

EVIDENCE OF RISK ASSESSMENT FOR LOCAL AND DAY EXCURSIONS – Marysville Primary School

This form may be used to document the risk assessment completed for all local and day excursions. It must be easily accessible during the excursion, either in hard copy or electronically.

Please adapt the document below to suit the school's needs.

Excursion		Year level	
Location		Number of students	
Date/Times		Number of staff	
Teacher in charge			
Educational Objectives			

The following table provides evidence that risks relating to the following have been considered. This is not a comprehensive list of risks to be assessed. School staff will need to determine what additional considerations may be required based on the location/environment, people and activity.

Risk		Y/N	Treatment details (if required)
Supervision	Do the supervision arrangements meet the minimum requirements as per the Excursions Guidelines – Supervision?		
	Has consideration been given to risks relating to supervision more broadly?		
Transport	Do the transport arrangements comply with: - Excursions Guidelines – Transport - Department transport policies - school based transport policies (e.g. school bus)? (if applicable)		
	Has consideration been given to risks relating to transport? (e.g. travel sickness, bus break down, cancelled train, crossing busy roads etc.)		
Student behaviour	Does any particular student's behaviour pose a risk to either that student or to others?		Treatment would typically include supervision, ensuring staff are aware of any triggers or particular risks, consulting with parents beforehand to seek their input into supporting student during excursion,
	Has consideration been given to risks relating to student behaviour more broadly?		

Risk		Y/N	Treatment details (if required)	
	Has consideration been given to reputational risk to the school in the context of student behaviour?		<i>ensuring staff know how to manage/support behaviour.</i>	
Health and wellbeing	Are there any students who have a disability or medical or health condition that need to be supported/managed during the excursion?		<i>Treatment would typically include ensuring relevant staff are aware of this condition and how to manage it, bringing appropriate equipment on the excursion (e.g. epipen, mobility aids), attaching anaphylaxis management plans or other student management plans as appropriate.</i>	
	Are there any staff who have a disability or medical or health condition that need to be supported/managed during the excursion?			
First Aid	Will a first aid kit be taken/available on this excursion?			
	Does the excursion have adequate staff with first aid qualifications appropriate to the activities being conducted?		Name of staff	Level of first aid training
Weather & Emergency Warnings	Has consideration been given to risks associated with the weather or emergency warnings? (this should include alternative arrangements, sun smart policy etc.)			
Communication	Has consideration been given to how the excursion group will communicate with the school in the event of an emergency?			
	Has appropriate equipment been sourced?			
Location	Has consideration been given to the risks associated with the location? (e.g. fire danger, high cliffs, water sources, city environment, crossing busy roads etc.)			
Consent	Has the school obtained informed consent from parents/carers and reminded them to ensure the school has updated health information? (for local excursions this should include notification of the excursion).			
	If an external provider has been engaged by the school to assist in the planning and/or conduct of the excursion, does the arrangement comply with the Excursions Guidelines – External Providers?			
	Has the school considered any terms and conditions in any agreements documenting this arrangement?			

	Risk	Y/N	Treatment details (if required)
External Providers	Things to look out for are: • waivers of liability and/or indemnities • clear roles and responsibility with respect to risk management • ensuring third parties have child safe policies or agree to follow the schools • ensuring any financial elements are reasonable (e.g. in relation to cancellations and refunds, costs of services etc.) • ascertaining that the external provider has adequate insurance coverage for the planned activity		
Emergency management	Has consideration been given to emergency management procedures?		
	Has the excursion been entered into the Student Activity Locator?		
	Has consideration been given to arrangements should the excursion need to be cancelled whilst the excursion is already in progress?		
COVID-19	Has consideration been given to the specific COVID-19 risks associated with the excursion?		
	Should should: • review the guidance available in the School Operations Guide, and on the School camps during COVID-19 page and apply it to the excursion arrangements. For support with this, contact the OHS Advisory Service: Telephone: 1300 074 715 E-mail: safety@education.vic.gov.au Specific considerations include: • Checking DH Website to see if destination and travel routes are impacted by travel restrictions or have permit requirements. • Ensuring that sufficient provisions of PPE are available for the trip and that hand sanitiser and cleaning materials are available / accessible.		

Risk		Y/N	Treatment details (if required)
	- Ensuring staff have the Service Victoria and COVIDSafe App installed on phones, and use QR code systems to check in. - Ensuring Medical and Emergency Contact records are up to date and easily accessible by staff. - Reviewing and ensuring staff are familiar with the guidance about the management of unwell staff or students in the School Operations Guide, and how staff might apply it in the camp / excursion setting. - Ensuring that staff or students who are unwell with COVID-19 symptoms do not attend the camp / excursion. - Ensuring staff and students adhere to face mask, check in, physical distancing and density requirements as per current COVIDSafe measures during the excursion.		
Other risks	[INSERT ALL OTHER RISKS IDENTIFIED FOR THE SPECIFIC EXCURSION]		

Date completed	
Teacher Authorisation	
Principal Authorisation	