

Excursion Risk Management Outline

To be completed by the Event Organiser

Excursion Name	Parliament House
Excursion Date	24th July, 2014
Event Coordinator Details	Tilly Simons Ph: 012 345 6789
Documents Attached	List of Supervisory Team Jan Smith, Peter Davies, Jenny Thompson, Sally Peters
	List of Parent and Participant Contact details Attach a list of Participants including parent contact and medical details. <i>HBLN One Off Event Master Contact Sheet Example.xlsx</i>
	Up to date Medical Action Plans or Participant Contact List <i>HBLN One Off Event Master Contact Sheet Example.xlsx</i>
	Additional Documents (if any) Detailed Risk Management Plan <i>HBLN Event PP Risk Management Plan Example.docx</i> Attendance Sheet <i>HBLN One Off Event Attendance Sheet Example.xlsx</i>

1. Details of the Excursion (Guideline 1)

View and learn about the workings of State Parliament. Take part in a scripted Parliamentary debate.

2. Excursion Participants Capacity (Guideline 2)

Excursion is aimed at school years 6-7 at a minimum (ie ages 11+).

Parents are to determine the capacity of their child to fully participate in the activity. Younger siblings are not invited to attend.

All excursion participants have the capacity to undertake the excursion

3. Supervisory Team (Guideline 3)

A maximum of five (5) parents will be accompanying the tour group. These parents will all have a child/ren in attendance. Parents of children with special needs or requirements will be given preference in making up the supervisory team.

A suitable supervisory team has been established with appropriate supervisor-participant ratio

4. Supervision Strategies (Guideline 4)

The tour will be conducted as a single group, ie. There will be no separation of participants therefore there is a high supervisor to participant ratio.

Supervision strategies have been established with the supervisory team

5. Identifying Excursion Participants (Guideline 5)

Supervision team and participants have adhesive name tags

Systems for identifying excursion participants have been established

6. Communication Strategy (Guideline 6)

All parents have provided emergency contact details to the organiser. The parents have all been given contact details for the organiser.

An appropriate communication strategy has been established and conveyed to all those attending the excursion

7. Venue/Site for Excursion (Guideline 7)

Evacuation procedures have been provided by the venue. Supervision team is responsible for ensuring all group participants are accounted for in the event of an evacuation. Supervision team will guide participants to the closest Muster Point.

The venue or site for the excursion is suitable for the excursion group

8. External Providers (Guideline 8)

Parliament House is a listed school/children's excursion provider

A suitable external provider has been engaged and external provider staff responsibilities established

9. Insurance Cover for Excursions (Guideline 9)

Insurance certificate has been provided by the venue, and meets expectations

External providers have proper and current insurance cover

10. Emergency Response Planning (Guideline 10)

The event organiser is the nominated First Aid officer for the duration of the excursion. All contact details/Medical Action Plans will be kept with the supervisory team for the duration of the excursion. A small first aid kit for minor injuries is carried by the First Aid officer.

An emergency response plan has been developed

11. Information for Parents and their Consent (Guideline 11)

Parents who have expressed an interest in their child attending the excursion have been given all available information with which to make an informed decision.

Parents have been provided with full details of the excursion

Parliament House Registration Form

The organiser for this event is: Tilly Simons Ph: 012 345 6789 who will be the contact for the duration of the event.

- Activity:** Students are escorted through the building and given background information before entering the Public Gallery of the Legislative Council and the Legislative Assembly to watch Parliament in action. If available, a Member of Parliament will meet the class. Students will be expected to write short answers for a scripted play. This activity is aimed at school year 6/7 students.
- Where:** Parliament House, Perth, Harvest Tce, Perth Ph: 9222 7829
- When:** 24 July 2014, 10am – 11:30 am
- Cost:** \$10/student HBLN/HEWA Member
\$12/student non member
- Age:** 11+ years
- Supervision:** 5 parent supervisors all of whom have children participating
- Bring/Wear:** Enclosed shoes, clipboard and pencil, water bottle
- Arrival:** Meet outside the main entrance of Parliament House at 10:am. Parents must sign their children in and out of this event.
- Departure:** Meet at the same location as arrival at 11:30am. Please arrive on time to sign out your child(ren).

Parent(s)/Guardian

Surname _____ First Name _____

Home Phone _____ Mobile _____

Email _____

Address _____

Suburb _____ Post Code _____

Name/s of child/ren participating	Age	Name/s of child/ren participating	Age
-----------------------------------	-----	-----------------------------------	-----

_____	_____	_____	_____
_____	_____	_____	_____

Emergency Contacts

Name of Emergency Contact: _____

Phone Numbers: _____

I understand that the Event Organiser or representative of the HBLN will call an ambulance in my absence if it is deemed necessary for the wellbeing of my child and agree to pay any and all costs involved.

Signed _____ Date _____

Medical History

Please indicate any issues which may affect your child's participation or which you would like the organiser(s) to know. If answering Yes, please list indicators and required action.

Public Liability insurance is provided by HBLN and covers accidents, property damage and breach of duty of care which has occurred as a result of negligence on the part of an organiser(s) or volunteer(s). It does not cover personal accident or professional indemnity insurance.

I understand that HBLN, its members, volunteers and parent organisers cannot be held liable for any accidents or injuries sustained by the child in the normal course of activities, provided that all due care has been taken. I also agree to abide by the HBLN Code of Conduct and the HBLN Event Policies and Procedures. To view these click on the links below

<https://hbln.org.au/hbln-code-of-conduct>

<https://hbln.org.au/policies-for-event-participants>

Signed _____ Date _____