

Health & Safety Risk Assessment Excursions and Camps



Curtin University

Student Name: Date of Departure: Date of Return: Mode of Travel:	Excursion / Camp: Excursion / Camp Location:	Form Completion Date:
Developed by Glenys Evans, Natalie Pretorius and Natasha Downs		Unit Coordinator Name: Unit Coordinator Signature of Approval:
Names of Staff Attending: Communication Strategy: My mobile phone number will be given to: _____ (Professional Experience Placement Officer)		

Instructions on completing this document:

View	View the Activity
Understand	Understand the Potential Hazards
Highlight / Action	Highlight / Action the applicable Risk Assessment column (Critical / Possible / Extreme) if this hazard were to occur
View	View the Risk Control Measures that could prevent the hazard from occurring
Understand	Understand the Risk Control Measures
Highlight / Action	Highlight / Action the applicable Residual Risk Assessment column (Minor / Unlikely / Low) once the Risk Control Measures have been identified
Highlight / Action	Highlight / Action: Identify the person responsible for implementing the Risk Control Measures
Highlight / Action	Highlight / Action: Sign and date

Hazard Identification		Risk Assessment			Control	Residual Risk Assessment			Who is responsible to implement the changes	Date Finalised Student Initials and date
Activity	Potential Hazards	Consequence	Likelihood	Risk Score	Risk Control Measures	Consequence	Likelihood	Risk Score		
Travel by bus	Vehicle accident	Critical	Possible	Extreme	1. Eliminate, eg: eliminate task, remove hazard 2. Substitute eg: replace with less hazardous process, material 3. Isolate eg: enclosures, restricted access; 4. Engineering eg: guarding, separation, redesign; 5. Administrative eg: Safe Work Procedure, training; 6. Personal Protective Equipment (PPE) eg: gloves, goggles Carry details of roadside assistance / insurance. Avoid road shoulders where possible. Have an Emergency Procedure in case of a car accident. Wherever possible, move vehicle to an emergency lane to ensure adequate separation from road and traffic. Consider wearing high vis-veste if doing repairs on road side e.g. changing tyre. Drivers to exercise caution and obey road rules. Carry sufficient communication devices	Minor	Unlikely	Low		

EXAMPLE ONLY

Health & Safety Risk Assessment

Excursions and Camps



Hazard Identification		Risk Assessment			Control	Residual Risk Assessment				
Activity	Potential Hazards	Consequence	Likelihood	Risk Score	Risk Control Measures	Consequence	Likelihood	Risk Score	Who is responsible to implement the changes	Date Finalised Student Initials and date
Travel by bus	Vehicle accident	Critical	Possible	Extreme	1. Eliminate , eg: eliminate task, remove hazard 2. Substitute eg: replace with less hazardous process, material 3. Isolate eg: enclosures, restricted access; 4. Engineering eg: guarding, separation, redesign; 5. Administrative eg: Safe Work Procedure, training; 6. Personal Protective Equipment (PPE) eg: gloves, goggles	Minor	Unlikely	Low		
Travel by bus	Loss of control of vehicle	Critical	Possible	Extreme	Driver to hold current driver's licence and to obey all road rules. Drive to road / weather conditions, wear seat belts, regular driver changes, regular breaks from driving, chock vehicles when parking on slopes, vehicle to be turned off when exiting vehicle, daily vehicle prestart check. A First Aid kit is carried in the vehicle at all times. If using a 4WD, must be experienced in off-road driving. Consider driver training for 4WD vehicles.	Moderate	Unlikely	Medium		

Health & Safety Risk Assessment

Excursions and Camps

Travel by bus		Critical	Possible	Extreme	Exercise caution, avoid or minimise driving at dusk /after dark. Carry sufficient communication device (mobile, sat phone). Carry details of roadside assistance.	Minor	Unlikely	Low		
Travel to and from placement School	Vehicle breakdown	Moderate	Possible	High	Vehicle pre-start checks in the morning. Carry mobile with 3-5G coverage. Carry details of roadside assistance / vehicle hire company. Wherever possible, move vehicle to an emergency lane to ensure adequate separation from road and traffic. Inform supervisors when leaving and ETA to be trackable. Consider wearing high vis-vests if doing repairs on road side e.g. changing tyres.	Minor	Unlikely	Low		
Travel to and from placement School	Vehicle not road worthy	Moderate	Possible	High	Check vehicle prior to departing Metro area using the 'Motor Vehicle' checklist. Carry spare tyres, tools and have experience in changing tyres. Drivers to exercise caution and obey road rules. Carry mobile with 3-5G coverage. Have a planned route and maps available. Inform supervisors when leaving and ETA to be trackable.	Minor	Unlikely	Low		

Health & Safety Risk Assessment

Excursions and Camps

Any time during Trip	Emergencies	Minor	Possible	Medium	Appropriate communication strategy established and implemented. Emergency Notification Plan implemented. Carry communication device with satisfactory coverage (mobile, satellite phone). Travel plan and Emergency Notification Plan to be shared with nominated contacts prior to departure. Next of kin details in Sonia® is up to date.	Minor	Unlikely	Low		
Any time during Trip	Dehydration	Major	Possible	High	Carry adequate amounts of water at all times (a minimum of 2 litres per person), and a spare container of drinking water in the vehicle. Drink frequently, stop and recover in shade when feeling fatigued. Take additional electrolytes when needed.	Minor	Unlikely	Low		

Health & Safety Risk Assessment

Excursions and Camps

Health & Safety Risk Matrix

DETERMINING THE RISK LEVEL: Risk Level = Consequence Level x Likelihood Level

Maximum Foreseeable Exposure: For each risk, select the expected Consequence Level and the expected Likelihood Level assuming controls are either not in place or controls fail.

Residual Risk Exposure: For each risk, select the expected Consequence Level and the expected Likelihood Level given the type and effectiveness of the controls that are in place.

		LIKELIHOOD DESCRIPTION					
		LIKELIHOOD	The event may occur only in exceptional circumstances	Not expected but the event may occur at some time	The event could occur at some time	The event will probably occur in most circumstances	The event is expected to occur or has occurred and is continuing to impact
CONSEQUENCE DESCRIPTION	IMPACTS		Likelihood Level				
	Health and Safety	Consequence Level	Highly Unlikely	Unlikely	Possible	Likely	Highly Likely
	Multiple fatalities. Permanent Total Disability		Catastrophic			Extreme	
	Single fatality. Permanent Total Disability		Major		High		
	Lost Time Injury >10 days. Incident reportable to relevant Authorities.		Moderate		Medium		
	Lost Time injury <10 days. Injury or illness requiring Medical Treatment		Minor	Low			
	No injury or illness; or Minor injury or illness requiring First Aid treatment		Insignificant				

Risk Response: Apply the appropriate response based on the assessed Risk Level

RISK MANAGEMENT ACTION	
RISK LEVEL	RESPONSE
Extreme	Immediate action required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk to as low as reasonably practicable.
High	A mitigation plan shall be developed and authorised by area manager or supervisor to reduce the risk to as low as reasonably practicable. The effectiveness of risk control strategies shall be monitored and reported to management and relevant committee.
Medium	A mitigation plan shall be developed. Control strategies are implemented and periodically monitored.
Low	Manage by documented routine processes and procedures, monitor periodically to determine situation changes which may affect the risk