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| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **013RA** |
| **Completed by (name):** |       | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **BUSHWALKING EXCURSION** |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G)) | **Step 2: Assess the risks:**What do you believe are the risks?(Refer *Risk Assessment Guideline (015G)*) | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?(Refer *Risk Assessment Guideline (015G)*) |
| **What could cause harm?** | **What could go wrong?** | **Controls** |
| **Excursion*** Fitness to Travel – illness / unfit prior to departure
 | * Further injury
* Medical condition worsens
* Death
 | * All workers (including volunteers) / students to declare that they are fit to travel and participate in the planned activities. (Parental consent required for students)
* Workers / students must disclose any medical condition that may be adversely affected by bus travel or bushwalking and related activities. Where restrictions or special conditions are required, these must be listed on a plan for the student. In the event students require medication, a medical plan must be in place.
* In the event that there is doubt about the workers fitness to participate, leadership must liaise with the worker and where necessary obtain medical certificate to state the worker is fit to participate. Depending on the workers medical condition, a specific risk assessment taking into account any specific controls must be documented.
 |
| **Excursion*** Transport to venue – bus / coach / other
 | * Vehicle accident resulting in serious injuries / death
* Tripping whilst boarding/disembarking the bus/coach.
* Travel sickness
* Lost students
 | * Bus / coach driver to have a LR, HR or HA licence to be sighted by person organising the trip. Driver to have recent experience in the type of vehicle to be driven.
* Use accredited bus company.
* Vehicles must have sufficient capacity to accommodate all participants and their luggage safely and comfortably.
* All children must have their own seat.
* Where seat belts are fitted, only that number of participants may occupy the space and the seat belts must be worn and properly fitted.
* In the event a student is in a wheelchair, check that the bus / coach / other has wheelchair access.
* Luggage is stored in a safe manner, and loose items which could become airborne during heavy braking are secured. NO STUDENT is permitted to place luggage into the luggage hold. Teachers or bus driver to take responsibility.
* Aisles are always kept clear.
* Before vehicle departs, teacher must conduct a head count.
* Where students are likely to experience motion sickness, ensure sick bags are available and reasonable attempts are made to prevent travel sickness (e.g. liaise with parents about travel sickness medication)
 |
| **Excursion*** Behaviour Management of Students
 | * Unruly students
* Anxiety
 | * Staff/student ratios to be determined appropriate to the age of the group. Refer to CESA Camps Excursion procedure document; [Camps, Excursions, Sporting and Adventure Activities Procedure.pdf (sharepoint.com)](https://cesacatholic.sharepoint.com/sites/CESAShare/Governance/Excursions%20-%20including%20Camps%20and%20Overseas%20Travel/Camps%2C%20Excursions%2C%20Sporting%20and%20Adventure%20Activities%20Procedure.pdf)
* Where special needs students are participating, extra support staff may be required to attend
 |
| **Excursion*** Bushwalking in National Park:
* Slips, trips and falls
* Bites and stings
* Exposure to sun (UV), wind, rain
* Extreme heat
* Change in weather conditions
* Psychological hazards
 | * Sprains, strains
* Broken limbs
* Contusions
* Allergies, illness to stings / bites
* Sunburn, heat strain, heat stroke
* Dehydration
* Getting lost , separated from the group - anxiety
 | * National park notified of expected arrival and departure times, location of walk and participants, students with medical conditions (clarify type of talks to ensure is appropriate for the fitness of the group).
* Adult supervision at front and back of group. Staff must be competent and have knowledge of the area.
* Enclosed sturdy footwear to be worn by all, clothing to protect arms and legs and suitable for changing weather conditions (e.g. raincoat in the event of rain)
* Hats, sunglasses and sunscreen to be worn.
* Workers and students must carry water bottles
* Workers carry insect repellent, sunscreen and ensure regular rest breaks are taken in shade wherever possible.
* Trained first aiders are travelling with the group. Appropriate first aid kits are available (e.g. snake bite first aid kit).
* Ensure workers and students are aware of emergency response procedures – especially in the event of getting lost.
* Carry maps and compass.
* Check mobile phone coverage, if an issue take a satellite phone. Ensure sufficient battery power available.
 |
| **Excursion*** Interactions with Flora / Fauna - **(**touching animals, insects, plants etc.)
 | * Bites, stings
* Attack by animals
* Allergic reactions to fauna / flora
 | * Where workers or students have known allergies, they are not to participate in the particular activity.
* No flora/fauna is to be consumed unless under the specific direction of a park ranger (e.g. bush tucker tasting)
* No interactions with animals in the wild.
 |
| **Excursion*** Inclement Weather
* Bushfires - Catastrophic Fire Danger Days / High Risk fire days
 | * Anxiety
* Serious injuries
* Death
 | * Check [Australia's official weather forecasts & weather radar - Bureau of Meteorology (bom.gov.au)](http://www.bom.gov.au/) and [South Australian Country Fire Service - professional fire and rescue services to outer metropolitan, regional and rural South Australia. (cfs.sa.gov.au)](https://www.cfs.sa.gov.au/home/) websites prior to departing the school to ensure the area travelling to is safe.
* Where it has been declared as a Catastrophic or Extreme Fire Danger Day, the excursion is cancelled.
* If school is already at the national park and conditions have changed, teacher to notify leadership and is to enact their emergency procedures.
* If there is strong wind during a walk, staff will consider altering the route or cancelling the walk to avoid danger of falling tree branches.
 |
| **Excursion*** Loss of Communication
 | * Anxiety
 | * School to ensure teacher in charge is provided with a mobile phone. Phone coverage in the area to be checked. If inappropriate, then consideration should be made for a satellite phone.
* Teacher in charge to have an Emergency Contact List with them at all times. In the event there is an emergency, parents should be notified to contact the school, NOT the teacher in charge
 |
| **Excursion*** Food Poisoning through incorrect Storage of Food; Anaphylaxis
 | * Illness
* Vomiting, diarrhoea
 | * Parents / caregivers are advised of appropriate food to pack for bushwalking excursion
* Where possible, food transported in esky
* Where food is provided, any food allergy issues is to be communicated to food handlers to ensure appropriate food is provided.
* Staff member is trained in use of Epi-pens.
 |
| **Excursion*** Access to Amenities
 | * Illness
* Anxiety
 | * Check location of toilets on way to national park and within parks.
* Students encouraged to go when there is easy access to the toilets.
* Check if there are accessible toilets available for those with a disability.
 |
| **Excursion*** Waste/rubbish
 | * Impact on environment
 | * Any waste brought into the park is to be taken out of the park.
* Staff to ensure have large rubbish bags to collect any waste that may be generated

**Remember: ‘Leave only footprints, take only photos’** |
| **Excursion*** Volunteers
 | * Child Protection issues
 | * All volunteers participating must have police check completed and be inducted.
 |
| **Other** | *
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| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**(Refer to hazard sheet)**Please tick Yes or No** |
| **Were the controls effective?** | **Were there any unforeseen hazards/ incidents?** | **New controls** |
| **Yes** | **[ ]**  | **No** | **[ ]**  | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **DETAILS** | **DETAILS** | **DETAILS** |
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| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |  |