



Risk management plan Beechworth Excursion

Work Health and Safety Directorate



<p>Name of school: Matong Public School</p> <p>Principal: A Moore</p> <p>Description and location of excursion: Overnight Excursion to Beechworth, Victoria</p> <p>Date of excursion: 1, 2 and 3rd September</p> <p>Group/class: Stage 2/3</p>	<p>Number in group/class: 16</p> <p>Name of excursion coordinator: Anne-Maree Moore</p> <p>Contact number:</p> <p>Accompanying staff, parents, caregivers, volunteers: 3 class teachers, and 2 parent/carer volunteers</p>
<p>Please ensure the following details are provided and/or attached to the risk management plan.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff trained in e-anaphylaxis, e-emergency care and CPR <input type="checkbox"/> First Aid Kit/s containing EpiPen/s <input type="checkbox"/> Prescribed medication – asthma, diabetes, other <input type="checkbox"/> Individual health care plan/s 	<ul style="list-style-type: none"> <input type="checkbox"/> Behaviour management plan/s <input type="checkbox"/> Excursion consent forms <input type="checkbox"/> Venue safety information <input type="checkbox"/> Working with children checks

	<p>Aid Provisions</p> <p>Accidents due to inappropriate</p>	<p>DoE First Aid and Anaphylaxis guidelines adhered to</p> <p>All staff in attendance trained in e-anaphylaxis, emergency care and CPR. A WorkCover accredited First Aid Officer is also in attendance</p> <p>School student ambulance cover in place</p>	<p>3</p>	<p>asthma attack.</p> <p>Arrange for staff attending to practice the emergency response for anaphylaxis with the school's practice EpiPen® and to be familiar with the ASCIA Action Plan Anaphylaxis EpiPen General 2015</p> <p>Use the general use adrenaline auto injector -EpiPen® and contact an Ambulance immediately if a student shows symptoms of anaphylaxis. These are found on the ASCIA Action Plan Anaphylaxis EpiPen General 2015 stored with EpiPen in first aid kit</p> <p>Supervising Staff are familiar with special requirements and emergency response procedures and equipment.</p> <p>Ensure known asthmatics carry own medication and take as required.</p> <p>All venues have appropriate safety/ emergency procedures and first aid facilities in place</p> <p>Current student behaviour management programs and expectations to be enforced</p>	<p>Principal/staff</p> <p>Principal/staff</p> <p>Principal/All staff</p> <p>Principal/All staff</p> <p>Principal/staff</p> <p>Principal/staff</p>	<p>Prior to and during excursion</p> <p>Prior to excursion</p> <p>During the excursion</p> <p>Prior to and during the excursion</p> <p>Prior to and during the excursion</p> <p>During the excursion</p>
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	behaviour	Students will be briefed on expectations for appropriate student behaviour and consequences if applicable (excluded from the excursion and parent contacted to collect child from venue)			Principal/venues	Prior to and during the excursion
	Becoming lost or separated from group	Student behaviour plan/s Adequate supervision provided to ensure appropriate behaviour. Adult Supervisors will be responsible for a small mixed-age student group at all venues.		Mobile telephones carried by teaching staff at all times Teachers/supervisors to walk at front and back of the group	Principal/staff	Prior to and during the excursion
					Principal/staff	During excursion
Walking to and from transport and venues	Struck by vehicle whilst walking between bus and attraction or in the car park Slips, trips and falls due to uneven footpaths and other surfaces Approached by strangers	Adequate teacher/ student ratio: 3 teachers & 2 parent/carer volunteers attending to supervise excursion Stranger danger awareness program	3	Brief participants on rules and expected behaviour Remain on pedestrian pathways and use pedestrian crossings at all times Teachers/supervisors to walk at front and back of the group Clear instructions delivered to students on the management of strangers	Principal Teachers Group supervisors	Prior to and during excursion

