

RISK ASSESSMENT & EXCURSION/EVENT APPLICATION FORM

EVENT: Year 11 SLR 2Unit - Aquatics Unit of Study

IMPORTANT!! READ THIS FIRST!

1. **Venue & Excursion Risk Assessment Documents** It is the Excursion Organiser's responsibility to provide a CURRENT venue risk assessment AND an Excursion Risk Assessment document based on the venue's document.
DO NOT rely on last year's version but contact the venue for their latest risk assessment documentation.
If the Venue does not have a Risk assessment document the Excursion risk Assessment will substitute for both.
These documents MUST be saved in the Excursion Risk Assessment folder for auditing purposes. Excursion Processing Time
Allow 12 days processing time for excursion setup, AP approval and permission notes printing and distribution to excursion organiser.
2. **Entering Excursion Details** Begin entering data from TEACHING STAFF START HERE marker below 2 and continue entering the relevant details by tabbing through the form fields and stop when you get to the TEACHING STAFF STOP HERE marker.
Save the file and close it.
Drag and drop the file into College\Public\Excursions\Waiting for AP Approval folder.
3. **Excursion Approval** Excursion will be approved by the LOL Curriculum Support and the AP responsible for the stage group involved in the excursion. For events involving multiple stage groups the Stage5 AP will be responsible for approval.
4. **Printing Permission Notes** Permission notes will be processed, printed after AP approval by support staff and distributed to the excursion organiser or as per requested.

TEACHING STAFF START HERE!

HAVE YOU PROVIDED THE VENUE'S CURRENT RISK ASSESSMENT?

☒ Yes ☐ Not Available

HAVE YOU COMPLETED AN EXCURSION RISK ASSESSMENT?

☒ Yes ☐ No

EXCURSION RISK ASSESSMENT LINK: [Enter RA Hyperlink Here](#)

DOES THIS EXCURSION INCUR A COST TO THE STUDENT?(other than public transport)?

☐ Yes If YES you MUST contact Georgia Fitzgerald (Bursar) for excursion dissection code.
Enter the Dissection Code here:

☒ No Cost

WHICH STAFF ARE ATTENDING? *(student: teacher ratio of 25:1 generally)*

STAFF PROHIBITED EMPLOYMENT DECLARATION:

Have all staff, paid and unpaid, provided their Working With Children Check?

Yes ☒ No ☐

WHICH STUDENTS ARE ATTENDING?

Classes or Student Names

Number of students expected to be involved:

STUDENTS ATTENDING ENTRY INTO MILLENNIUM:

I understand that it is the ORGANISING TEACHER'S responsibility to make sure that a VARIATION has been entered in MILLENNIUM before the excursion date for ALL students who are attending this excursion.

Yes ☒ No ☐

STUDENTS WITH MEDICAL ISSUES ATTENDING?

Are there students attending with **life-threatening allergies/conditions?**

Yes ☐ No ☒

If YES Are ALL staff attending aware of the student's Medical Management Plan(s)?

Yes ☐ No ☐

If the staff are NOT aware of the Medical Management Plan(s) **the excursion cannot proceed for this student(s)** until such time that the plan is reviewed by the Organising Teacher and all attending staff members have been updated.

Excursion Name	Year 11 SLR 2Unit - Aquatics Unit of Study
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Excursion Type	Excursion	KLA Responsible	PDHPE
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Excursion Organiser	Mr Layn Mellish	Date Risk Assessment completed (dd/mm/yy)	30 October 2019
Excursion Date (dd/mm/yy)	Friday, 1 November 2019	Additional Excursion Dates <i>Use this field where there are a number of dates relating to this excursion</i>	Commencing Friday 1 November and then every Friday during Term 4
Event On-site or Off-site and is there a Cost?	Off-Site With Cost Cost: Entry Fee: \$4.50 - payable each week at the venue		
Venue Name	Riverstone Swimming Centre		
Venue Location/Address (if College based indicate the room number eg. N21 or S8)	Market Street & West Garfield Road, Riverstone		
Venue Phone Number	9627 1496	StJPIICC Phone number	9208 7200
Venue Fax Number		School Fax number	9208 7230
Venue Web address			

EMERGENCY CONTACT NUMBER

Event Emergency Phone: No Mobile Phone Required

If you use any of the College mobile phones, a phone will be automatically allocated to you and the number will appear on the Information Note. and may be collected from the front office of the campus from where the excursion is departing.

Tick ONE of the following boxes:



The event is On-site and within school hours and no mobile phone is required



The event is Off-site and within school hours and no mobile phone is required



The event is On-site and outside school hours and a College Internal Phone number is required



The event is Off-site and a College mobile phone is required.

I understand that the phone will be automatically allocated and the number will appear on the event Information Note.

I understand it is my responsibility to contact the allocated phone front office the day before the event to check that the phone is charged.

I agree to collect the phone from the front office prior to departing for the event.



