

## NMSC Excursion: NMSC Aquarium 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 -Injured getting on	6 2	<ul style="list-style-type: none"> <li>- Instruct the group prior on the need for safety.</li> <li>- Meet group on grassed area in front of school</li> <li>- Mark role getting on bus</li> <li>- Make sure vehicle is appropriate to group.</li> <li>- Clarify and then enforce rules for safe conduct</li> </ul>	All Teachers	Prior
NMSC Aquarium activity Requirements	-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"> <li>- Instruct the group prior on the need for safety.</li> <li>- Remove objects out of way that may inhibit movement.</li> <li>- Keep equipment organised and demonstrate appropriate handling methods.</li> <li>- Carry first aid kit, mobile phone and extra water</li> <li>- Instruct the group prior on the need for safety.</li> <li>- Walk at all times when inside the NMSC and at field sites.</li> <li>- Everyone must have enclosed footwear.</li> <li>- Have a staff: student ratio better than 1:15.</li> <li>- No eating or drinking when in the NMSC.</li> <li>- Students are to only use laboratory equipment as directed by the teacher or teacher associates.</li> </ul>	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 66 483 931 if you have any questions.