

Excursions Risk Register and Emergency Management Plan

WHEN TO USE THIS TEMPLATE **STEP 2 – RISK IDENTIFICATION**

This template must be completed and submitted to and signed by the principal as part of any of the following:

- day excursions
- overnight stays
- interstate travel
- overseas travel
- travel via air or sea.

Refer to the relevant [Adventure Activity Guidelines](#) for the requirements that must be met for each individual activity.

[Risk Registers](#) for specific activities must be completed and tailored to the activity.

STEP 1 – ESTABLISH THE CONTEXT

This template should be used to document:

- The details of the activity (What is the activity, its location, the participants, the teacher-in-charge, supervising teachers and volunteers, etc.)
- What steps are being taken to make it safe/r by reducing identified risks

From 15 December 2022, staff with primary responsibility for organising camps and/or water based excursion activities must have completed the Excursions e-learning module before commencing planning. These staff are encouraged to complete the module annually.

Check the Excursions Policy and Guidelines when planning this excursion and prior to completing a risk assessment.

Complete the Camps, Excursions, Swimming and/or Water-based Activity Checklist.

Ask, what can go wrong?

When completing a risk assessment focus your thoughts on three critical areas:

1. People
2. Equipment
3. Environment

Using the risk register, identify the hazards and then assess the risks associated with the hazards. List them in the first two columns.

The risk register below provides example risks that may support this step and steps three, four and five.

STEP 3 – RISK ANALYSIS

Identify the control measures in place to reduce the risk of your hazard. These will include current and additional treatments. Remember that there are already control measures required or recommended through department and school-based policies and guidelines, such as student/staff ratios etc., so take these into consideration at this stage.

Use **Table 1** to determine the consequence of each risk.

Then use **Table 2** to determine the likelihood of each risk.

STEP 4 – RISK EVALUATION

The risk rating is determined by assessing the likelihood against the consequence. Use **Table 3** to do this.

See **Table 4** for more information on risk assessment.

If the risk register contains any extreme rated risks, it is recommended that the Principal

Approval Form is not approved and the excursion is not undertaken.

STEP 5 – RISK TREATMENT

Risk treatments should involve steps the school will take to reduce the risk as far as is reasonably practicable.

Ask what can we do to make it safe/r?

If you need to reduce the risk, start by reassessing the existing controls in place to see if they can be improved. Otherwise, new treatments should be planned and put in place.

Responsibility for implementing the controls or treatments should be assigned to a specific staff member.

STEP 6 – MONITOR AND REVIEW

In the lead up to the excursion, the risk register should be reviewed regularly to ensure all information is up to date. Changes to the risk register may be required if certain factors change, for example, the weather, student/staff health, etc. While on the excursion, staff should continue to monitor risks.

STEP 7 – COMMUNICATION

Communicate the risks with all staff attending the excursion. Ensure that each staff member understands their role in monitoring the risks.

STEP 8 – RECORDING AND REPORTING

Risks associated with the excursion should be recorded in the risk register and subsequently reported to and discussed with the principal and other appropriate staff.

Department of Education Risk Management Framework – Assessment Tools

TABLE 1 – Consequence Criteria

The **Consequence Criteria** helps to determine the severity of the impact if a risk were to be realised.

