

Rock Platform Excursion Risk Management Plan

Name of School:..... Name of Principal:..... Description and Location of Excursion: Rock platform: Mullaway / Woolgoolga / Sawtell / Nambucca 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"> - 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 animal and plants on the Rock Platform	-Bites/ stings	4	<ul style="list-style-type: none"> - Students to wear hat, long sleeved shirt, apply sunscreen, and carry water - Carry first aide kit, mobile phone and extra water - Instruct the group prior on the need for safety pointing out the need to watch the waves if caught act like a starfish. - Don't walk on slim algae or any other marine life. - Everyone must have enclosed footwear, old shoes or water shoes - A Low tide only activity with minimal swell - Have a staff: student ratio better than 1:15 (one being a senior executive with diving experience preferably with Rescue diver qualifications. - No taking specimens and minimal handling of live specimens - Students not to enter the water 	All Teachers All	Note In Class In Note
	-Slip on rocks	4			
	-Cut by Shellfish	4			
	-Fall into water and/or washed off the rocks by waves	6			
	-Becoming isolated	2			
-Sunburn	4				
-Dehydration	2				
(For the marine study Students only) Snorkelling the edge	Drowning , washed away, tiredness	6	<ul style="list-style-type: none"> - Follow the Guidelines in the Det Policy for snorkelling - Staff with Skin Diver Instructor level experience as accredited by NAUI, PADI, SSI or equivalent must be present. - Suit the activity to suit the group - Have a ratio of 1:7 or less while in the water - Ensure a pre-visit and snorkel - In the water stay a group in buddy pairs - Only enter the water if calm and have a number of different exit points identified by both staff and students. - Ensure the student can exit safely - Have the students in ability groups and tailor the snorkel to the group - Carry a flag and also a rest float - Pre-Plan and follow it but be able to change it if the need arises. 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

Venue and safety information reviewed and attached: Yes / No 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: CLAST	Date: ___/___/___ Teacher associate check and sign:.....
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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.

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Rocky Shore Ecosystem Excursion Risk Management Plan

Venue and safety information

Excursion Location: Woolgoolga Headland is located approximately 35km North of Coffs Harbour. The excursion activity zones are situated on the sheltered northern side of each headland.



Woolgoolga rock platform

Safety Points:

- Students must wear enclosed footwear at all times.
- Students are not to touch unknown organisms without first consulting a teacher.
- Students are not to put hands underneath ledges within rock pools at any time.
- Students must walk at all times and take care when walking over uneven surfaces.
- Due to its northerly aspect the rock platforms are sheltered from most ocean swells. However the teacher in charge must still make an assessment of safety on the day of the activity prior to entering the ecosystem.
- The closest land line telephone in case of emergency:
 - Woolgoolga shopping centre approximately 150m west of the rock platform.
- There is a picnic area and amenities approximately 100m west of the rock platform.
- Due to the dynamic nature of ocean swells all students should always be kept within eye sight of at least one teacher.
- No student is to go near the low water mark unless in the direct presence of a qualified school teacher.