

EXCURSION RISK REGISTER: TIWI COLLEGE



Supervising Teachers/Staff:

Program/Excursion:

Dates: Location(s):

Risk Description	Existing Controls	Rating			Treatment Priority ¹	Treatment
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood		
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk				If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> • What will be done? • Who is accountable? • When will it happen?
<u>ACCOMMODATION</u>						
<p>Sleeping Arrangements:</p> <p>Sexual Relationships</p> <ul style="list-style-type: none"> • Unwanted pregnancies • Accusations of abuse / rape • Sexually Transmitted Diseases (STD's) 	<ul style="list-style-type: none"> • Camp Rules to be discussed with students prior to camp • Staff to be 'on call' overnight for all emergency situations • Segregation of sexes in the dormitories / rooms • Supervision by Staff members to ensure the students are in correct rooms • Lights out time stipulated • Roll and room check at lights out. • Limit movement after lights out 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>High (Treat)</p> <p>Medium (Treat)</p> <p>Low (Monitor)</p>	

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Bunk beds: <ul style="list-style-type: none"> • Injury due to falling from top bunks 	<ul style="list-style-type: none"> • Bunk beds are checked to ensure they are fixed / secure / stable etc. • Pupils are encouraged and advised against using the bunk beds as a piece of “play equipment” 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High (Treat) Medium (Treat) Low (Monitor)	
Smoking, Illicit Drugs & Alcohol Use: <ul style="list-style-type: none"> • Ill health, fire hazard • Varying effects from abusive to passive behaviour, sickness, irrationality, coma, death • Sickness/nausea, headaches, abusive or violent behaviour, alcohol poisoning 	<ul style="list-style-type: none"> • Cigarettes, illicit drugs and alcohol not to be permitted on the premises. Vigilance by staff is required and those believed to be in possession of any to be subject to disciplinary procedures/ possible removal from site 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High (Treat) Medium (Treat) Low (Monitor)	
Trespassers on site (day/night) <ul style="list-style-type: none"> • Risk of theft, assault, abduction, criminal damage to property 	<ul style="list-style-type: none"> • Contingency plan to include emergency contact numbers such as local police or security • Persons on residential stay to be notified to report any trespassers immediately to a member of staff 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	High (Treat) Medium (Treat) Low (Monitor)	

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<p>Groups moving about at night to meet with other party members or Persons leaving the site without consent:</p> <ul style="list-style-type: none"> • All manner of risks such as those previously mentioned • Persons not able to be accounted for in an emergency • Risk of assault if walking off site on their own 	<ul style="list-style-type: none"> • Adequate supervision during the night for girl and boy dormitories • Adequate supervision following CEO document guidelines • Disciplinary procedures to be explained to deter persons from leaving site without consent 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>High (Treat)</p> <p>Medium (Treat)</p> <p>Low (Monitor)</p>	
<u>FIRST AID</u>						
<p>Overnight illness</p> <ul style="list-style-type: none"> • Deterioration of health 	<ul style="list-style-type: none"> • Professional medical attention to be sought if medical conditions persist or following an incident such as electric shock • Copies of Student Medical information obtained. • Accidents & incidents to be reported and recorded as required • Sufficient staff to have current first aid qualifications 	<p>Satisfactory</p> <p>Poor</p> <p>Unknown</p>	<p>Major</p> <p>Moderate</p> <p>Minor</p> <p>Insignificant</p>	<p>Almost certain</p> <p>Likely</p> <p>Unlikely</p> <p>Rare</p>	<p>High (Treat)</p> <p>Medium (Treat)</p> <p>Low (Monitor)</p>	

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Storage and administering of Prescribed medications <ul style="list-style-type: none"> • Overdosing • Choking • Allergic reaction 	<ul style="list-style-type: none"> • Medication is stored in a first aid kit. • Each medication container is clearly labelled with instructions for dosage / times / name / expiry date etc. • If person cannot self administer then a Staff member has been trained in the administration of prescribed medications 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	
<ul style="list-style-type: none"> • Body fluids Infection through contact with blood, vomit, urine or faeces	<ul style="list-style-type: none"> • Avoid situations of risk. • Check seats etc on public transport 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	
<u>TRAVEL</u>						
Walking around the Town or City Moving vehicles <ul style="list-style-type: none"> • Road Traffic Accident 	<ul style="list-style-type: none"> • Suitable road crossing points are used to cross the road • All members of the party keep any valuables out of site (e.g. mobile phones locked in bags etc) 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	
Travelling to and from location of interest / activity by motorised vehicle (including mini bus / coach/train)	<ul style="list-style-type: none"> • Competent drivers used • All vehicles used will have been maintained / serviced on a regular basis and pre- 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely	High (Treat) Medium (Treat) Low (Monitor)	

