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** | Illness  Asthma/Diabetes/Known illness  Injury  Sunburn  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 Bus  Chartered Bus  Road 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/staff  Accident |
| **Details specific to activity** |  |  |

Submitted by: Date: