

Risk Management Plan: Excursion to Tamworth Powerstation Museum

Name of school:

Name of principal:

Description and location of excursion:

Visit to Tamworth Powerstation Museum

Date of excursion:

Group/class:

Number in group/class:

Name of excursion coordinator:

Contact number:

Accompanying staff, parents, caregivers, volunteers:

Task/Activity	Hazard Identification & Associated Risk Type/Cause	Assess Risk* use matrix	Elimination or Control Measures	Who	When
Walking to and from transport	<ul style="list-style-type: none"> - struck by vehicle on road - uneven footpath 	4 6	<ul style="list-style-type: none"> - 2 teachers & 4 parent/carer volunteers attending to supervise excursion - Brief participants on rules and behaviour - Remain on pedestrian pathways and use pedestrian crossings at all times 	Coordinating teacher “ All	Prior to excursion “ On excursion

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Coach transport to excursion venue	<ul style="list-style-type: none"> - boarding coach - vehicle accidents 	6 5	<ul style="list-style-type: none"> - Ensure vehicle operators hold appropriate licence(s) and insurance - Check availability of seat belts - Vehicle to be appropriate for needs of the group e.g. wheelchair access if required - Enforce rules and monitor behaviour - Ensure seatbelts are worn 	Excursion Coordinator " " Teachers	Prior to booking " " On excursion "
Walking from coach to venue	<ul style="list-style-type: none"> - student tripping, falling on uneven path - contact with substance student is allergic to - insect bites and stings 	6 6 6	<ul style="list-style-type: none"> - Inform excursion participants of safety instructions. - Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions - Wear hats, shirts with sleeves and sunscreen while outdoors. - Identify participants with known medical conditions and ensure appropriate medication/treatment is available - Ensure participation of students with known allergies has been considered, implement appropriate risk controls, e.g. a trained staff member is available to provide appropriate first aid (e.g. epipen for student with anaphylaxis) - Ensure staff and students are aware of emergency response procedures. - Emergency plans communicated for dealing with potential incidents - Carry first aid kit - Staff carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade 	Excursion Coordinator or Teachers and attending staff members " " "	Prior to excursion " " " On excursion " "

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Entering Museum space.	<ul style="list-style-type: none"> - Trip hazards on stairs or uneven surfaces, falling down stairs 	4	<ul style="list-style-type: none"> - Discuss with students safe movement and use of handrails prior to leaving the school and on entry and movement around Tamworth Powerstation Museum - Wear enclosed footwear, long pants and other protective clothing - Ensure students understand importance of moving safely through the Museum area - Museum staff member at Museum entrance to guide groups and assist with class management and negotiation of entrance and foyer - Museum Educator or Museum volunteer to assist school tours in negotiation of Museum spaces, stairs and exits and format of session 	<p>Teachers</p> <p>“</p> <p>“</p> <p>All</p> <p>“</p> <p>“</p>	<p>Prior to excursion</p> <p>“</p> <p>“</p> <p>On and prior to excursion</p> <p>“</p> <p>“</p>
Observing objects in Museum setting	<ul style="list-style-type: none"> - Students climbing on, touching or damaging objects and displays 	5	<ul style="list-style-type: none"> - Ensure staff and students are aware of appropriate behaviour in the Museum space. Prepare students with discussion about not touching or standing too close to objects and displays. 	<p>Teachers</p> <p>“</p>	<p>“</p> <p>“</p>
	<ul style="list-style-type: none"> - becoming lost or isolated from the group in or around the Museum space 	5	<ul style="list-style-type: none"> - Museum and teaching staff to guide groups and assist with class management and negotiation of entrance and foyer 	<p>“</p> <p>“</p>	<p>“</p> <p>“</p>
			<ul style="list-style-type: none"> - Museum and teaching staff to reiterate appropriate behaviour in the Museum spaces - Teaching staff to stress importance of staying with students group in Museum space - Teaching staff to carry first aid kit - Attending staff to be aware of the location of first aid kit 	<p>Museum staff</p> <p>Teachers and attending school staff members</p> <p>Museum staff</p>	<p>“</p> <p>“</p> <p>“</p>

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Placing bags in storage area.	- Falling over bags	4	<ul style="list-style-type: none"> - Teaching staff to notify school and Museum of expected arrival and departure times, and students with medical conditions - Museum volunteer staff to lead walk. Adult supervision at front and back to keep group together. 	Excursion Coordinator	Prior to excursion
	- Tripping in cloak area	5		Supervisors	On Excursion
				"	
				All	

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Diet and food during excursion, including eating at different venues	- student allergies to certain food products	5	- Confirm appropriate food with parents/carers for student with allergies	Teachers	Prior to and during excursion “ “ “ “ “ “ “ “ “
	- dehydration	6	- Liaise with venue managers about provision of appropriate food for students with food allergies in liaison with parents/carers - Food brought by student should only be approved and provided by student's parent/carer - Discuss with class groups about the importance of only eating your own food - Ensure participants bring water bottles - Ensure a responsible adult is with each group of students and that someone trained in medical procedures (use of EpiPen) attends - Communicate special requirements to all staff and volunteers especially emergency response procedures and equipment - For students with allergies to bee/insect bites and stings, be aware of bees/insects attracted by soft drinks cans and food in bins		
	- damages made to objects from food residue on hands being transferred to artwork or Museum space	6	- Teachers and school staff members to be aware that eating food is prohibited in the public areas of the Museum building - Students to be made aware that eating in the Museum is prohibited - Teachers to discuss with students the importance of not touching or standing too close to objects and displays		
Venue and safety information reviewed and attached:			Yes/No		
Plan prepared by:			Position:	Date:	
Prepared in consultation with: Tamworth Regional Gallery and Tamworth Powerstation Museum Education Officer.					
Communicated to: Teachers and parent/carer volunteers					
Monitor and Review – Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs					

* Note: assessments of risk vary with the particular circumstances eg. Ages of students, class stage in attendance,