<p>Bus transport to excursion venue</p>	<p>Vehicle accidents</p> <p>Boarding and disembarking bus</p>		<p>3</p>	<p>Travelling with Registered Bus Company / Qualified Driver (driver's name) Vehicle registered and insured, details attached</p> <p>Safe driving practices adhered to</p> <p>Driver briefs students on rules, behaviour and safety features of the bus.</p> <p>Vehicle appropriate for needs of the group</p> <p>Roll check each time bus is boarded and upon disembarkment.</p> <p>operator accreditation with transport NSW</p> <p>Enforce rules and monitor behaviour</p> <p>Written permission for bus travel for each participant received from parent/ caregiver</p> <p>Emergency Contact / Mobile phone list of parents/ carers.</p>	<p>Bus driver/company</p> <p>Principal/staff</p> <p>Principal/SAM</p>	<p>Before excursion</p> <p>During excursion</p> <p>Prior to excursion</p>
<p>Accommodation and after hours entertainment at 'The Old Priory'</p>	<p>Trip hazards</p> <p>Fall down stairs</p> <p>Fall from first floor</p>	<p>All Priory staff have been issued with a Working With Children Check as required and general customer</p>	<p>4</p>	<p>*First Aid Provisions as above</p> <p>Clearly define boundaries to students and closely monitor</p>	<p>Principal/staff</p>	<p>During excursion</p>

	<p>balcony</p> <p>Bunk beds</p>	<p>bookings are not accommodated within the school camp buildings.</p> <p>Each group using The Old Priory has an opportunity to conduct a fire drill with the Assistance of The Old Priory staff.</p> <p>All after hours entertainment to be held in the Function Hall within same building as accommodation.</p>		<p>behaviour / movements</p> <p>Staff to brief students of safe and appropriate behaviour</p> <p>Ensure all students are aware of routines at: meal time, bed time, morning, bathroom and free time play</p> <p>Management induction for emergency procedures, exits and assembly points</p> <p>Night lighting used where available</p> <p>Exclusive use of showers and toilets for MPS students at accommodation</p> <p>Teachers are easily accessible to students during the night</p> <p>Teachers and adult volunteers sleeping separately to students</p>	<p>Venue/Principal</p>	<p>Prior to and during excursion</p>
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Rest breaks	<p>Outdoor environment: exposure to the elements – windburn, sunburn, cold, rain, dehydration</p> <p>Unsafe playground equipment in public areas</p> <p>Wander onto road, student struck by vehicle etc.</p> <p>Child Protection</p> <p>Public Toilets; Risk of abduction</p> <p>Drowning</p>	<p>Students instructed to bring and wear weather-appropriate clothing – school uniform, hat, warm clothing. This requirement communicated to parents in permission note.</p> <p>Adequate teacher/ student ratio: 3 teachers & 2 parent/carer volunteers attending to supervise excursion</p> <p>Stranger danger awareness program</p>	4	<p>Remind student and parents prior to excursion</p> <p>Students instructed not to play on play equipment or near water due to possible known and unknown risks.</p> <p>Remind of safe play and monitor closely.</p> <p>Warn and supervise students moving in car park of traffic hazard. Students reminded to walk sensibly. Teacher will get off first and ensure safe place to stand to muster. Students counted on and off bus.</p> <p>Students supervised as a group to move from bus to eating area.</p> <p>Remind students only to go to toilet in pairs or small groups and to tell an adult when they go and when they return. Staff to supervise closely.</p> <p>For students with allergies to bee/insect bites and stings particularly, be aware of bees/insects attracted by soft drinks cans and food in garbage bins.</p>	Principal/staff	<p>Prior to excursion</p> <p>During excursion</p>
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Beechworth and Glenrowan Precincts venues:	Emergency response		4	Principal will ascertain emergency response information at each venue and communicate to staff, students and others on the excursion	Principal/staff	Prior to and during the excursion
Bourke Museum		Adequate teacher/ student ratio: 3 teachers, & 2 parent/carer volunteers attending to Supervise excursion		Warn students of traffic hazards and safety measures		
Court House						
Telegraph Station	Struck by vehicle whilst walking between venues			Remind students only to cross main road with their group		
Chinese Culture Centre	Slips, trips and falls due to uneven footpaths and other surfaces	Stranger danger awareness program		Small groups of students with adult supervision		
Guided Walking Tour				Remind students to remain with allocated group. Revise stranger danger rules		
Town Hall						
Beechworth Honey	Approached by strangers/members of public			Contingency plan if lose sight of group leader		
Beechworth Gold						
Beechworth Sweet Company				If lost, students will be carrying principal's mobile phone number. Student to go to staff at the establishment counter. Phone card attached by their group leader.		
Ned Kelly Experience						
Gold Fossicking/panning	Small stream	Trained personnel to provide safety talk	3	Students instructed to follow all instructions near water.	Principal/staff	During excursion
Carriage Museum/cordial factory	Trip hazard on stairs	Called the venue to ascertain any hazards or risks 24/8/15.	4	Information talk will be given before entry to venue.	Principal	During excursion

