**Risk Assessment Form**

**Offsite Excursions and Events (no overnight component)**

**This template must be reviewed and updated to reflect the risks relevant to the specific activity/event. This must be completed before an excursion takes place and before seeking parent/legal guardian consent.**

**This completed Risk Assessment Form must be available to parents on request.**

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| **School Name:** |  | **Name of Excursion:** |  | | |
| **Form completed by (name):** |  | **Signature and Date:** |  | | |
| **Form reviewed by (name):** |  | **Signature and Date:** |  | | |
| **Describe activity or event you are assessing:** | | | | | |
| Name and Address of excursion site: |  | Class/Year Level: |  | | |
| Date/Time of Departure and Return: |  | Transport and route details: |  | | |
| Teacher-in-charge: |  | Alternative teacher: |  | | |
| WHS Coordinator: |  | First aider/s: |  | | |
| No. of Adult Supervisors (including school staff and volunteers): |  | Max no. of Students |  | Ratio |  |
| **Step 1:**  **Identify the hazard and assess the risk** | **Step 2:**  **Reducing the risk - name the relevant controls that will reduce the risk** | | **Step 3:**  **Confirm the controls have been implemented and add additional controls or mark ‘Not applicable’.** | | |
| **Selection of excursion/program provider** | | | | | |
| **Suitability of excursion location**   * Unsafe facilities giving rise to risks of injury and harm including water hazards * Inappropriate amenities that do not suit the specific requirements and capabilities of the group | Teacher-in-charge must consider how to effectively review the whether the excursion location is suitable and safe based on:   * The capability of the group of children and young people who will attend. * The amenities available at the location. * Educational outcomes to be achieved. * Special needs including accessibility and medical considerations. | |  | | |
| **Use of external providers to deliver adventure activities**   * Lack of relevant qualifications and experience * Inappropriate conduct towards children | * Seek confirmation from provider that instructors have the correct qualification and/or experience for their specific role/s. * Require all providers to confirm they have current public liability insurance Certificate of Currency. * Ensure all providers have a risk management plan for the activity that has been provided to the school. * Ensure Third party Providers are screened in accordance with CESA processes. Refer [OFFSITE\_Third Party Providers (Child Protection) Letter and Form](https://cesacatholic.sharepoint.com/:w:/r/sites/CESAShare/Human%20Resources/Industrial%20Relations/Contractors%20%26%20Consultants/OFFSITE_Third%20Party%20Providers%20(Child%20Protection)%20Letter%20and%20Form.docx?d=w053847c556084c7e8c5dc6a2fc525dbd&csf=1&web=1&e=TcLsnc) and [Quick Help Guide \_RRHAN, WWCC & EScreening](https://cesacatholic.sharepoint.com/:b:/r/sites/CESAShare/Governance/Child%20Protection/Quick%20Help%20Guide%20_RRHAN,%20WWCC%20%26%20EScreening.pdf?csf=1&web=1&e=wgVGhM) | |  | | |
| **Activity related risks** | | | | | |
| **Hazards relevant to specific sporting and adventure activity included in the excursion program**   * Injury/death | * The Teacher-in-charge has reviewed and considered the relevant activity instructions for Category 1 and Category 2 activities as defined in the [Camps, Excursions, Sporting and Adventures Activities Procedure](https://cesacatholic.sharepoint.com/:f:/r/sites/CESAShare/Governance/Policies%20and%20Procedures?csf=1&web=1&e=4WwrC0). | |  | | |
| **Aquatic related activities**  **(pool/beach/river)**   * Insufficient supervision * Drowning injury/death * Trigger for epilepsy * Child Protection risks | * Specific consent must be obtained by the parent/legal guardian to permit their child to participate in aquatic related activities. * The Teacher-in-charge has reviewed and considered the relevant activity instructions for[Swimming instruction – Category 1 and Category 2](https://cesacatholic.sharepoint.com/:f:/r/sites/CESAShare/Governance/Excursions%20-%20including%20Camps%20and%20Overseas%20Travel?csf=1&web=1&e=O08cFT) including that specific supervisory ratios relevant to aquatic risks have been implemented. * Appropriate locations to provide privacy for changing clothes. Staff member/volunteer to check changing rooms prior to children using them. | |  | | |
| **Health and Food Management** | | | | | |
