



RISK ASSESSMENT FOR SCHOOLS

Taking the risk out of your next excursion to IMAX

NSW government schools are required to complete a Risk Assessment of their planned excursion.

"The purpose of excursion risk management is to make excursions as safe as possible. Risk management processes are used to identify hazards, assess and then eliminate or control risks associated with excursions."

Department of Education & Training website

To assist schools in making a Risk Assessment of their next excursion to IMAX, we have compiled list of activities, potential risks and recommended control strategies for teachers in the document:

Venue and Safety Information for School Excursions

(see attached).

(The framework for this document has been provided by the NSW Department of Education and Training and will also be available online from the NSW DET website.)

The important point to note is that teachers should make their own risk assessment of the proposed excursion. IMAX cannot make the assessment for you.

We do suggest that the IMAX Venue and Safety Information for Schools document be attached as an appendix to your excursion documentation and kept on file at school.

If you have any questions, please contact IMAX Education on Ph: (02) 9213 1625 or Email: jbrown@imax.com.au

MAKING YOUR OWN RISK ASSESSMENT

Using the information provided in the **Venue and Safety Information for School Excursions** document attached, teachers should make their own Risk Assessment of the proposed excursion.

Risk Assessment Forms and Guidelines can be downloaded from the School Excursion Policy pages of the NSW DET website at:

https://www.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/PD20040010.shtml

STEPS IN MAKING A RISK ASSESSMENT FOR SCHOOL EXCURSIONS

According to information on the NSW DET website, teachers should follow these steps in developing an excursion risk management plan:

- **List the activities of the excursion**
List the activities of the excursion: transport & access, being at the venue, each of the major activities at the venue, having meals etc
- **Identify the hazards**
Determine the hazards associated with the activities: travel, the venue, activities at the venue, equipment used in the activities, the environment, medical conditions of students etc
- **Assess the level of risk**
Using the [risk assessment matrix](#) (refer to DET website), determine the seriousness of the risks and rank them from 1 being the most serious to 6 being the least serious.
- **Eliminate or control the risks**
Consider the most suitable control strategies for each of the identified hazards using the [hierarchy of controls](#) (refer to NSW DET website).
- **Document plan**
Document the excursion risk management plan.
- **Communicate the plan**
Communicate the plan to excursion supervisors. Provide relevant information to participants and their families.
- **Monitor and review**
Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

Principals should retain the documented plan as verification of the planning undertaken. The documentation will aid communication of the plan, and can also be used in future planning of excursions.

LINKS

- **NSW DET School Excursion Policy**
https://www.det.nsw.edu.au/policies/student_admin/excursions/excursion_pol/PD20040010.shtml

Scroll to the bottom of the School Excursion Policy page for additional information on:

- School Excursion Application Form & Risk Management Process and Proforma

- **Office of Film & literature Classification – Teacher’s Page**
<http://www.oflc.gov.au/content.html?n=150&p=111>
- **Office of Film & Literature Classification – Schools Fact Sheet**
<http://www.oflc.gov.au/resource.html?resource=236&filename=236.pdf>