

SPIRITUS OFF SITE RISK ASSESSMENT

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Inadequate preparation for school excursions Inadequate preparation for emergencies		Accidents/ incidents, dangerous occurrences due to inadequate preparation	LOW	<p>Parent/guardian's permission is obtained for each student before any excursions take place</p> <p>Emergency preparedness is addressed (phone numbers, medical arrangements, first-aid)</p> <p>An adequate number of supervisory adults are present on the trip</p> <p>A head count is carried out before departure, routinely throughout the trip and in the event of an emergency, and before return journey by trip supervisor</p>				
		Student separated from group	LOW	Supervisor(s) has a fully charged mobile phone				
			LOW	Students are made aware of action to take if they become separated from group				
			LOW	<p>Emergency phone numbers must be held by trip supervisor for each trip and available to all supervisors and students where the need arises</p> <p>Fire exits and evacuation routes are observed and noted on arrival</p> <p>Information on particular medical conditions has been received and recorded and considerations for same have been incorporated into the overall trip/plan.</p>				
			LOW	Safety instructions are provided to students including information on correct clothing and equipment required, code of behavior, etc.				
			LOW	The principal and/or designated person responsible for safety and health is aware of the location of the group and duration of visit				
			LOW	Safety briefing provided for non-teaching staff assisting in supervision				

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Road Collision Unsafe road travel arrangements		Serious injury/death	LOW	Weather conditions are assessed prior to trip Safety belts must be worn where students are being transported by road Safety belts must not be shared				
Defective road vehicles		Serious injury/death	LOW	All modes of transportation used must be compliant with the Road Traffic Act				
			N/A	Visual inspection of the school owned bus by the driver or operator prior to setting out on the journey is appropriate to ensure operation of lights, indicators, windscreen wipers etc.				
Extreme weather conditions		Hypothermia Heatstroke	LOW	Weather conditions are assessed on the day and considered suitable for trip				

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken.
Medium Risk (M) actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: _____

Date: / /