

SEA Program Risk Management Plan

Field Activity – Birds of Our Coast

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: _____ Contact number: _____ Accompanying staff / volunteers: _____		
Activity	Initial Risk Rating	Elimination or control Measures	List PPE Required	Final Risk Rating
Traffic Accident	Moderate	Make sure the vehicle is appropriate for the group, Clarify and then enforce rules to students and support staff for safe conduct	Wear Seatbelts	Low
Trip/Slip	Moderate	Wear proper footwear/ensure firm footing while working on beach	Wear enclosed footwear, First Aid Kit	Low
Sting/Bite	High	Check work site prior to entering area, wear appropriate PPE	Gloves, First Aid Kit	Low
Tidal Inundation	High	Check tide timetables and only work at low tide	n/a	Low
Waves	High	Keep an eye on large/vogue waves at all times	n/a	Low
Sun Exposure	Moderate	Wear sun protection	Hat, Sunscreen, Long sleeved shirt	Low
Wind Chill	Moderate	Wear warm clothes	Jacket, Pants	Low

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 6659-8118 if you have any questions.