

EPOC (Educational Programs Outside the Classroom)

EXCURSION PLAN

To be approved by the Director of Studies and the Deputy Headmaster
and to be retained by the Excursion Coordinator and the Head of Department.
Please submit Pages 4-6 with your Academic Excursion Application Form.

Excursion: Agricultural Careers Expo Tamworth Excursion plan	Excursion Date(s): 9 th June 2016
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Excursion Categories	
Category	Description
A	Excursions undertaken within ordinary lessons – on foot and in the local area
B	Excursions undertaken within normal School hours – transport other than by foot (to a facility such as another school, museum or Art Gallery)
C	Field trips conducted within one (1) day – in the natural environment
D	Excursions requiring students to miss more than 1 day of School and/or necessitating overnight accommodation – camps or overnight visits
E	Overseas excursions

The following issues will need to be considered before completing this plan and the Risk Management Plan Form. Examples are given but other factors may need to be considered:

1. Transport Arrangements

If the EPOC is *on foot*, the following needs to be considered:

- road sense of students (age related)
- route to be taken/traffic/road/footpath
- visibility of students
- weather conditions
- ‘stranger danger’
- ratio staff:students

If the EPOC requires *bus transport*:

- maintenance of vehicle
- competence of driver
- storage of equipment
- route to be taken
- driver fatigue
- seats for every child
- seat belts for prolonged high-speed travel (Motorways, highways)

If travel by *rail or water transport*:

- platform/jetty safety
- student behaviour
- getting on/off train/ferry/boat
- weather conditions
- 'stranger danger'

If by *private transport*:

- competence of driver
- driver fatigue
- maintenance of vehicle
- insurance details
- route to be taken
- seat belts for all occupants

2. Venues/Location

Venue considerations should include:

- access/egress/emergency exits
- built and natural environment
 - e.g. heat, light, air, smoke detectors
- presence of specific hazards
 - e.g. unguarded equipment/water features
 - e.g. unguarded/unsupervised animals
- equipment inspection/certification
- electrical safety
- bag storage
- toilet facilities
- food safety/clean water
- meal locations

Location considerations should include:

- access/egress
 - e.g. paths, steps, cliffs, river crossing, nature of terrain
- biological hazards
 - e.g. insect/snake
 - e.g. clean drinking water
- weather conditions
 - e.g. shelter
 - e.g. contingency plans
- distance from emergency services
 - e.g. lifeguards
- communication
 - e.g. mobile phone coverage

3. Activities to be conducted

Staff may have to do pre-checks for excursions and even a final check for:

- Museum/gallery visits
- Seminars/lectures
- Outdoor/indoor adventure
- Coastal/country field trips
- Urban field trips
- Cultural events

- Charity events
- Sporting events

4. Excursion equipment

Maintenance and suitability of equipment are important for:

- Outdoor adventure
 - e.g. ropes, pulleys, watercraft, bikes
 - e.g. outdoor vehicles
 - e.g. tents, backpacks, cooking equipment
- Personal protective equipment
 - e.g. footwear, helmets, jackets
 - e.g. personal floatation devices
- Communication and navigation devices
 - e.g. mobile phones, radios, GPS
- Sporting equipment
- Musical instruments
 - e.g. space, equipment, manhandling of equipment

5. Students' skills and abilities

When considering *student skills and abilities (or lack of)*, consider:

- Age related
 - Spatial and depth perception
 - Visual field
 - Problem solving and decision making
 - Concentration
 - Eye/hand coordination
 - Cognitive and language skills
- Behavioural issues
- Activity related skills e.g. swimming, skating

6. Capabilities of the School Supervisory Team

- *Staff and volunteers*
 - Training/competence of staff
 - Knowledge and experience
 - Physical fitness
 - Leadership
 - Fatigue

