

# School Excursion Risk Management Plan

## Tasmanian Arboretum

**THIS DOCUMENT IS PROVIDED AS A GUIDE ONLY. SCHOOL/DEPARTMENTAL ASSISTANCE SHOULD BE SOUGHT WHEN COMPLETING THIS, OR ANY RISK MANAGEMENT PLAN.**

*(To be completed by teacher prior to start of activity. Copies to District Office, participating teacher/adults and school Principal)*

**Name of School:**

**Class/Program:**

(IE - Science, Activity Week)

**Type of Activity:**

(IE – Orienteering, Bushwalk)

**Commencement date and time:**

**Return date and time:**

**Location of excursion:** Tasmanian Arboretum, 46 Old Tramway Road, Eugenana.

**Necessary staff skills:** First Aid

**Actual experience of staff:**

(IE – Prin, AP, AST, First Aid, Surf Bronze, Anaphylaxis Trained etc)

**Instructors/assessors:**

(Name and Speciality)

**Aims of this activity:**

(IE – Activities Week, Science Field Trip, Water Sampling)

**Total number of students on activity:**

**Experience of Students:** NIL

\_\_\_\_\_

**Medical conditions of both students and supervisors:**

**ENSURE a copy of participants Medical Information Form is added to this plan!**

\_\_\_\_\_

**Medications:**

See attached copies of participants Medical Information Forms

## Risks

(List the undesired events where an accident, injury or loss could occur)

1.	Student/s separated from group	6.	Animal Burrows
2.	Student falls into water features (Melrose Creek, Founders Lake, Don River)	7.	Falling Tree / Limbs
3.	Motor Vehicle / Bus Accident	8.	Quarry Face / Falling Rocks
4.	Medical emergency	9.	Vehicles / Service Vehicles
5.	Snake / Ant / Spider Bite	10.	Little/No Mobile Phone Reception

<b>Dangers</b> (List the factors which could lead to the risk eventuating)	<b>Risk Management Strategies</b> (To reduce risks)
<p><b><u>Student/s separated from the group</u></b></p> <ul style="list-style-type: none"> <li>Running out of time to walk back to base/bus collection point</li> <li>Becoming disorientated (58 ha)</li> <li>Students still purchasing food from kiosk</li> <li>Student in toilets</li> </ul>	<ul style="list-style-type: none"> <li>Students to be in groups of 3 minimum</li> <li>Set boundary as the <b>Electric Fence</b></li> <li>Students to start their return to Base/Bus, 30 minutes prior to departure</li> <li>Photographs of each student</li> <li>Roll call during breaks</li> <li>Roll call prior to departure from each activity</li> <li>At least 1 vehicle should be taken (in addition to bus) for quicker student 'scouting' and to allow buses to depart on time</li> <li>Kiosk staff to refuse service 20 minutes prior to departure time</li> <li>Staff members to check toilet block</li> </ul>
<p><b><u>Student falls into water feature</u></b></p> <ul style="list-style-type: none"> <li>Standing too close to water's edge</li> <li>River bank collapse</li> <li>Flood prone riparian areas (Winter)</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of 1 metre from water feature</li> <li>Students to be in groups of 3 minimum</li> <li>Staff member to inspect the riparian areas and will specify 'no-go' areas as required <b>(site map attached – note riparian areas)</b></li> </ul>
<p><b><u>Motor Vehicle / Bus Accident</u></b></p> <ul style="list-style-type: none"> <li>Failure to be seated</li> <li>Failure to wear seat belts</li> <li>Failure to comply with signage</li> <li>Vehicle collision</li> </ul>	<ul style="list-style-type: none"> <li>Ensure students are seated and seat-belted</li> <li>Utilize crossings / main tracks</li> <li>Parent consent forms to have students in car driven by adult supervisor</li> <li>Pre-excursion briefing on complying with safety procedures on signage</li> </ul>

<p><b><u>Medical Emergency</u></b></p> <ul style="list-style-type: none"> <li>• Pre-existing medical condition</li> <li>• Fall</li> <li>• Fit / Convulsion</li> <li>• Heat Stroke</li> <li>• Sunburn</li> <li>• Dehydration</li> <li>• Cuts</li> <li>• Broken bones</li> </ul>	<ul style="list-style-type: none"> <li>• Summarise Medical Information Forms</li> <li>• Summarise Medications Forms</li> <li>• Collect medications and first aid kit (incl - 'puffers', EpiPen, antihistemene)</li> <li>• Ensure travelling with <u>complete</u> first aid kit (incl – sunscreen, icepaks, blanket, jelly beans, resuc mask)</li> <li>• Ensure First Aider is part of excursion staff</li> <li>• Students issued with sunscreen regularly throughout the day</li> <li>• Ensure each person has hat, shirt and water</li> </ul>
<p><b><u>Snake / Ant / Spider Bite</u></b></p> <ul style="list-style-type: none"> <li>• Walking in long grass</li> <li>• Areas of dense leaf /organic matter</li> <li>• Lying down on ground</li> <li>• Sitting on logs</li> <li>• Proximity / disturbing compost and trimmings</li> <li>• Inappropriate clothing</li> <li>• Handling leaf litter</li> </ul>	<ul style="list-style-type: none"> <li>• Reminder of dangers</li> <li>• Full length pants - mandatory (jeans/denim pref)</li> <li>• Fully enclosed shoes – mandatory</li> <li>• Keep to mown areas, roads, paths, tracks</li> </ul>
<p><b><u>Animal Burrows</u></b></p> <ul style="list-style-type: none"> <li>• Walking in long grass (not visible)</li> <li>• Inattention (look down)</li> </ul>	<ul style="list-style-type: none"> <li>• Reminder of the trip / fall hazard</li> <li>• Keep to mown areas, roads, paths, tracks</li> </ul>
<p><b><u>Falling Tree / Limbs</u></b></p> <ul style="list-style-type: none"> <li>• Walking under tree canopies</li> <li>• Wind conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Visually check heavily forested areas for cracked / propped branches</li> <li>• Stay out in more open areas on days of moderate to high wind</li> </ul>
<p><b><u>Quarry Face / Falling Rocks</u></b></p> <ul style="list-style-type: none"> <li>• Loose rubble falling</li> <li>• Quarry face water / wind erosion</li> <li>• Non compacted rubble piles</li> </ul>	<ul style="list-style-type: none"> <li>• Quarry <b>OUT OF BOUNDS</b> unless by direction of excursion leader and accompanied by an adult/s</li> <li>• Quarry face has 50metre exclusion zone</li> <li>• Stay on formed roads</li> <li>• <b>NO STANDING / CLIMBING</b> on rock piles</li> </ul>
<p><b><u>Vehicles / Service Vehicles</u></b></p> <ul style="list-style-type: none"> <li>• Tractors</li> <li>• Volunteers vehicles</li> <li>• Visitors vehicles</li> <li>• Contractors vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Reminder that the area is a 'shared' zone</li> <li>• When not possible to walk on mown road verges, walk on right hand side of road edge</li> <li>• Stay alert - use eyes and ears!</li> </ul>

<p><b><u>No Mobile Reception</u></b></p> <ul style="list-style-type: none"> <li>Emergency communication options are SEVERLY reduced and response times could be extended!</li> </ul>	<ul style="list-style-type: none"> <li>Phone at kiosk (when open), OR <b>24 hours at <u>caretakers cottage</u></b> (see – attached)</li> <li>Bring/use Walkie Talkies</li> </ul>
--	--

## **Critical Incident Management**

(Emergency procedures to manage each identified risk in the event they develop into a critical incident)

### **1. Student/s separated from the group**

- Ascertain if rest of missing students group has returned (may be several missing)
- Question missing students group where separated student was last sited
- Staff issued with Walkie Talkies to enable direct communication over the site
- 1 Teacher to remain with balance of participants while others staff/adults search
- Check Toilet, Kiosk
- Consider using a vehicle to travel to region (if accessible) where student last sited
- Areas with water features to be checked as highest priority (time matters)
- If not found within 15 minutes, increase search area/s
- Advise school management if still missing after 30 minutes (or earlier)

### **2. Student falls into water feature**

- If conscious/breathing, help from water if safe to do so (consider - life line, buoyancy aid, human chain?)
- Ensure student is dry and warm (if swallowed water – refer to Doctor immediately)
- If unconscious/stopped breathing, retrieve from water if safe to do so (consider - life line, buoyancy aid, human chain?)
- Note time as this may inform future medical treatment options
- Immediately apply DRABC First Aid regime (continue until conscious OR until Ambulance staff take over)
- Summons Ambulance **000 via Kiosk (when open) or Caretakers phone (POOR/NO MOBILE SERVICE)**  
**Location address is:** 46 Old Tramway Road, Eugenana, Tasmania
- Notify School
- Ensure balance of students are removed from incident site (to reduce further trauma)

### **3. Motor Vehicle / Bus Accident**

- Enact DRABC First Aid Response
- Stop bleeding
- Splint / immobilise strains/sprains/broken bones
- Elevate and 'ICE'
- Summons Emergency Services (if required)  
**000 via Kiosk (when open) / Caretakers phone (POOR/NO MOBILE SERVICE)**  
**Location address is:** 46 Old Tramway Road, Eugenana, Tasmania
- Notify School – Record details of vehicles, people, time, nature of injuries etc

#### **4. Medical Emergency**

- Note time as this may inform future medical treatment options
- Immediately assess / apply DRABC First Aid regime, then treatment as per First Aid training for particular medical situation.
- Refer to Medical Information Form / Medications Forms for patient specific needs
- Summons Ambulance **000 via Kiosk (when open) or Caretakers phone (POOR/NO MOBILE SERVICE)**  
**Location address is:** 46 Old Tramway Road, Eugenana, Tasmania
- Advise Parent/Guardian of incident details
- Notify School
- Ensure balance of students are removed from incident site (to reduce further trauma)

#### **5a. Snake / Spider Bite**

- Enact DRABC First Aid Response
- Refer to Medical Information Form / Medications Forms for patient specific needs  
**(constantly monitor for loss of consciousness, breathing, circulation and anaphylaxis)**
- Treatment as per First Aid training (may need EpiPen / Antihistamine)
- Apply constrictive bandage/s
- Elevate bite site and keep patient calm
- Summons Ambulance **000 via Kiosk (when open) or Caretakers phone (POOR/NO MOBILE SERVICE)**  
**Location address is:** 46 Old Tramway Road, Eugenana, Tasmania
- Note time as this may inform future medical treatment options
- Advise Parent/Guardian of incident details
- Notify School

#### **5b. Ant Bite**

- Enact DRABC First Aid Response
- Refer to Medical Information Form / Medications Forms for patient specific needs  
**(constantly monitor for loss of consciousness, breathing, circulation and anaphylaxis)**
- Treatment as per First Aid training
- Elevate and ice / 'Stingose' (may need EpiPen / Antihistamine)
- Summons Ambulance (if required) **000 via Kiosk (when open) or Caretakers phone (POOR/NO MOB. SERVICE)**  
**Location address is:** 46 Old Tramway Road, Eugenana, Tasmania
- Notify School

#### **6. Animal Burrows**

- Enact DRABC First Aid Response
- Stop bleeding
- Splint / immobilise strains/sprains/broken bones
- Elevate and 'ICE'
- Summons Ambulance (if required) **000 via Kiosk (when open) or Caretakers phone (POOR/NO MOB. SERVICE)**  
**Location address is:** 46 Old Tramway Road, Eugenana, Tasmania
- Notify School

### **7. Falling Tree / Limbs**

- Enact DRABC First Aid Response
- Summons Ambulance (if required) 000 via Kiosk (when open) or Caretakers phone (POOR/NO MOB. SERVICE)  
Location address is: 46 Old Tramway Road, Eugenana, Tasmania
- Notify School

### **8. Quarry Face / Falling Rocks**

- Enact DRABC First Aid Response
- Summons Ambulance (if required) 000 via Kiosk (when open) or Caretakers phone (POOR/NO MOB. SERVICE)  
Location address is: 46 Old Tramway Road, Eugenana, Tasmania  
Advise Ambulance if suspect rescue/SES required for crush/trapped/retrieval
- Notify School

### **9. Vehicles / Service Vehicles**

- Enact DRABC First Aid Response
- Summons Ambulance (if required) 000 via Kiosk (when open) or Caretakers phone (POOR/NO MOB. SERVICE)  
Location address is: 46 Old Tramway Road, Eugenana, Tasmania  
Advise Ambulance if suspect rescue/SES required for crush/trapped/retrieval
- Notify School
- Record details of vehicles, people, time, nature of injuries etc

### **10. No Mobile Reception**

- Staff/visitors should consider bringing/using 'Walkie Talkie' radios
- SMS service is intermittent and only effective on higher ground (10% coverage – max.)

**Emergency** (Police / Ambulance / Fire): **000**

**Police** (local): Devonport - 64 21 7511  
Latrobe - 64 26 1021

**SES:** Burnie - 64 34 5333

**Hospitals:**

North West Regional Hospital (Burnie) - 64 30 6666  
Mersey Community Hospital (Latrobe) - 64 26 5111  
Launceston General Hospital (Launceston) - 63 48 7111

**Other relevant contact numbers:**

Tasmanian Arboretum 64 27 2690

**Number of Mobile phone or Location of nearest phone to party in the field:**

Tasmanian Arboretum 64 27 2690

(VOICE CALLS WILL GENERALLY NOT WORK  
SMS COVERAGE ONSITE = 10% Max.)

# Attachments



# EXCURSION SUMMARY

## STAFF REMINDERS

- Copy and add Medical Information Forms to this plan
- Ensure staff/students have all necessary medications with them  
(incl - 'puffers', EpiPen, antihistemene)
- Ensure travelling with complete first aid kit  
(incl – sunscreen, icepaks, blanket, jelly beans, resuc mask)
- Ensure First Aider is part of excursion staff
- Walkie Talkies (recommended) to staff
- Suggest at least 1 vehicle should be taken (in addition to bus) for quicker student 'scouting' and to allow buses to depart on time
- Staff members to check toilet block before departure from Arboretum
- Staff member to inspect the riparian areas and will specify 'no-go' areas as required  
(site map attached – note riparian areas)

## STUDENT REMINDERS

- Students to be in groups of 3 minimum
- **Boundary/confinement set as Electric Fence - no further, unless directly supervised!**
- Hallett's Quarry, Eugenana State Reserve, Limestone Hill, New Zealand Section, old train line and NE Nature Reserve are **OUT OF BOUNDS** unless by direction of excursion leader and accompanied by an adult/s at **ALL TIMES**
- Quarry face has a 50metre exclusion zone
- **NO STANDING / CLIMBING** on rock piles
- Students to start their return to Base/Bus, 30 minutes prior to departure
- Kiosk staff to refuse service 20 minutes prior to departure time
- Minimum of 1 metre from water features
- Full length pants - mandatory (jeans/denim pref)
- Fully enclosed shoes – mandatory
- Walking in long grass is a higher risk activity (snakes, spiders, trip hazards etc)
- Walking/lying in areas of dense leaf /organic matter is a higher risk activity (snakes, spiders, trip hazards etc)
- Lying down on ground (spiders, snakes) - keep to grassed area in front of kiosk
- Sitting on logs, watch for spiders, snakes etc
- Proximity / disturbing compost and trimmings (keep hands out/off)
- Keep to mown areas, formed roads, paths, tracks whenever possible
- Watch out for trip / fall hazards (burrows, holes, rocks, embankments etc)
- Visually check heavily forested areas for cracked / propped branches
- Stay out in more open areas on days of moderate to high wind
- Reminder that the area is a 'shared' zone with vehicles and machinery

