



OAKHILL COLLEGE

Camp/Tour/Excursion Details (One or More Nights)

PLEASE NOTE:

Requests for Camps and other activities of **one or more** nights (**as far as possible**) are to be made in the preceding year. The following form is to be completed and returned to the Deputy Principal at least three weeks prior to the camp or activity with:

- Copy of correspondence to be sent to parents
- A list of students for whom permission notes have been obtained or are outstanding.

CURRICULUM SUBJECT AREA:		YEAR/HOUSE GROUP:
		NO OF STUDENTS:
Purpose of Excursion: (Include Relation to Curriculum Area)		DATE:

VENUE:		
Name:		
Address:		
Risk Management Plan Attached:		
Actions Required:		
Site or Places to Be Visited:		
Names of Relevant Owners, Rangers, Caretakers:		Telephone:
Catering Arrangements:		

STAFFING:	
Excursion Coordinator:	
Staff Attending & Roles	
Volunteers Attending & Roles (If Yes, has Principal been consulted?)	
External Instructors/Venue Staff	

TRAVEL		
Mode		Contact No:
Vehicle Pre-Tour Check Completed		
Maps, Timetable, Route Plans Attached (If Necessary)		

DEPARTURE TIME:	PLACE:	RETURN TIME:	PLACE:
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EQUIPMENT:		
Personal Protective Equipment Required & Responsible for Supply/Check		
Other Equipment Being Transported & Who Responsible		
Safety Requirements		

EMERGENCY STRATEGY:		
Contact Number (s)		
Rolls to Be Checked	When:	By Whom:
Evacuation Plan/Routes		
Assembly Points		
Nearest Doctor:	Hospital:	Ambulance:
Area Emergency No:	Police Station:	College

College Contact Person in Sydney:		Telephone:
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FIRST AID:		
Number & Type of Kits		
Designated First Aid Officers		
CPR Qualified		

(If this activity involves students in proximity to water, a teacher with current CPR Qualifications must be in attendance).

STUDENTS:

List of participating students including gender, consent forms & medical information attached: Yes <input type="checkbox"/> No <input type="checkbox"/>	
How Special Needs Met	

ENVIRONMENTAL HAZARDS	
See risk assessment	

Adventure Activities (Overnight Hikes, Canoeing etc.)			
Activity:	Pupil/Teacher Ratio	Instructor	Qualification/Experience
Description of Activities (Incl. Alternatives for Inclement Weather)			

Costing	From Prepaid Budget	Outside Prepaid Budget
Total Cost Per Student	\$	\$

Assistant Bursar Signature _____ Date _____

**** Copy of advice to Parents/students to be attached to this Application.****

Teacher in Charge:

Academic Head:

Deputy Principal:

Approved/Not Approved.

Date:

- Applications must be presented for approval at least four weeks (prior to the Activity) and within the term prior to allow for adequate notice to students, parents and staff.
- **N.B.** All teachers involved in Excursions need to leave work for classes at least one day before the Excursion and present it to the Staff Replacement Co-ordinator's Office.

CHECKLIST (✓)

- ☐ Possible clashes with Assessment Tasks has been checked.
- ☐ Costing per student has been completed.
- ☐ Work has been left for classes if necessary.
- ☐ Parent/Guardian Information Form has been completed & is attached.
- ☐ Excursion Risk Assessment Form completed and attached.
- ☐ Venue & Safety Information For School Excursions completed and attached.
- ☐ List of participating students, consent forms & medical information attached.
- ☐ Has permission from the Deputy Principal been obtained if other than school uniform is to be worn?
- ☐ List of participating students posted on noticeboard and copy to Assistant Principal.
- ☐ Are the strategies in place to support students who cannot afford the excursion?
- ☐ Are there alternate activities for non-attendees?
- ☐ Any other necessary information is attached.
- ☐ Post Excursion Evaluation Form to be completed.

