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Extra Curriculum Activities - No.37 School Excursions (day trips, matches) (List additional hazards, risks and controls particular to your school using the blank template no.55)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazards | Is the hazard present? Y/N | Whatis the risk? | Riskrating  H=High  M=Medium L=Low | Controls  (When all controls are in place risk will be reduced) | Is this control in place? | Action/to do list/outstanding controls  \*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
| Inadequate preparation for school excursions |  | Accidents/ incidents, dangerous occurrences and fatalities due to inadequate preparation  Student separated from group | H | Adequate number of supervisory adults present |  |  |  |  |
| H | Head count carried out before departure and before return journey by trip supervisor |
| H | Supervisor(s) has a fully charged mobile phone |
|  |  | H | Students made aware of action to take if separated from group |
|  |  | H | Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and students where the need arises |
|  |  | H | Information on particular medical conditions has been received and recorded and recorded by person organising the outdoor adventure activity |
|  |  | H | Safety instructions provided to students including information on correct clothing and equipment required |
|  |  | H | Principal and/or designated person responsible for safety, health and welfare is aware of the location of the group and duration of visit |
|  |  | H | Safety briefing for adults assisting in supervision |

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Extra Curriculum Activities- No.37 School Excursions (day trips, matches) cont’d. (List additional hazards, risks and controls particular to your school using the blank template no.55)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazards | Is the hazard present? Y/N | Whatis the risk? | Riskrating  H=High  M=Medium L=Low | Controls  (When all controls are in place risk will be reduced) | Is this control in place? | Action/to do list/outstanding controls  \*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
| Road Collision  Unsafe RoadTravel Arrangements |  | Serious injury/ death | H | Safety belts must be worn where students are being transported by road. Safety belts must not be shared |  |  |  |  |
| Defective road vehicles |  | Serious injury/ death | H | All modes of transportation used must be used in compliance with the Road Traffic Act |  |  |  |  |
| H | Visual inspection of the school owned bus by the driver or operator is appropriate to ensure operation of lights, indicators, windscreen wipers etc. prior to setting out on the journey |
| Poor weather conditions |  | Hypothermia | H | Weather conditions assessed on the day and considered suitable for trip |  |  |  |  |
| Sick/injured student |  | Serious injury, Illness,  Death | H | Fully charged mobile phone.  Fully stocked and checked First Aid Kit carried on all trips |  |  | Staff member in charge of trip |  |

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: Date: / / © All Rights Reserved