

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	What is the risk?	Risk rating 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				

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)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating 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 Road Travel 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: / /