Descriptor	Student Outcomes	Wellbeing and Safety	Finance	Reputation	Strategic
Insignificant	<ul style="list-style-type: none"> Educational outcomes were met with workarounds 	<ul style="list-style-type: none"> Minor injury requiring no first aid or peer support for stress / trauma event 	<ul style="list-style-type: none"> Small loss that can be absorbed 	<ul style="list-style-type: none"> Internal impact (no external impact) 	<ul style="list-style-type: none"> Goals, targets and key improvement strategies can be delivered with inconsequential impacts
Minor	<ul style="list-style-type: none"> Most educational outcomes were met with staff and students satisfied with the excursion overall 	<ul style="list-style-type: none"> Injury / ill health requiring first aid Peer support for stress / trauma event 	<ul style="list-style-type: none"> Loss of 'consumable' assets < 2% deviation from budget Minor fraud possible 	<ul style="list-style-type: none"> Complaint made to the school Adverse comments local community media, and/or social media Short term external provider or stakeholder dissatisfaction 	<ul style="list-style-type: none"> Minor workaround need to be implemented to deliver the SSP goals, targets and key improvement strategies
Moderate	<ul style="list-style-type: none"> Partial achievement of educational outcomes 	<ul style="list-style-type: none"> Injury / ill health requiring medical attention Stress / trauma event requiring professional support 	<ul style="list-style-type: none"> Loss of assets 2–5% deviation from budget External audit management letter 	<ul style="list-style-type: none"> Complaint made to the Department Adverse state media comment External provider or stakeholder relationship impacted 	<ul style="list-style-type: none"> Constant consultation with key stakeholders needs to be maintained to deliver the SSP goals, targets and key improvement strategies
Major	<ul style="list-style-type: none"> Limited educational outcomes met Students and/or parents dissatisfied 	<ul style="list-style-type: none"> Injury / ill health requiring hospital admission Stress / trauma event requiring ongoing clinical support 	<ul style="list-style-type: none"> Loss of significant assets 6–15% deviation from budget External audit qualification on accounts High end fraud committed 	<ul style="list-style-type: none"> Relationship with external provider/stakeholder severely impacted External investigation Adverse comments national media 	<ul style="list-style-type: none"> Significant adjustment to resource allocation and service delivery required to deliver SSP goals, targets and key improvement strategies
Severe	<ul style="list-style-type: none"> No educational outcomes met Student disengagement from school or peers 	<ul style="list-style-type: none"> Fatality or permanent disability Stress / trauma event requiring extensive clinical support for multiple individuals 	<ul style="list-style-type: none"> Loss of key assets >15% deviation from budget Systemic and high value fraud 	<ul style="list-style-type: none"> Formal inquiry into event or incident National front page headlines Stakeholder relationship irretrievably damaged 	<ul style="list-style-type: none"> SSP goals, targets and key improvement strategies cannot be delivered Changes need to be made to the SSP

TABLE 2 – Likelihood Criteria

The **Likelihood Criteria** refers to the likelihood of the consequence descriptor you have selected i.e. the likelihood of a ‘major’ consequence.

Descriptor	Description	Indicative %	Indicative Frequency
Almost Certain	Expected to occur	>95%	Multiple times in the next year
Likely	Probably will occur (no surprise)	66–95%	At least once in the next year
Possible	May occur at some stage	26–65%	Once in the next 3 years
Unlikely	Would be surprising if it occurred	5–25%	Once in the next 5 years
Rare	May never occur	<5%	Once in the next 10 years

TABLE 3 – Department of Education Risk Rating Matrix

The **Risk Rating Matrix** is used to combine consequence with likelihood to determine the overall level of risk.

Risk Rating Matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

TABLE 4 – Department of Education Acceptability Chart

The Acceptability Chart is used to decide whether the risk is acceptable based on the rating calculated.

<p>Extreme (must have Principal / Regional Office oversight)</p>	<p>Immediately consider whether the activity associated with this risk should cease. Any decision to continue exposure to this level of risk should be made at Principal/Regional Office level, be subject to the development of detailed treatments, emergency response plans (as appropriate), ongoing oversight and review by the principal and Regional Office. Where there is a health and safety risk, the principal should give active consideration to whether the benefits of the activity outweighs the risk of the activity.</p>
<p>High (with ongoing Principal Class Officer review)</p>	<p>Any decision to continue exposure to this level of risk should be made at principal level. The risk should be reduced as far as practicable by developing treatments. Ongoing review should occur to ensure controls remain effective, and the principal kept updated on the level of risk and treatments that are implemented. Where there is a health and safety risk, the principal should give active consideration to whether the benefits of the activity outweighs the risk of the activity.</p>
<p>Medium (with frequent risk owner review)</p>	<p>Exposure to the risk may continue, provided it has been appropriately assessed and has been managed by implementing treatments to ensure the risk is reduced to as low as reasonably practicable. It should be subject to frequent review to ensure the risk analysis remains valid and the controls effective. Treatments to reduce the risk can be considered.</p>
<p>Low (with periodic review)</p>	<p>Exposure to this risk is acceptable, but is subject to periodic review to ensure it does not increase and current control effectiveness does not vary.</p>

