

North Head Sanctuary School Excursion Risk Assessment



The Risk: What Can Happen and How it Can Happen	Impact from an Event Happening	Controls to be implemented
Lost person due to movement of group throughout the site.	Missing person, physical or emotional injury or death	Group size kept to a maximum of 15 students per teacher guide. Schools must provide 1 supervising adult for every 20 students. Teacher Guide to conduct head counts at start, middle and end of program. Attending adults to be briefed to assist with supervision and to remain and the back of the group.
Injury or harm by unknown member of the public.	Physical or emotional injury or death	Maintain close supervision of groups throughout program. Ensure contact numbers for Rangers and Security are carried at all times. Ensure fully charged and functional mobile phone is carried at all times. Teacher Guides carry first aid kit at all times and have current first aid training.
Injury or harm by group member.	Physical or emotional injury or death	Establish rules about behaviour of group before commencement of program. Ensure accompanying adults assist with supervision throughout program. Teacher Guides carry first aid kit at all times and have current first aid training. Maintain close supervision of groups throughout program. Ensure contact numbers for Rangers and Security are carried at all times. Ensure fully charged and functional mobile phone is carried at all times.
Trip/fall due to uneven ground, metal pathway or track	Physical injury or death	Discuss safety rules at the commencement of the program. Teacher Guides carry first aid kit at all times and have current first aid training. Maintain close supervision of groups throughout program. Ensure contact numbers for Rangers and Security are carried at all times. Ensure fully charged and functional mobile phone is carried at all times. Dictate on confirmation letter that students wear appropriate attire. Get security or Rangers to check track prior to program.
Injury or harm due to branch or tree fall	Physical injury or death	Teacher Guides carry first aid kit at all times and have current first aid training. Maintain close supervision of groups throughout program. Ensure contact numbers for Rangers and Security are carried at all times. Ensure fully charged and functional mobile phone is carried at all times. Ask maintenance staff or security to check track prior to program and maintain as required. Keep clear of tall trees during days of high wind. Do not proceed during thunderstorms or unsafe weather conditions.

Injury or harm from use of materials or equipment	Physical injury or death	Discuss safety rules at the commencement of the program. Teacher Guides carry first aid kit at all times and have current first aid training. Maintain close supervision of groups throughout program. Ensure contact numbers for Rangers and Security are carried at all times. Ensure fully charged and functional mobile phone is carried at all times. Ensure materials and equipment are appropriate for student use (eg thermometers in plastic casings etc). Ensure students are briefed on appropriate use of equipment.
Dehydration/sunburn/windburn due to exposure to sun and wind and lack of water	Physical injury or death	Discuss safety rules at the commencement of the program. Teacher Guides carry first aid kit at all times and have current first aid training. Maintain close supervision of groups throughout program. Ensure contact numbers for Rangers and Security are carried at all times. Ensure fully charged and functional mobile phone is carried at all times. Allow students to have drink and rest breaks if needed. Dictate in confirmation letters that students wear hats and sunscreen at all times and to bring water bottles. Teacher Guides to carry a water bottle and wear appropriate clothing and covered shoes.
Bite or sting by animal	Physical injury or death	Maintain close supervision of groups throughout program. Ensure contact numbers for Rangers and Security are carried at all times. Ensure fully charged and functional mobile phone is carried at all times. Teacher Guides carry first aid kit at all times and have current first aid training. Get security to check tracks prior to program. Ensure maintenance staff keep paths clear. Advise students to wear hats to avoid ticks. Brief teachers about tick response.
Scratch from plant material	Physical injury or death	Maintain close supervision of groups throughout program. Ensure contact numbers for Rangers and Security are carried at all times. Ensure fully charged and functional mobile phone is carried at all times. Teacher Guides carry first aid kit at all times and have current first aid training. Ensure maintenance staff keep paths clear.
Injury or harm due to vehicle collision	Physical injury or death	Maintain close supervision of groups throughout program. Ensure contact numbers for Rangers and Security are carried at all times. Ensure fully charged and functional mobile phone is carried at all times. Teacher Guides carry first aid kit at all times and have current first aid training. Avoid areas near roadways and car parks whenever possible. Teacher Guides to manage road crossings. Group size kept to a maximum of 15 students per teacher guide. Schools must provide 1 supervising adult for every 20 students. Teacher Guide to conduct head counts at start, middle and end of program. Attending adults to be briefed to assist with supervision and to remain and the back of the group.
Burns or smoke inhalation due to bushfire	Physical injury or death	Maintain close supervision of groups throughout program. Ensure contact numbers for Rangers and Security are carried at all times. Ensure fully charged and functional mobile phone is carried at all times. Teacher Guides carry first aid kit at all times and have current first aid training. Discuss evacuation advice and muster points prior to program commencement.