

OCCUPATIONAL HEALTH AND SAFETY INSPECTION SUMMARY

Section _____

Inspection date _____

LOCATION	HAZARD OR ISSUE IDENTIFIED	RISK 1- 6	ACTION ITEM	DEADLINE	DATE COMPLETE
Walking to and from transport	<ul style="list-style-type: none"> - struck by vehicle on road - uneven footpath 	6	<ul style="list-style-type: none"> - 2 teachers attending to supervise excursion - Brief participants on rules and behaviour - Remain on pedestrian pathways and utilise pedestrian crossings at all times 	Teachers	
		6		All	
Coach transport to excursion venue	<ul style="list-style-type: none"> - boarding coach - vehicle accidents 	6	<ul style="list-style-type: none"> - Ensure vehicle operators hold appropriate license(s) and insurance - Check availability of seat belts - Vehicle to be appropriate for needs of the group e.g. wheelchair access if required - Enforce rules and monitor behaviour - Ensure seatbelts are worn 	Excursion Coordinator	
		5		“ ” Teachers “	
Observing rock formations, animals and plants	<ul style="list-style-type: none"> - bites and stings from insects, spiders, snakes - exposure to sun 	4	<ul style="list-style-type: none"> - Avoid areas with long grasses - Wear enclosed footwear and long pants - Wear hats, shirts with sleeves and sunscreen while outdoors - Do not touch animals - Carry first aid kit 	All “ “ “	
		5		Teachers	
Bushwalking in national park	<ul style="list-style-type: none"> - uneven ground surfaces, bites and stings, exposure to sun, wind, rain and dehydration. - allergies to insects, reptiles and plants. - becoming lost or isolated from the group - change in weather conditions 	4	<ul style="list-style-type: none"> - Notify national park staff of expected arrival and departure times, location of walk and participants - National Park staff to lead walk. Adult supervision at front and back to keep group together. - Inform excursion participants of National Park safety instructions. 	Excursion Coordinator	
		3		“	
		3		All	

		5	<ul style="list-style-type: none"> - Wear enclosed footwear suitable for walking, clothing to protect arms and legs and suitable for changing weather conditions - Wear hats, shirts with sleeves and sunscreen while outdoors - Ensure participants carry water bottles - Staff carry insect repellent, additional sunscreen and ensure rest breaks are taken in the shade - Identify participants with known medical conditions and ensure appropriate medication/treatment is available - Check weather forecast on day of excursion - Carry maps and compass - Emergency plans for dealing with potential incidents - Carry first aid kit 	<p>“</p> <p>Teachers</p> <p>“</p> <p>Excursion Coordinator</p> <p>“</p> <p>“</p> <p>“</p>	
Overnight stay at lodge accommodation	<ul style="list-style-type: none"> - food or drink while at the establishment - intruder - fire or other emergency - students at risk of assault 	<p>4</p> <p>6</p> <p>3</p> <p>4</p>	<ul style="list-style-type: none"> - Lodge has been provided with necessary information on personal allergies and requirements for food and beverage preparation and service - Lodge has adequate security in place - Received information on emergency plans and alert devices from lodge staff - Participants to be briefed on emergency procedures - Child protection strategy in place. Sleeping accommodation secured and monitored by staff supervisors 	<p>Excursion Coordinator</p> <p>“</p> <p>Excursion Coordinator & Lodge staff</p> <p>Teachers</p>	

Risk Assessment Matrix				
How serious could the injury be?	<i>How likely is it to be that serious?</i>			
	very likely	likely	unlikely	very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6

OFFICERS NAME / TITLE	SIGNATURE / DATE
Signed by Section leader	