Excursion Risk Managem	ent Plan Proforma	
Name of school:	Group/class:	Number in group/class:
Name of principal:	Name of excursion coordinator:	
Description and location of excursion: Temora Aviation Museum (TAM), Temora NSW 2666	Contact number:	
Date(s) of excursion:	Accompanying staff, parents, caregivers	s, volunteers:

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
	- struck by vehicle on road - uneven footpath	4 6	Appropriate ratio teachers & parent/carer volunteers attending to supervise excursion	Coordinating teacher ""	-Prior -Initial
			<ul> <li>Brief participants on rules and behaviour</li> <li>Remain on pedestrian pathways and use pedestrian crossings at all times</li> <li>Wheelchair access is available</li> </ul>	TAM Education Coordinator	Welcome -During
Walking around hangar and site	<ul> <li>Uneven/slippery ground</li> <li>Becoming isolated from group</li> <li>Change in weather conditions</li> <li>Injured by working machinery or work activities</li> </ul>	4 3 5	<ul> <li>TAM staff to lead walk. Adult supervision to keep group together</li> <li>Key location identified at start of tour</li> <li>Check weather forecast on day of excursion</li> <li>Modified tour if extreme weather conditions</li> <li>TAM staff to avoid areas work being undertaken</li> </ul>	Supervisors  ""  Teachers  TAM guide	- During - Prior - Prior - During
Student Allergies	- Student allergies to foods	3	- Confirm appropriate food with parents/carers	Teachers	- Prior and during
Observing aircraft equipment and facilities	- Bites and stings from insects, spiders, snakes ( including allergies)	4	<ul> <li>Ensure participation of students with known allergies has been considered, implement appropriate risk controls (eg epipen with trained staff member for anaphylaxis student)</li> <li>Wear enclosed footwear and appropriate clothing</li> <li>Avoid areas with long grass</li> <li>Carry first aid kit</li> </ul>	Teachers  All All Teachers	-Prior - During - During - During

- Sunburn	6	<ul> <li>Direct students to table and seating under shade sails for meals or resting to be supervised by school staff</li> <li>Ensure Sunscreen applied and hats worn</li> </ul>	Teachers Teachers	- During - During
- Access is by stairs	5	<ul><li>Staircase is enclosed and protected from the weather.</li><li>Access is optional to this exhibit</li></ul>	All	- During
- Noise from jet engines	6	Expected tour times given to TAM education co-ordinator so testing can be arranged outside times.      Students instructed to block ears and move away	- Co-ordinating teacher - Supervisors	- Prior - During
Injuries eg finger cut/ bruising     Contagious disease eg Headlice	5	<ul> <li>TAM guide to lead instruction. Supervisors to ensure behaviour appropriate and assistance given if needed</li> <li>Rope barriers are around displayed aircraft and equipment. All persons are requested not to go behind these barricades</li> <li>Shared resources cleaned where necessary</li> <li>TAM has first Aid kits in Gift Shop &amp; Engineering Hangar.</li> <li>Carry school first aid kit</li> </ul>	<ul><li>Supervisors</li><li>TAM guides</li><li>""</li><li>Coordinating teacher</li></ul>	<ul><li>During</li><li>Prior</li><li>Prior</li><li>During</li></ul>
Theft/loss of bags and other equipment     Fire, smoke, bomb threats	6	<ul><li>TAM provides a locked cage for storage</li><li>Staff and TAM staff supervision</li><li>Respond to alarms and evacuate per TAM direction</li></ul>	- TAM	- Prior - During
•	- Access is by stairs  - Noise from jet engines  - Injuries eg finger cut/ bruising - Contagious disease eg Headlice  - Theft/loss of bags and other equipment - Fire, smoke, bomb	- Access is by stairs 5  - Noise from jet engines 6  - Injuries eg finger cut/ bruising - Contagious disease eg Headlice 5  - Theft/loss of bags and other equipment 5 - Fire, smoke, bomb	sails for meals or resting to be supervised by school staff  - Ensure Sunscreen applied and hats worn  - Access is by stairs  5 - Staircase is enclosed and protected from the weather.  - Access is optional to this exhibit  - Noise from jet engines  6 - Expected tour times given to TAM education co-ordinator so testing can be arranged outside times.  - Students instructed to block ears and move away  - Injuries eg finger cut/ bruising  - Contagious disease eg Headlice  - Rope barriers are around displayed aircraft and equipment. All persons are requested not to go behind these barricades  - Shared resources cleaned where necessary  - TAM pas first Aid kits in Gift Shop & Engineering Hangar.  - Carry school first aid kit  - Theft/loss of bags and other equipment  - Fire, smoke, bomb  - Staff and TAM staff supervision  - Respond to alarms and evacuate per TAM direction	sails for meals or resting to be supervised by school staff  - Ensure Sunscreen applied and hats worn  - Access is by stairs  5 Staircase is enclosed and protected from the weather Access is optional to this exhibit  - Noise from jet engines  6 Expected tour times given to TAM education co-ordinator so testing can be arranged outside times Students instructed to block ears and move away  - Injuries eg finger cut/ bruising - Contagious disease eg Headlice  - TAM guide to lead instruction. Supervisors to ensure behaviour appropriate and assistance given if needed - Rope barriers are around displayed aircraft and equipment. All persons are requested not to go behind these barricades - Shared resources cleaned where necessary - TAM has first Aid kits in Gift Shop & Engineering Hangar Carry school first aid kit - Theft/loss of bags and other equipment - Fire, smoke, bomb  - TAM distaff supervision - Respond to alarms and evacuate per TAM direction

Date:

Venue and safety information reviewed and attached: **Yes / No**Plan prepared by:
Prepared in consultation with:

Communicated to:

Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

Position: