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SCHOOL EXCURSIONS RISK ASSESSMENT AND RISK MANAGEMENT PLAN

ACTIVITY	HAZARD	IMPACT (scale 1-10)	LIKELIHOOD (scale 1-10)	RISK ASSESS'T (Scale 1-100)	CONTROL MEASURE	ACTION BY WHOM	WHEN
Being on museum grounds	Fall from height	5-7	0.1	0.5 – 0.7: VERY LOW	Guided tour does not include access to mezzanine levels.	Teachers.	During visit.
	Injury in Workshop	5	0.2	1: VERY LOW	Formalised access to public toilets. Barriers and fences used to separate workshop area. Briefing provided to teachers and students.	Teachers (on site and prior).	See "Action" column.
	Fire on premises or emergency	7-10	0.1	0.7 - 1 Very Low	Numerous fire exits, no highly inflammable liquids stored on premises.	Guides.	At all times.
	Food Allergy	10	0	0 Not possible	Foodstuffs not sold to schildren during school excursions	Guides.	During visit.
	Vehicle collision with child	10	0	0 Not possible	Buses are not moved on museum grounds unless all children are seated within the bus.	Teachers.	During visit.
	Vehicle fumes	3-5	.2	0.6 – 1 VERY LOW	Buses are moved prior to visit by schools, and all doors are opened to clear fumes.	Guides.	Prior to visit.
	Fall by slipping	3-5	0.1	0.3 – 0.5: VERY LOW	All vehicles have spill catchers. Absorbent material used immediately where necessary if a vehicle is moved to prevent slip hazards.	Guides.	Prior to visit.
Vintage bus ride	Children leaning from windows	1-10	0.2	0.5 – 5 LOW	Buses used for complimentary rides on school excursions specially fitted with window-chocks to prevent full opening.	Guides.	During visit.
	Injury to passenger.	1-5	0.2	0.5 – 2.5 VERY LOW	All passengers to sit on seats at all times during bus ride. No person except Museum conductor to ride on rear platform.	Teachers.	During visit.
	Collision.	5 - 10	0.1	0.5 – 1 VERY LOW	All drivers have 10+ years experience. All buses inspected to RTA standards every 6 months. Checked prior to departure.	Guides.	During visit.
Museum visit	Unsuitable staff	1-10	0	0 Not possible	All staff trained, & screened in accordance with the NSW Child Protection Act, 1998	Museum School Visits Manager	Prior to visit.