St Francis Xavier College

Excursion Risk Management Plan for day excursions within the ACT

STUDENTS/TRANSPORT/ACTIVITIES

*Copy to be submitted with the yellow ‘Variation of Routine’ form.*

Destination: ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of excursion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*College phone number to be taken by organising teacher.

| **ACTIVITY** | **RISK** | **MANAGEMENT PLAN** |
| --- | --- | --- |
| **Students** | IllnessAsthma/Diabetes/Known illness InjurySunburn Dehydration | * First aid kit, College phone number on kit.
* A member of the supervising staff holds a current first aid qualification.
* Supervising staff current and competent in CPR.
* Medical forms completed and accessible to staff.
* First aid kit contains ventolin and spacer.
* Permission slips, with authority to seek medical aid if required.
* Qualified/Certified instructional staff.
* Staff to carry a mobile phone.
* Emergency services, College and parents contacted immediately if required.
* SunSmart rules applied, sunscreen available.
* Ensure water is available to staff and students.
 |
| **Transport** | College BusChartered BusRoad Crossings | * Licensed Bus driver.
* Driver completes pre drive inspection of bus.
* Driver details on record with College Bursar.
* Students and staff to wear seatbelts and remain seated whilst travelling.
* Students counted and roll marked prior to any departure.
* Students to depart bus only in safe parking areas and on the left hand side of the road when instructed by staff.
* Staff to carry a mobile phone on the bus.
* Active supervision of students and behaviour whilst travelling.

Bus company details left with the College.* Seat belts, where fitted, are worn whilst travelling.
* Students counted and roll marked prior to any departure.
* Active supervision of students and behaviour whilst travelling.
* Staff to carry a mobile phone on the bus.
* Staff to conduct a controlled crossing.
* Underpasses and pedestrian signal lights to be used at all times where possible.
* Students are to walk at all times during a crossing.
* Staff to be familiar with activity/facility layout, expectations and rules prior to arrival.
* College rules and behaviour expectations will be explained to students before commencement.
* Appropriate supervision ratio adhered to for activities.
* Active supervision of the students is undertaken whilst at the facility/activity.
* Qualified/Certified instructional staff where applicable to activities.
 |
| **Activities / Facilities** | Injury to student/staffAccident |
| **Details specific to activity** |  |  |

Submitted by: Date: