|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Lost in Transit or during Excursion / School Activity | Students become separated from the main group during transit between Warnbro Station and Tranby College  | 3 | 2 | 1. Instructions for meeting points are made clear prior to excursion; under shelter at Warnbro Station and in front of the Hoyts Cinema Entrance
2. All students are provided a printed copy of Transperth directions to get to and fro from
3. Students are instructed to have a “buddy” with them at all times, and account for where they are. They are to have each others’ mobile phone numbers, and ensure phones have reasonable charge.
4. Teacher-in-charge has contact details for all students.
5. Teacher-in-charge leaves transport last, and counts heads of students each time entering and exiting a different vehicle.
 | 2 | 1 |
| Student/s become separated from the group whilst on excursion or activity | 3 | 2 | 1. On arrival at cinema, meeting points are indicated clearly to students, and state deadline for meeting times.
2. Students must go to toilets in pairs and ensure other students/supervisor knows where they are going.
3. In the event that a student becomes “lost” or separated he/she should contact the Teacher in Charge by phone or SMS, or their buddy.
4. Teacher in Charge will coordinate and arrange for the student to be reunited with group.
 | 2 | 1 |
| Motor Vehicle Accidents(Bus, Coach, Car, Motorbike, Moped, Scooter) | Student or staff member sustains injury whilst travelling in vehicle. | 2 | 4 | 1. Students and staff will wear seatbelts (if fitted) when travelling by car, coach or bus.
2. Students and staff will remain seated at all times when vehicles are moving.
3. First Aid kit is available with First Aid trained supervisors.
 | 1 | 3 |
| Student or staff sustains injury when crossing a road | 3 | 4 | 1. Students and staff will use designated points where possible when crossing roads
2. Students will be supervised when embarking and disembarking from coaches.
3. Teachers will instruct students at moments where it is clear
 | 1 | 4 |
| Student or Staff member becomes ill or sustains injury | Student or staff becomes dehydrated | 3 | 3 | 1. Students and staff will carry water with them on all outings.
2. Staff will remind students to drink regularly.
3. Staff will carry first aid supplies with GASTROLITE included for quick rehydration.
4. If follow up treatment is required the student will be treated by the designated member of staff holding a first aid qualification using the Tranby College first aid kit.
 | 2 | 2 |
| Anaphylaxis (Allergic Reaction to foods, insect venom or medication).orAsthma Attack | 2 | 4 | 1. Medical Records will be carried for all participants (students and staff) by teacher-in-charge and made aware to other supervisors on the excursion.
2. Known allergic reactions and food intolerances will be communicated to others.
3. Students are made aware that they need to monitor their allergies, and expected to carry out preventive actions.
4. Students and staff known to have allergies will carry prescribed medication and / or Epipen.
5. Epipens and Asthma inhalers will be in the group first aid kits carried by staff. Tranby staff will be trained in the use of Epipen.
6. Teacher in Charge should be informed immediately if any the participants appear to be suffering from an allergic reaction.
 | 1 | 3 |
| Student or Staff member becomes ill or sustains injury |
| Minor Injury | 4 | 2 | 1. Minor injuries, such as headaches, cuts, bruises, will be treated by the designated first aider.
2. Student health will be closely monitored during the excursion
 | 4 | 1 |
| Accident or injury requiring medical attention | 1 | 4 | 1. If a student is involved in an accident during excursion, Teacher in Charge is to be contacted immediately, call an ambulance and follow First Aid DRSABCD.
2. Parents of the student will be contacted, once ambulance arrives, and the situation stabilises.
3. If student/staff required to be taken to hospital for further medical treatment, the remaining teacher will accompany students to destination. Contact with **XXX** who will be at the site, if necessary for back up.
4. If both teachers are involved in accidents, students will be instructed to contact Vicki Richardson (0419 956 323), and students will advise their parents that they will be returning early. All students are to account for their buddy.
 | 1 | 4 |

# Date of Trip: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No of Students: \_\_\_\_\_\_\_\_\_\_

No of Staff: \_\_\_\_\_\_\_\_\_\_

No of Volunteers: \_\_\_\_\_\_\_\_\_\_

No of Parents: \_\_\_\_\_\_\_\_\_\_

Risk Assessment Prepared by: \_\_\_\_\_\_Jenai Lee\_\_\_\_\_\_ Date: \_\_8 Aug 2014\_\_

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PRINCIPAL**  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_