

## NMSC Excursion: Fish Morphology & Physiology Activity Risk Management Plan

Name of School:..... Name of Principal:..... Description and Location of Excursion:..... Date of excursion:.....	Group/class:.....Number of students in group/class:..... Name of excursion Coordinator:.....Signature:..... Contact number:..... Accompanying staff / volunteers:.....
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Activity	Hazard Identification Type/cause	Risk Assessment Use Matrix	Elimination or control Measures	Who	When
Coach transport to and from	-Hit by vehicle -Squashed getting on	6 2	- Instruct the group prior on the need for safety. - Meet group on grassed area in front of school - Mark role getting on bus - Make sure vehicle is appropriate to group. - Clarify and then enforce rules for safe conduct	All Teachers	Prior
Fish Morphology & Physiology	-Cut by sharp objects -Tripping on objects -Dropping objects -Student posture in chairs -Slip / trip on pavement -electrocution	5 3 2 1 4 6	- Instruct the group prior on the need for safety. - Remove objects out of way that may inhibit movement. - Keep equipment organised and demonstrate appropriate handling methods. - Carry first aide kit, mobile phone and extra water - Instruct the group prior on the need for safety. - Walk at all times when inside the NMSC and at field sites. - Everyone must have enclosed footwear. - Have a staff: student ratio better than 1:15. - No eating or drinking when in the NMSC. - Students are to only use laboratory equipment as directed by the teacher or teacher associates.	All Teachers	Note in class

Venue and safety information reviewed and attached: **Yes / No**  
 Plan Design modified by M. Green with permission by: N Vaughan. Position: **CLAST** Date: \_\_\_/\_\_\_/\_\_\_  
 Original plan prepared in consultation with: Mr Mike Walbank Mrs E Lyne  
 Communicated to principal: Y / N Teacher associate check and sign:.....

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

### **Please Note:**

This document was developed in consultation with the NSW Department of Education and Training school excursion policy.  
 Teachers making **RISK ASSESSMENTS** as part of School Excursion Planning should note that The National Marine Science Centre **cannot make the assessment for you.** Teachers must make their own risk assessment based on the information provided.  
 Please contact the National Marine Science Centre on 02 66 483 917 if you have any questions.