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<p>etc) The vehicle / other road users</p> <ul style="list-style-type: none"> Road Traffic Accidents leading to minor or severe injury/death <p>Driver fatigue</p> <ul style="list-style-type: none"> Cramps, aches, pains or falling asleep whilst driving <p>Passengers standing up/moving around vehicle when in motion</p> <ul style="list-style-type: none"> Risk of minor injury to passengers through passengers falling over and making contact with internal fixtures or other passengers <p>Passengers opening doors when vehicle is in motion</p> <ul style="list-style-type: none"> Risk of persons sustaining severe injuries through falling through open doors <p>Passengers opening windows and having body parts out of the vehicle or throwing objects out when vehicle is in motion</p>	<p>user checks made prior to the journey</p> <ul style="list-style-type: none"> Speed limits are adhered to at all times Route is planned to ensure there are sufficient breaks for people to use toilet facilities etc Contingency plans to be in place to deal with travel sickness incidents Regular breaks are taken or two drivers used for longer journeys If the driver feels tired then he / she should find a suitable place to park the vehicle and take a break Passengers are supervised and do not distract the driver whilst travelling Seat belts when fitted are worn by passengers at all times whilst vehicle moving Child-lock devices are activated on doors Safety Instructions given prior to travelling Window restrictors used Safety Instructions given 			<p>Unlikely Rare</p>		

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<ul style="list-style-type: none"> • Risk of injury to person • Risk of Fines • Risk of injury to pedestrians or other road users 	prior to travelling					
Injury during Athletic performance	Students requested to conduct warm up exercises. Coaching staff provided with a manual. Rules & procedures of event explained prior to performance, including code of conduct. College expectations re behaviour in letter to parents. At least one staff member must hold current Level 2 First Aid Certificate.	<u>Satisfactory</u> Poor Unknown	Major Moderate <u>Minor</u> Insignificant	Almost certain <u>Likely</u> Unlikely Rare	<u>Treat</u> Monitor	First Aid Kit provided to group & first aid carried out where necessary by staff with first aid qualifications or First Aid made available at venue.
<u>PUBLIC SPACES</u>						
Members of the public <ul style="list-style-type: none"> • Abductions / assault of pupils • Pickpockets / handbag snatchers etc 	<ul style="list-style-type: none"> • Students are supervised closely and regular meeting points are arranged to check on numbers, to ensure all the party can be accounted for • Uniform or similar colour clothing to be worn 	<u>Satisfactory</u> Poor Unknown	Major <u>Moderate</u> Minor Insignificant	Almost certain Likely <u>Unlikely</u> Rare	Treat <u>Monitor</u>	

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Uneven pavements <ul style="list-style-type: none"> • Tripping over leading to minor/severe injuries 	<ul style="list-style-type: none"> • Pupils are encouraged not to run, but to walk at all times • Everyone is encouraged to wear sensible shoes if lots of walking is involved • First aid person is included in the party to deal with any minor injuries 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	
Lack of knowledge on area <ul style="list-style-type: none"> • Party getting lost or disorientated 	<ul style="list-style-type: none"> • Route to be mapped out prior to visit taking place and map taken for any required deviation • Students are guided through familiarisation activities at school, prior to trip Procedures regarding getting lost are discussed with students prior to and during trip • Students to all bring their mobile phone to allow communication with staff 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	
Public buildings (e.g. Museums etc) Not knowing the emergency procedures for the building <ul style="list-style-type: none"> • Panic • Burns 	<ul style="list-style-type: none"> • All members of the party are made aware of the fire procedure when they first enter the building • Groups either have a guide or experienced member of Staff to support them 	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Treat Monitor	

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<ul style="list-style-type: none"> • Death 	<ul style="list-style-type: none"> • When pre-booking visits, the venue is asked to send details of their emergency procedures and details on facilities for disabled persons and other persons with special needs to ensure all persons can be catered for. 					

And more rows as required. This is one way of documenting the risk management process and does not preclude other approaches.

Risk Treatment Priority Table

Use the table below to decide the overall risk rating and represent the priority of the each risk for treatment.

Consequences	Major				
	Moderate				
	Minor				
	Insignificant				
		Rare	Unlikely	Likely	Almost certain
		Likelihood			

<i>Treat</i>	<i>Monitor</i>
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