

SEA Program Risk Management Plan

Laboratory Activity – Subtropical Reef Analysis

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 walking through computer lab	Wear enclosed footwear, First Aid Kit	Low
Dropping object	Moderate	Keep equipment organised and demonstrate appropriate handling methods.	n/a	Low
Electrocution	High	Do not at any time touch or attempt to remove computer / microscope leads, do not touch power outlets.	n/a	Low
Student posture in chairs	Low	Use seating assigned to the room	n/a	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.