Walking tour	<p>Uneven ground surfaces, bites and stings, exposure to sun, wind, rain and dehydration.</p> <p>Allergies to insects, reptiles and plants.</p> <p>Becoming lost or isolated from the group</p> <p>Change in weather conditions</p> <p>Exposure to sun or other elements</p>	<p>Adequate teacher/ student ratio: 3 teachers, & 2 parent/carer volunteers attending to supervise excursion</p> <p>Stranger danger awareness program</p>	3	<p>*First Aid Provisions as above</p> <p>Ensure staff and students are aware of emergency response procedures.</p> <p>Wear enclosed footwear, long pants and other protective clothing suitable for changing weather conditions</p> <p>Wear sun safe hats, shirts with long sleeves and at least 30+ sunscreen while outdoors</p> <p>Do not touch animals</p> <p>Avoid areas with long grasses</p> <p>Precinct Guide to lead walk. Adult supervision at front and back to keep group together</p> <p>Ensure participants carry water bottles</p> <p>Staff carry additional sunscreen and ensures rest breaks are taken in the shade where appropriate</p> <p>Check weather forecast on day of excursion</p>	Principal/staff	During excursion
Special needs e.g. allergies and asthma	Allergic reaction to bee/ insect bites and stings in outdoor	DoE First Aid and Anaphylaxis guidelines adhered to	3	<p>*First aid provisions as outlined above</p> <p>Ensure known asthmatics carry own</p>	Principal/staff	Prior to and during excursion

	<p>environment</p> <p>Exercise induced asthma attacks</p> <p>Medical conditions</p>	<p>No known allergies to bee/insect bites and stings.</p> <p>No known anaphylactic, however staff are aware of the possibility that a student who has previously been undiagnosed with anaphylaxis might have an allergic reaction</p> <p>Prescribed medication training</p> <p>Administering Prescribed Medication at School guidelines</p>		<p>medication and take as required.</p> <p>Carry asthma kit and ensure staff trained in recognising and dealing with an asthma attack.</p> <p>Be aware of bees/insects attracted by soft drinks cans and food in bins.</p> <p>Students with medications to be administered by trained staff member as per guidelines</p> <p>Parents must provide prior authorisation</p>		
<p>Diet and food during excursions including</p> <p>Eating out at different venues</p>	<p>Food allergies or adverse reactions</p>	<p>No known food allergies identified by parents/carers prior to excursion with the exception of duck eggs.</p> <p>Staff aware of the possibility that a student who has previously been undiagnosed with anaphylaxis might have an allergic reaction.</p> <p>Menus provided to parents/carers in advance. Parents/carers to identify appropriateness of food for possible allergies or adverse reactions.</p>	3	<p>*First aid provisions as outlined above</p> <p>Liaise with venue managers about provision of appropriate food for students with food allergies in liaison with parents/carers.</p> <p>Venue has been notified of adverse reactions</p> <p>Food brought by student should only be approved and provided by student's parent/carer.</p> <p>Ensure a responsible adult is with each group of students</p>	Principal	Prior to and during excursion

		<p>Discuss with class groups about the importance of only eating your own food.</p> <p>Note sent home requesting students bring own fruit/vegetable snack, lunch, recess and water for the first day</p>		<p>Communicate special requirements to all staff and volunteers especially emergency response procedures and equipment</p>	<p>Principal/staff /volunteers</p>	<p>Prior to and during the excursion</p>
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Plan prepared by: Anne-Maree Moore Position: Principal Date: 25/8/15

Prepared in consultation with: WH&S Consultant, staff, parent rep and students Communicated to: staff, parent rep and students

Monitor and Review: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

*Note: assessments of risk vary with the particular circumstances (e.g. nature of the workplace, student group)