EXCURSION DETAILS Step 1 – Establish the context			
Activity type	School Sport Victoria – Team Vic Selection Trials and Training	Teacher-in-charge	Each team has a VIT registered teacher as an appointed team official
Location	Variable dependent on needs of individual sports and teams	Other supervising staff	Team Vic appointed managers, coaches and assistant coaches – all holding either VIT or WWC
Year level/Class	Ranging from 10 years old to 19 years old – variable dependent on needs of individual sports and teams		
Dates	Variable – occur throughout the year		

RISK REGISTER						
Step 2 – Risk Identification		Step 3 – Risk Analysis		Step 4 – Risk Evaluation	Step 5 – Risk Treatment	
Risk <i>What are the hazards?</i>	Causes and Consequences <i>What is the harm associated with the hazard?</i>	Existing controls <i>What do we have in place to reduce the risk?</i>	Current risk rating	For ratings High or above Remember to identify who is responsible	New risk rating	
People (skill, experience, health, fitness, behaviour, other people, groups or crowds)						
Student exposed to potential harm due to child safety situational risk.	Causes <ul style="list-style-type: none"> Inappropriate conversations or behaviour Lack of awareness regarding child safety procedures & reporting requirements Consequences <ul style="list-style-type: none"> Students feel unsafe Physical or psychological injury 	<ul style="list-style-type: none"> Check WWC and VIT for all supervisors, staff and volunteers Put in place controls that take into account whether the venue is also subject to the Child Safe Standards Follow the School Sport Victoria and DE's child safe standards policy and procedures Dedicated space for exclusive use by School Sport Victoria negotiated prior to event Movement of students only allowed within clearly defined boundaries All staff carry mobile phones for ease of communication. Students, staff and volunteers informed about who to report behaviours of concern to Ongoing supervision whilst selection trial or training is occurring 	Low	N/A		
Student suffers medical emergency that requires hospitalisation	Causes <ul style="list-style-type: none"> Allergic reaction Asthma Seizure Sporting injury Consequences <ul style="list-style-type: none"> Physical injury 	<ul style="list-style-type: none"> Relevant medical information including allergies is collected and documented Parent contact details collected for each student Team Manager for each team to hold current first aid and CPR accreditation, and acts as the local first responder Team Vic officials have review risk management plan and are aware of their individual roles, who to contact and have phones and numbers. This includes following the venues local emergency management/incident response plan Ongoing supervision whilst selection trial or training is occurring 	Medium	Team Vic Project Officers Team Vic Team Officials	<ul style="list-style-type: none"> Where appropriate, due to either high numbers of trialists, or a more severe risk of injury dependent on the requirements of the sport, an external DE approved First Aid officer will be engaged and present at selection trials Pausing of selection trial or training to enable all officials to assist with the response to severe physical injury 	
Student suffers medical emergency that requires on-site treatment	Causes <ul style="list-style-type: none"> Allergic reaction Asthma Seizure Sporting injury 	<ul style="list-style-type: none"> Relevant medical information including allergies is collected and documented Parent contact details collected for each student 	High	Team Vic Project Officers Team Vic Team Officials	<ul style="list-style-type: none"> Where appropriate, due to either high numbers of trialists, or a more severe risk of injury dependent on the requirements of the sport, an external DE approved First Aid 	