| **Known health risks and medical conditions**   * Lack of necessary adjustment for activities or Inappropriate or missed administration of medication resulting in exacerbation of medical condition/ injury/death * Inattention to packing of Health Management Plans and associated medications (asthma puffers, EPIPENs etc) | * All workers (including volunteers) and parents of children/young persons to declare via relevant consent forms that they are fit to participate in the planned activities and disclose any medical condition that may be adversely affected by programmed activities. * Where restrictions or special conditions are required, these must be listed on a plan for the staff/student. * Children/young persons requiring medication to be administered whilst on excursion must have a medical plan in place. * All medication must be in original packaging and clearly labelled. A record must be kept – medication name, dose, time given and kept secure and initially by staff member. * [Anaphylactic Action Plan](http://www.education.vic.gov.au/school/principals/spag/health/Pages/anaphylaxis.aspx) (AAP) is in place for those with known allergies and accompanying staff trained to recognise symptoms of anaphylactic reaction and implement AAP. | |  | | |
| **Provision and consumption of food**   * Food poisoning * Triggering of allergies * Anaphylactic reaction leading to serious illness or death | * Destination has reliable/safe drinking water and if tap water is unsafe, appropriate access to bottled water has been planned. * Persons preparing food must have completed basic [food safety training](https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/public+health/food+safety+for+businesses/food+safety+management/food+safety+supervisor+certification) and follow correct food hygiene practices. * Reliable/safe food is provided from reputable sources. * Where food is being provided by the school, food must be transported in appropriate eskies/containers and maintained at right temperatures to ensure compliant with Food Safety Standards. * Parents/caregivers are advised of appropriate food to pack where children/young persons are required to bring their own. * Food areas used for food storage, preparation and services must be kept clean, free from vermin and build-up of dirt or food residue. * Appropriate refrigeration facilities available for storing food (eskies available to store food whilst travelling to the site) * Dietary requirements of workers, children/young persons is known and appropriate catering is arranged. * Hand washing facilities and/or Hand sanitiser/gel used prior to eating. * Restrictions are adhered to in fruit fly areas. | |  | | |
| **Transport** | | | | | |
| **Suitability of vehicle and Driver safety** | * Where third party provider is used, use accredited bus company. * School owned vehicles must be well maintained, registered and comply with Road Transport accreditation requirements. * Vehicles must have sufficient capacity to accommodate all participants in their own seat and where possible with seatbelts, with accessible access required (or alternative transport arranged). * Drivers must always obey speed limits * Appropriate licencing for school staff who are driving students to/from the excursion (relevant to the size of the vehicle being driven) and SALT driver training (also consider additional driver safety training as required). * Ensure back up driver is available. | |  | | |
| **Travel sickness** | * Where children/young persons are likely to experience motion sickness, ensure sick bags are available and reasonable attempts are made to prevent travel sickness (eg liaise with parents about travel sickness medication) * Refer also ‘Known health risks and medical conditions’ above. | |  | | |
| **Child safety – entry/exit from vehicle** | * Before vehicle departs, teacher must conduct a head count. * Driver must set-down and pick-up in a suitable location, free from traffic congestion where possible (eg do not have classes disembarking on a main road when there is capacity to stop in an open entrance or driveway at a venue). * Upon arrival at the destination, Teacher-in-charge must conduct a head count as children/young persons disembark. * Bus driver must complete a check of the bus to ensure no one is left behind. | |  | | |
| **Emergency Preparedness** | | | | | |
| **First Aid** | * Ensure staff attending excursion have up to date First Aid training. Refer [Training Needs Analysis for CESA Staff](https://cesacatholic.sharepoint.com/:b:/r/sites/CESAShare/Human%20Resources/Compliance%20Training/Training%20Needs%20Analysis%20for%20CESA%20Staff.pdf?csf=1&web=1&e=0ilVkE) * Staff to travel with First Aid kit, relevant health care plans and medications - Refer also ‘Known health risks and medical conditions’ above. * Location/contact details of hospitals and medical centres identified prior to departing for remote location excursion with details held at school and copies taken by staff who are travelling. | |  | | |