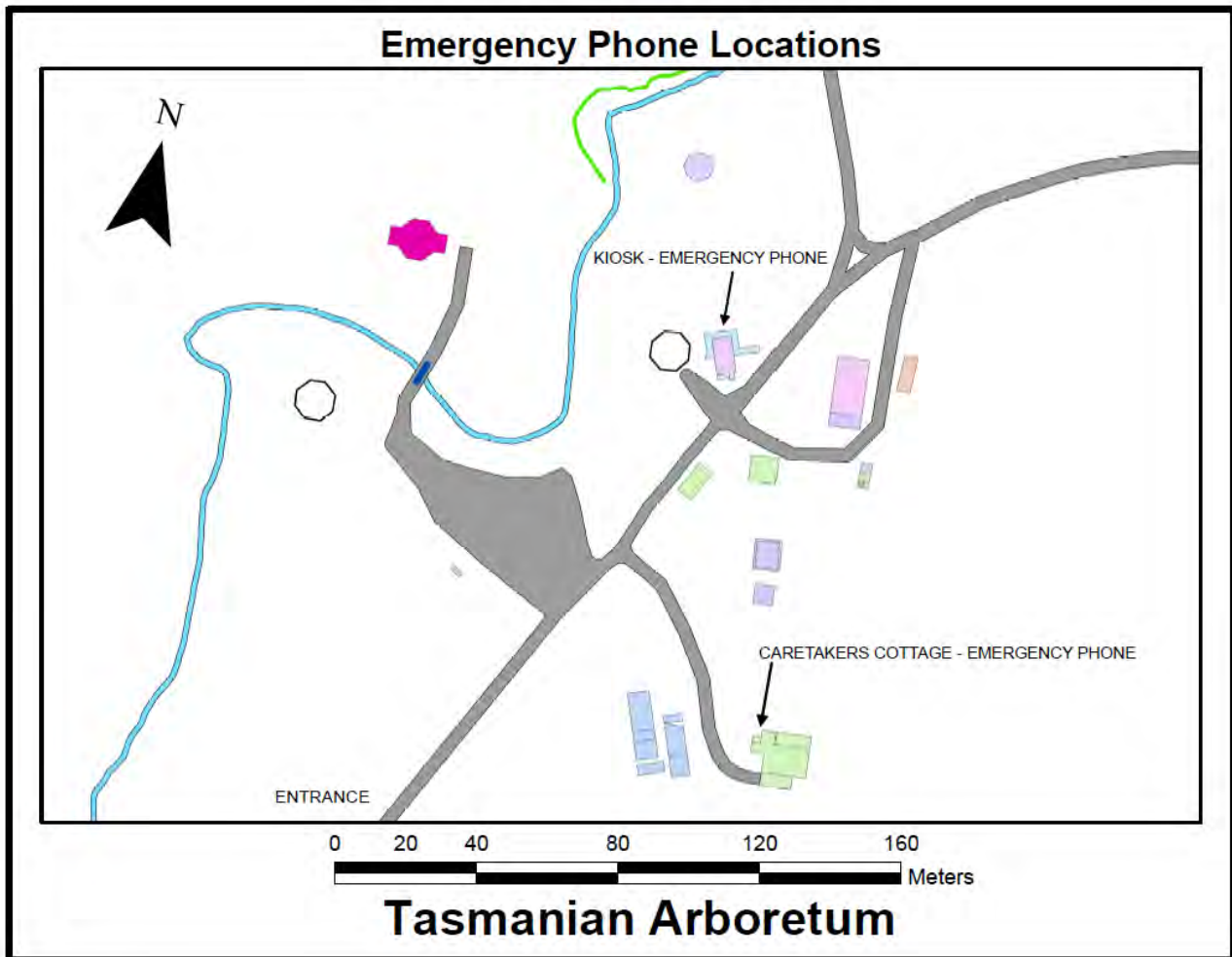
INSERT PARTICIPANTS ATTENDANCE / ROLL-CALL HERE

INSERT PARTICIPANTS MEDICAL/CONTACT INFORMATION FORMS HERE

**NOTE - Kiosk phone is not always accessible**

Opening times of Kiosk is generally 1<sup>st</sup> Oct to 30<sup>th</sup> May  
11am and 4pm

Times are subject to change without notice.



# TASMANIAN ARBORETUM

## Sections