Completed By:

Date:

Copies Forwarded to:

- ☐ M. Forrest – Financial Services (Copy must be presented to Mrs Forrest at least 7 days before excursion to allow cheque to be drawn for payment and transport to be booked).
- ☐ Excursion Co-ordinator
- ☐ Staff Replacement Co-ordinator (Front Page Only)
- ☐ Financial Services (Debtors)
- ☐ Canteen



OAKHILL COLLEGE

EXCURSION RISK MANAGEMENT PLAN PROFORMA

Description & Location of Excursion:

Group:

Number In Group:

Name of Excursion Co-ordinator:

Date(s) of Excursion:

Contact Number:

Accompanying Staff, Parents, Caregivers, Volunteers:

Activity	Hazard Identification (Type/Cause)	Risk Assessment (Use Matrix)	Control Measures To Be Taken & Who Responsible	Modified/Alternate Activities For Students With Special Needs & Who Responsible

Venue & Safety Information Reviewed & Attached:

YES/NO

Plan Prepared By:

Position:

Date:

Prepared In Consultation With:

Communicated To:

**Monitor & Review – Monitor The Effectiveness Of Controls & Change If Necessary.
Review The Risk Assessment If An Incident Or A Significant Change Occurs**

Guidance in completing the Excursion Risk Management Plan Proforma

Hazard Identification The following may assist with identifying hazards relating to activities at each stage of an excursion. Consider what could go wrong, that is, the potential injuries or illnesses that could occur. Hazards are the sources of these potential injuries or illnesses. Travel – Consider aspects of travel that may present a hazard such as walking to and from the train, crossing the road, transport to the venue. Venue – Consider aspects of the excursion venue that may present a hazard such a location near water, cliffs, crowds, slippery floors. Excursion Program Activity – Consider the activities of the excursion program that may present a hazard such as hazards of bushwalking, collecting leaves, observing animals, swimming, singing at an eisteddfod, climbing.	Risk Assessment				
	Risk Assessment Matrix				
	How serious could the injury be?	How likely is it to be that serious?			
		Very Likely	Likely	Unlikely	Very Unlikely
	Death or permanent disability	1	1	2	3
	Long term illness or serious injury	1	2	3	4
	Medical attention and several days off	2	3	4	5
	First aid needed	3	4	5	6
	Severity – is a measure of an injury, illness or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.			Likelihood – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring.	
Legend 1 and 2 Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk. 3 and 4 Moderate risk; determine controls that are reasonably practicable to minimise the risk. 5 and 6 Low risk; manage by routine procedures.					

<p>Equipment – consider any equipment that may present a hazard such as sporting equipment, high risk equipment at the venue.</p> <p>Environment – Consider aspects of the environment that may present a hazard such as weather conditions, natural hazards such as bushfires, floods or storms, the nature of the terrain, plants and animals.</p> <p>People – consider aspects of people that may present a hazard such as poor behaviour, the nature of participants such as maturity, age and skill, child protection issues, medical conditions or disabilities.</p> <p>Accommodation – Consider aspects of accommodation that may present a hazard such as insufficient supervision, standard of accommodation and amenities, meal menus and allergies, security and child protection issues.</p> <p>Other – Consider other hazards related to specific excursions.</p>	<p>Elimination Or Control Measures</p> <p>Hierarchy Of Controls Eliminate the risk, or if this is not reasonably practicable, control the risk to the fullest extent possible by using the following hierarchy of controls.</p> <p>Eliminate the Hazard: Remove the hazard. Change the activity or stop using it eg. do not undertake a particular high risk activity such as abseiling in high wind; do not use high risk equipment.</p> <p>Substitute the Hazard: Replace the activity, material, or equipment with a less hazardous one eg. choose an easier bushwalk.</p> <p>Isolate the Hazard: Isolate the hazard from the person at risk; isolate through distance eg. select a lunch location well away from the water; check if a coastal walk has fencing.</p> <p>Use Engineering Controls: Consider hiring coaches with seatbelts and ensure these are worn if available.</p> <p>Use Administrative Controls: Establish procedures and safe practices eg. supervision of students, clear rules, instruction in safe methods, training of staff, volunteers and students in the excursion activities or in the use of equipment and qualifications of instructors.</p> <p>Use Personal Protective Equipment: Use appropriately designed and properly fitted equipment such as safety goggles, hats and sunscreen, helmets, in conjunction with other control measures identified from above.</p>
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