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In addition to excursions, as a way to facilitate better learning, the Pathways School also supports a Clubs and Societies Program which encourages students to organise their own community-building activities.

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8.! Hazards that pose a serious risk to students at any stage during an excursion must be reported immediately by telephone to the Trinity College emergency contact number.

## Steps to obtain consent and approval

1.! To gain approval for an excursion, the responsible staff member must complete the required Form.

2.! The Form is in three parts:

**Part A** - Excursion Details

**Part B** - Risk Assessment

**Part C** - Information for Students.

3.! Students participating in the excursion are given a copy of **Part C, *Information for Students***, which includes information about the excursion, directions on how to safely get to and from the excursion destination, transport arrangements or, if transport is not required, safe walking routes and any hazards and risks identified for the excursion.

4.! Staff must not transport students to an excursion in their own vehicles.

5.! The completed Form, i.e. Parts A, B and C, must be given to the Associate Dean, Teaching and Learning, for approval and sign off.

6.! Before commencing an excursion, staff should ensure that they have a complete list of all students attending the excursion. The list should include their mobile telephone numbers.

7.! Students must



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<b>Trinity College Pathways School Excursion Policy</b>	
<b>CRICOS Code</b>	00709G
<b>ABN</b>	39 485 211 746
<b>Date of current revision</b>	February 2019

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**Transport arrangements**

*Type of transports and seating capacity:*

Is this activity part of the pre-approved budget for this financial year? If not please fill out the details below:

<b>Budget</b>	
<b><i>INCOME</i></b>	<b><i>EXPENDITURE</i></b>
Student Fee/Cost <i>Other income:</i>	Transport Food Staffing (additional) Entry fees Equipment / resources Other expenditure





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Please refer to the Risk Ranking Matrix to determine level of risk and control measures.

It is your responsibility as the event organiser, to identify any hazards associated with the excursion, the risk of any harm and the measures that will be put in place to control those hazards and risks. This process is called **Risk Management**.

**What is a Risk Assessment?**

The process of identifying and determining the probability of harm to a student or staff member.

**HOW TO DO A RISK ASSESSMENT**

**FIND IT**

List all of the hazards or possible situations associated with the activity that may expose people to injury, illness or disease. List these hazards in the 'hazards' column of the template  
Use experts or experienced people to advise you on your risk assessment.

**ASSESS IT**

Rate or assess what the 'likelihood' is of people being exposed to the hazard and what the 'consequences' could be as a result of the hazard occurring.  
Use the **Risk Ranking Matrix**



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## Risk Rating Tool

### *Consequences Criteria*

Consequence	Health and Safety Consequence Description
Insignificant	First aid only – no measurable impact or lost time
Minor	Medically treated injury Peer support for stress event
Moderate	Hospital treatment (outpatient), less than 3 days lost time Stress event requiring professional support
Major	Long term injury or illness (hospital admission) Possible permanent disability Stress event requiring clinical support
Severe	Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals



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