

NMSC Excursion: Underwater Environments PC Activity Risk Management Plan

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:.....
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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	<ul style="list-style-type: none"> - 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
Under water equipment activity	- Cut by sharp objects - Tripping on objects - dropping objects	5 3 2	<ul style="list-style-type: none"> - 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. 	All Teachers	Note in class
CPCe computer activity	-Student posture in chairs -Slip / trip on pavement -electrocution	1 4 6	<ul style="list-style-type: none"> - 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. - Do not at anytime touch or attempt to remove computer leads, do not touch power outlets. - Have a staff: student ratio better than 1:15. - No eating or drinking when in the NMSC. - Students are to only use the computer equipment as directed by the teacher or teacher associates. 	All Teachers All	Note in class

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 / 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 / Student supervisors 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.