

NMSC Excursion: Taxonomy Practical Risk Management Plan

Name of School / Organisation:.....	Group/class:.....Number of students in group/class:.....
Name of Principal / Head of staff.....	Name of excursion Coordinator:.....Signature:.....
Description and Location of Excursion:.....	Contact number:.....
Date of excursion:.....	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	<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
Organism Identification / classification activity	<ul style="list-style-type: none"> - Cut by sharp objects - Tripping on objects - dropping objects -Student posture in chairs -Slip / trip on pavement -electrocution 	5 3 2 1 4 6	<ul style="list-style-type: none"> - Instruct the group prior on the need for safety. - Instruct group on NMSC safety procedures. - Remove objects out of way that may inhibit movement. - Keep equipment organised and demonstrate appropriate handling methods. - Carry first aide kit. - 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 / microscope leads, do not touch power outlets. - Have a staff: student ratio better than 1:15. - No eating or drinking when in the NMSC. - Do not open containers containing preserved specimens. - Use common sense and care when moving specimen jars. - Students are to only use the computer 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**

Original plan prepared in consultation with: Mr Mike Walbank Mrs E Lyne Date: 15/01/05

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.