7. Use of External providers

- *Staff and volunteers*
 - Training/competence of staff
 - Knowledge and experience
- *Safety systems* in place
 - Equipment maintenance procedures
 - Safe activity strategies
- *Management systems* in place
 - Child Protection policies and requirements in place at venue
 - Insurance of providers appropriate

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Travel / Transport	
Mode	Bus
Vehicle pre-tour check completed	Yes
Maps, timetable, route plans attached	Yes

Venue / Location	
Name	Charles Colclough
Contact	Farrer Memorial Agricultural High School
Venue assessment attached:	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>
Actions required	Students will be under supervision by their school teacher and teachers supervising the venue from FMAHS

Activities	
Activities to be undertaken	Students will be going to different stalls and exhibitors and learning about different careers paths in Agriculture
Safety controls to be taken & who responsible	Staff at FMAHS to be responsible for the Safety Controls.
Modified/alternate activities for students with special needs.	Will take place on the day and extra help is on hand if it needs to happen.
Supervisors for modified/alternate activities	Robert Arrantz, Marty Peeters, Charles Colclough

Equipment	
Equipment required & who responsible for supply/check	Hats and Sunscreen. Classroom Teachers
Other equipment transported & who responsible	N/A
Safety requirements	Students to follow instructions

Students	
List of participating students and relevant medical information attached:	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>
How special needs are met	To be done by individual schools.

Medical information	Teachers to bring along or guardians present
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Staffing	
Excursion coordinator	Mr Charles Colclough and Mr Robert Arranz
Staff attending & roles	School Teachers to bring along with them.
Volunteers attending & roles	N/A
External instructors/venue staff	As per exhibitors role


First aid	
Number & type of kits	Medical Centre on School Grounds
Name(s) of trained staff Level of training	Leeanne Stubbs. Nurse

Emergency strategy	
Contact number(s)	000 or FMAHS 0267648600
Rolls to be checked	When: arrival and departure By Whom: Class Teachers
Evacuation plan/routes	Pointed out on arrival
Assembly points	Follow signs

Possible Environmental and other hazards to consider (not exclusive)	
Please tick appropriate boxes:	
<input type="checkbox"/> Wet Surfaces <input type="checkbox"/> Rough terrain <input type="checkbox"/> River crossings <input type="checkbox"/> Fall > 1 metre <input type="checkbox"/> Unprotected body of water <input type="checkbox"/> Contact with electricity <input checked="" type="checkbox"/> Separation from group <input type="checkbox"/> Animal bites <input type="checkbox"/> Insect bites <input type="checkbox"/> Exposure to bacteria/water born diseases <input type="checkbox"/> Exposure to sun	<input checked="" type="checkbox"/> Transport <input type="checkbox"/> Unforeseen weather changes or extremes of heat or cold <input type="checkbox"/> Exposed blades/moving equipment parts <input type="checkbox"/> Moving equipment parts <input type="checkbox"/> Heavy lifting <input type="checkbox"/> Open flames <input type="checkbox"/> Unfamiliar physical activity e.g. swimming, skating <input checked="" type="checkbox"/> Student behaviour <input type="checkbox"/> Unknown adults <input type="checkbox"/> Other _____

Excursion Form Checklist		
Tasks	Completed/Not required	Date
Appropriate forms completed	Completed	
Parent/caregiver letter distributed	Completed	27/5/2016

Recorded in Common Room Diary	Completed	27/5/2016
Transport details satisfactory	Completed	27/5/2016
Transport details held at school	Completed	27/5/2016
Appropriate supervision	Completed	27/5/2016
Participating student details held at Staff Reception	Completed	27/5/2016
Emergency procedures	Completed	27/5/2016
Accommodation satisfactory (if appropriate)	N/A	
Medical details obtained from Health Centre	N/A	
First Aid kit obtained from Health Centre	N/A	

Completed by: Charles Colclough  Date: 27/5/2016
Excursion Coordinator

Checked: _____ Date: / /
Supervising Teacher

Assessed: _____ Date: / /
School Principal

Please keep as a reference for your records and the excursion plan.