	Consequences <ul style="list-style-type: none"> Physical injury 	<ul style="list-style-type: none"> Team Manager for each team to hold current first aid and CPR accreditation, and acts as the local first responder Team Vic officials have review risk management plan and are aware of their individual roles, who to contact and have phones and numbers. This includes following the venues local emergency management/incident response plan Ongoing supervision whilst selection trial or training is occurring 			<ul style="list-style-type: none"> officer will be engaged and present at selection trials Removal of student from selection trial or training to appropriately apply local first aid Parents notified – consideration and decision to be made in the best interests of the child’s ongoing health in relation to continuing participation in the selection trial
Equipment (venue, clothing, sport-specific equipment requirements etc).					
For water-based sports, students at risk of a potential drowning incident	Causes <ul style="list-style-type: none"> Severe or unusual weather conditions Lack of appropriate supervision Sporting injury Disorientation (open-water) Consequences <ul style="list-style-type: none"> Physical injury Death 	<ul style="list-style-type: none"> Engagement of qualified lifeguards to provide event support for all water-based sports Movement of students only allowed within clearly defined boundaries Consideration to level of student-athlete performance – trialists/team members at a performance-based level of proficiency Pre-event discussion with students around water safety behaviours, including signalling for assistance Team Manager for each team to hold current first aid and CPR accreditation, and acts as the local first responder Ongoing supervision whilst selection trial or training is occurring 	Medium	N/A	
For field-based sports, students at risk of physical injury due to playing surface	Causes <ul style="list-style-type: none"> Surface maintenance Pre-event check of surface Sporting injury Consequences <ul style="list-style-type: none"> Physical injury 	<ul style="list-style-type: none"> Venues booked are at a suitable level of quality and are maintained to allow for high level student-athlete sport events Pre-trial/training – trial coordinator to review field of play for noticeable hazards / risks to student wellbeing If necessary to allow event to proceed, field area of risk to be visibly marked / excluded from play Movement of students only allowed within clearly defined boundaries Team Manager for each team to hold current first aid and CPR accreditation, and acts as the local first responder Ongoing supervision whilst selection trial or training is occurring 	Low	N/A	
Student suffers injury due to use of sport-specific equipment	Causes <ul style="list-style-type: none"> Equipment maintenance Pre-event check of equipment (inc. personally supplied items) Lack of appropriate equipment Consequences <ul style="list-style-type: none"> Physical injury 	<ul style="list-style-type: none"> Team Vic Officials to ensure venue-based equipment is regularly maintained or fit for purpose and check equipment before conducting activity Team Vic Officials to ensure that the required equipment to safely run trial/training is available in an appropriate quantity Team Vic Officials to review student supplied equipment where appropriate prior to beginning of the trial / training 	Low	N/A	
Inappropriate clothing	Causes <ul style="list-style-type: none"> Unexpected weather change Consequences <ul style="list-style-type: none"> Physical injury i.e. sunburn, hypothermia 	<ul style="list-style-type: none"> Ensure adequate planning i.e. notifying trialists of appropriate clothing based on expected weather conditions, need for sunscreen etc... 	Medium		

Environment (weather, remoteness, terrain, shelter and structures).					
Students not aware of potential risks at the venue	<p>Causes</p> <ul style="list-style-type: none"> Ineffective communication with the group before or during the activity <p>Consequences</p> <ul style="list-style-type: none"> Physical injury 	<ul style="list-style-type: none"> Clear direction provided to parents for drop-off and pick-up procedures from selection trial or training Team Vic officials conduct venue orientation/induction for students participating in trial or training Team Vic officials have review risk management plan and are aware of their individual roles, who to contact and have phones and numbers. This includes following the venues local emergency management/incident response plan Ongoing supervision whilst selection trial or training is occurring 	Low	Team Vic Officials	
Other risks					
Developed per team / sport as appropriate		•			

EMERGENCY MANAGEMENT PLAN <i>add additional details as necessary</i>			
Key contacts			
Teacher-in-charge	Each team has a VIT registered teacher as an appointed team official	Venue contact	
First aid staff	Team Vic Manager (as well as First Aid Officer for selected selection trials)	Principal	N/A
School reception	N/A	Assistant Principal	N/A
DET – Incident Support and Operations Centre	1800 126 126 (24 Hours)	SSV 24 hour contact	Andrew Comley
Local emergency contacts			
Nearest Hospital	Variable dependent on needs of individual sports and teams	Fire/Police/Ambulance	000
Nearest Medical Centre	Variable dependent on needs of individual sports and teams	CFA	000
SES	Variable dependent on needs of individual sports and teams	Other	
Evacuation response (attach maps and mark locations if required)			
Access points (emergency vehicles, helicopter etc.)	Variable dependent on location of selection trial or training – follow venue Emergency Management Plan	Time for school support to arrive	N/A
Assembly points	Variable dependent on location of selection trial or training – follow venue Emergency Management Plan	Travel time to nearest medical help	Variable dependent on location of selection trial or training – follow venue Emergency Management Plan

Emergency Response Procedure		
<i>For students or staff with an existing medical management plan (e.g. Anaphylaxis Management Plan, Asthma Management Plan etc.) please attach the plan to this document. There is no need to complete additional emergency response procedures unless it is deemed necessary by the principal.</i>		
What (injury, illness, weather, environmental conditions)	Actions required (including equipment and location such as first aid, EpiPen etc.)	Who is responsible for each action?

I have reviewed the Camps, Excursions, Swimming and/or Water-based Activity Checklist and confirm that all required items have been completed.

Principal Signature:

Date: