

## Excursion Risk Management Plan: Sea Birds of our Coast Activity

Name of School / Organisation:..... Name of Principal / Head of staff:..... Description and Location of Excursion:..... Date of excursion:.....	Group/class:.....Number of students in group/class:..... Name of excursion Co-ordinator:.....Signature:..... Contact number:..... Accompanying staff / volunteers:.....
--	--

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	Meet group on grassed area in front of school Mark roll as getting on Make sure the vehicle is appropriate for the group Clarify and then enforce rules for safe conduct	All Teachers	Prior
Observing sea birds activity	-Bites/ stings -Slip on rocks -Cut by Shellfish -Fall into water and/or caught in river currents -Becoming isolated -Sunburn -Dehydration	4 4 4 6  2 4 2	<ul style="list-style-type: none"> <li>- Students to wear hat, long sleeved shirt, apply sunscreen, and carry water</li> <li>- Carry first aide kit, mobile phone and extra water</li> <li>- Instruct the group prior on the need for safety pointing out the need to watch the waves and stay away from deep gutters and fast flowing water.</li> <li>- Don't walk on any plant or marine life.</li> <li>- Everyone must have enclosed footwear, old shoes or water shoes</li> <li>- Activity is best suited to low tides</li> <li>- Have a staff: student ratio better than 1:15 (one being a senior executive with diving experience preferably with Rescue diver qualifications.</li> <li>- No taking specimens and minimal handling of live specimens</li> <li>- Students not to enter the water</li> <li>- Students are not to walk in areas reserved for bird nesting.</li> </ul>	All Teachers  All	Note  In Class In Note
( For the marine study Students only) Snorkelling the edge	Drowning , washed away, tiredness	6	<ul style="list-style-type: none"> <li>- Follow the Guidelines in the Det Policy for snorkelling</li> <li>- Staff with Skin Diver Instructor level experience as accredited by NAUI, PADI, SSI or equivalent must be present.</li> <li>- Suit the activity to suit the group</li> <li>- Have a ratio of 1:7 or less while in the water</li> <li>- Ensure a pre-visit and snorkel</li> <li>- In the water stay a group in buddy pairs</li> <li>- Only enter the water if calm and have a number of different exit points identified by both staff and students.</li> <li>- Ensure the student can exit safely</li> <li>- Have the students in ability groups and tailor the snorkel to the group</li> <li>- Carry a flag and also a rest float</li> <li>- Pre-Plan and follow it but be able to change it if the need arises.</li> </ul> Students know the importance to follow the plan or the revised plan	All teachers and instructors	Prior in class  On the day  In the water

Plan Design modified by M. Green with permission by: N Vaughan. Original plan prepared in consultation with: Mr Mike Walbank Mrs E Lyne Communicated to principal: Y / N	Position: <b>CLAST</b>	Date: ___/___/___
<b>Teacher associate check and sign:.....</b>		

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 / Student supervisors making **RISK ASSESSMENTS** as part of school / organisation 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.

**END OF DOCUMENT**