| **Communication**   * Loss of information * Miscommunication amongst group * Loss of communication with home site (school/college) | * Teacher-in-charge carries mobile phone (school mobile phone or with approval, their own mobile phone). * Attendance lists, child/young person health and personal care information, contact numbers of staff/parents/legal guardians, and the itinerary are held by the Teacher-in-charge and the school site. * In case of emergency, the Responsible Person ensures that the School Principal is informed as soon as possible. | |  | | |
| **Staff or children/young persons get lost and separated from group**   * Physical safety risks * Anxiety * Stress | * Appropriate supervision ratios in line with the procedure. * Regular head counts conducted throughout the day. * Children/young people to be provided with instructions on what to do in the event they get lost. * Specific procedures to be developed and communicated to all children/young persons of contingency arrangements and meeting points identified. * Buddy system for children. * School’s Critical Incident Management Plan is implemented and SPL notified. * EAP and student counselling available. | |  | | |
| **Child protection** | | | | | |
| **Inappropriate conduct by volunteers**  (noting school staff and camp staff have been cleared through staff and third party screening processes. Refer [Quick Help Guide \_RRHAN, WWCC & EScreening](https://cesacatholic.sharepoint.com/:b:/r/sites/CESAShare/Governance/Child%20Protection/Quick%20Help%20Guide%20_RRHAN,%20WWCC%20%26%20EScreening.pdf?csf=1&web=1&e=wgVGhM)) | All volunteers have:   * been onboarded in accordance with CESA volunteer process which includes e-screening, Working with Children Check, current RRHAN-EC Fundamentals credentials, site induction and familiarity with Protective Practices and Code of Conduct. * been provided with relevant information in relation to their duties for the excursion they are volunteering for. | |  | | |
| **Stranger interference** | * Appropriate supervision ratios in line with the procedure. * Regular head counts conducted throughout the day. * Buddy system for children. * Children are not to access toilet facilities on their own. Staff member/volunteer to check toilets prior to children using them. | |  | | |
| **Environment** | | | | | |
| **Lack of appropriate preparation for weather (cold, raining, excessively hot temperature, inclement weather, dust and smoke events)**   * Dehydration * Sunburn, heat illness (heat stroke) * Hypothermia and/or frostbite * Respiratory illness | * Depending on weather forecast, communication to be sent to staff/families to advise of necessary clothing and footwear and hats to be worn. * Sunscreen provided and regular opportunities for application of sunscreen are provided. * Prior to departure, [check weather forecast](http://www.bom.gov.au/) and determine if excursion is safe to proceed. * If going to National parks, check for closures, alerts at [Closures & alerts - National Parks and Wildlife Service South Australia](https://www.parks.sa.gov.au/know-before-you-go/closures-and-alerts) * If school is already at the location and conditions have changed, teacher to notify leadership and is to enact emergency procedures. * If there are strong winds staff will consider altering the route or cancelling walk/activity to avoid danger of falling tree branches. * Potable water is available. If not, school to ensure adequate supply of water is available for the duration of the excursion. | |  | | |
| **Bushfire season**   * Anxiety * Smoke inhalation * Serious injuries/Death | * Check [SA CFS](https://www.cfs.sa.gov.au/warnings-restrictions/restrictions/total-fire-bans-ratings/) website and review the 4-day Fire Danger Rating prior to departing the school to ensure the area travelling to is safe. * Where the Fire Risk Rating has been declared as Catastrophic or Extreme for the excursion location or on route to the location, the excursion is cancelled. * If school is already at the location and conditions have changed, teacher to notify leadership and is to enact emergency procedures. * Ensure nearest shelter in place location is identified and accessible. * If walking through national parks, ensure the Teacher-in-charge (school) has a detailed map of the route/location specifications. Confirm mobile reception is available (if not satellite phone is used). | |  | | |
| **Other** | | | | | |
| **Behaviour Management plans in relation to specific students** |  | | | | |
| **Other risks specific to the excursion/activity** |  | | | | |
| **Specific items to be taken on the excursion (as identified above to mitigate risks):** | | | | | |
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| **APPROVAL**  **Acknowledgement: Safety risks have been identified for the listed excursion/activity with controls implemented to effectively manage risks to the health and safety of participating employees, volunteers, children and young people.** | | | |
| **Authorised by Principal (name):** |  | **Signature and Date:** |  |