

**Australian Electoral Commission, National Electoral Education Centre
Risk Management Plan**

Excursion Co-ordinator.....

Group/class:

Number in group/class:

Location: Electoral Education Centre, Canberra *Date of excursion*:

Accompanying staff:

Description and location of excursion:

Parents, caregivers, volunteers:

Contact number:

Hazard/risk identification	Risk rating (Likelihood & impact)	Risk Management Plan –Control measures	Who	When
Risk No: 1 Child could sustain a graze or cut if they fell onto the rough cement on entrance steps.	Likelihood - Low Impact - Low	<ul style="list-style-type: none"> Children to enter in an orderly manner First Aid officer and first aid kit are available should an injury occur 	Teachers First Aid Officer	On arrival
Risk No: 2 Fire, bomb or chemical incident	Likelihood – Low Impact - High	<ul style="list-style-type: none"> EEC has procedures in place to check incoming mail. Fire evacuation procedures are in place and tested on a regular basis. EEC has trained fire wardens. Fire extinguishers in place and regularly checked. 	EEC staff	Ongoing
Risk No: 3 Paved areas where child/adult could slip if wet	Likelihood – Low Impact - Low	<ul style="list-style-type: none"> Children to move in an orderly manner from one room to another. First Aid Officer and First Aid kit are available should an injury occur 	Teachers First Aid Officer	When required
Risk No: 4 Electrical equipment	Likelihood - Low Impact - Medium	<ul style="list-style-type: none"> All electrical equipment is encased Power points are hidden behind the skirting boards. First Aid Officer and First Aid kit are available should an injury occur 	EEC staff	Ongoing

Hazard/risk identification	Risk rating (Likelihood & impact)	Risk Management Plan –Control measures		
		Who	When	
Risk No: 5 Personal safety of child	Likelihood – Low Impact - Low	<ul style="list-style-type: none"> Teachers are responsible for supervising children at all times while in the EEC. EEC policy is that no child should go to the toilet alone. Toilets are within the EEC and are relatively secure. There are security locks on front and back doors. There is a First Aid officer on the premises There is a First Aid kit on the premises Emergency health and safety procedures are in place to handle any incident. The AEC has General Liability Insurance. All EEC staff are subject to police checks and working with vulnerable children checks before they commence work at the EEC. 	Teachers EEC	During visit
Risk No: 6 If the internal security door between the men’s toilet and training rooms is inadvertently locked, children will need to go to the front door to enter.	Likelihood – Low Impact - Low	<ul style="list-style-type: none"> There is a sign to direct anyone locked out to go around to the front door of the Centre. Teachers are responsible for supervising children and to prevent them from wandering. 	Teachers	During visit
Risk No: 7 Sick child could impact on group presentations and spread germs.	Likelihood – Low Impact - Medium	<ul style="list-style-type: none"> Teachers are responsible to look after sick children. Buckets are in place in all rooms. There is a contract in place with cleaners for special requirements A sick bay is available in the EEC Disinfectant spray is always available. 	Teachers EEC will provide equipment and relevant assistance.	At all times
<i>Excursion Coordinator:</i> <i>Date:</i> <i>Principal:</i> <i>Date:</i>		<i>Consulted with :</i> <i>Risk Management Plan communicated to:</i>		