc.) • ascertaining that the external provider has adequate insurance coverage for the planned activity 	Yes	
Emergency management	Has consideration been given to emergency management procedures?	Yes	
	Has the excursion been entered into the Student Activity Locator?	Yes	
	Has consideration been given to arrangements should the excursion need to be cancelled whilst the excursion is already in progress?	Yes	

Risk		Y/N	Treatment details (if required)
Other risks	[INSERT ALL OTHER RISKS IDENTIFIED FOR THE SPECIFIC EXCURSION]	N	

Date completed	23/05/21	Signed	Fiona Selway
Date/s reviewed	25/05/21	Signed	