The event is a Sporting Event and the Sport Coordinator mobile will be allocated to the event.
(Sport Cordinator Mobile: 0402 200 479)

Parents return documentation by?	Friday, 1 November 2019
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Why should students attend?	This excursion is compulsory for Year 11 SLR students as they will be conducting a practical assessment for their Aquatics Unit of Study.			
Additional Parent Information	This activity will occur during normal timetabled SLR classtime. Week A: 12.30pm - 2.15pm (Per5&6) Week B: 10.30am-12.00pm (Per3&4)			
Departure/Start Point and Time	Nirimba Campus		See Additional Parent Information	
Return/Finish Point and Time	Nirimba Campus		See Additional Parent Information	
Additional Travel Details				
Outside Hours Student Pick-up Details for Parents/Caregivers	Does this excursion fall outside school hours? No Enter pick-up arrangements here:			
Unable to Attend Training Details	N/A			
Sport Information Line Details	N/A			
Students are to wear	Full College Summer Uniform			
Students will be transported by	Bus			
Other Requirements <i>Where relevant, list other requirements such as clothing, footwear and sun screen, that participants are required to bring. Indicate if any items are provided by the venue</i>			Swimwear, sunscreen, hat, towel, water bottle	
Is this a NESA Mandated /College Compulsory excursion?		Not Mandatory or Compulsory		
Insurance	Does the venue have public liability cover? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Activity/program <i>Please list</i>	Recommended age group/fitness level/prerequisite skills	Staff accreditation/competence for this activity/program	Potential risks <i>List hazards/risks related to each activity/program and the venue</i>	Control Strategies <i>Outline strategies for ensuring visitor safety for this potential risk</i>
Equipment <i>Is all equipment at the venue maintained in accordance with the OHS Regulation and appropriate standards?</i> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>List any equipment, including personal protective equipment, to be provided for use during the activities/programs.</i>				
Supervision / services <i>List services provided by venue staff including briefings, guided tours, supervision of activities etc</i>				


Access	Are access to and egress from the premises safe and without risk to health?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is the venue wheelchair accessible?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Are disabled toilets available?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Emergencies	Are emergency procedures in place in the venue?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Are staff trained to deal with emergency situations?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is the venue compliant with NSW Fire Brigade regulations?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Are the staff at the venue trained in the use of the fire safety equipment?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Construction/ Maintenance/ Repair	Are licensed personnel used for all construction, maintenance and repair work?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
First Aid	Are first aid kits available for each activity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is there a trained first aid officer at the venue?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Is a first aid room available?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Child-related employment	Will TSC staff have complete responsibility for supervision of students?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	<u>If no, complete below.</u>		
	Are employees of your organisation engaged in child-related employment as defined by the Commission for Children and Young People Act 1998 and the Child Protection (Prohibited Employment) Act 1998?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<u>If yes,</u> which Approved Screening Agency in NSW has registered your organisation as a child-related employer for the purpose of employment screening?		
	If your organisation is registered with an Approved Screening Agency in NSW, have all paid staff undergone employment screening?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Have all staff, paid and unpaid, completed a Prohibited Employment Declaration?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	If unsure about the status of your organisation or these legislative requirements, contact should be made with the Employment Screening Unit at the CEO – 9840-5600.		

TEACHING STAFF STOP HERE!

LCF APPROVAL

LCF Excursion & Risk Assessment Approval	Leader of Learning/Learning Community Facilitator:		
	FACULTY: PDHPE	LOL/LCF Name: Amanda Saunders	
	LOL/LCF Approved? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

ASSISTANT PRINCIPAL APPROVAL

AP: Excursion & Risk Assessment Approval	 Assistant Principal - Alyssa Roach	
	LCF Approved? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

OFFICE STAFF ONLY

1. MOBILE PHONE EMERGENCY CONTACT NUMBER and BOOKING SETUP

- a) Set document protection to OFF. Highlight the line below and press F9 function key.

The emergency mobile phone will be: **No Mobile Phone Required**

- (b) Set document protection to ON. To select the emergency contact phone number that will appear in the event information note to parents/caregivers, first check the Excursion Mobile Phone Register for phone availability and enter the excursion details in the register to complete the booking. Choose the booked phone number below.

The emergency phone number is: **No phone required**



Excursion Information

Year 11 SLR 2Unit - Aquatics Unit of Study

Commencing: Friday, 1 November 2019

31 November 2019

Dear Parents/Caregivers,

Following are the details of an event that has been approved by the College Leadership Team.

Please read the information listed below, discuss the details with your child and then if there are no questions or concerns please complete the Permission Slip/Medical Information Form and return it to **Mr Layn Mellish** no later than **Friday, 1 November 2019**.

Organising Teacher:	Mr Layn Mellish
Excursion Dates:	Commencing Friday 1 November and then every Friday during Term 4
Venue:	Riverstone Swimming Centre Market Street & West Garfield Road, Riverstone
Why students should attend:	This excursion is compulsory for Year 11 SLR students as they will be conducting a practical assessment for their Aquatics Unit of Study.
The cost of the event is:	Entry Fee: \$4.50 - payable each week at the venue
Departing & Return point:	Nirimba Campus
Start & Finish times:	This activity will occur during normal timetabled SLR classtime. Week A: 12.30pm - 2.15pm (Per5&6) Week B: 10.30am-12.00pm (Per3&4)
Transport details:	Bus
Students are to wear:	Full College Summer Uniform
Other requirements:	Swimwear, sunscreen, hat, towel, water bottle
Emergency contact details:	If Parents/Caregivers need to contact their child urgently please contact the College on 9208 7200.

PERMISSION / MEDICAL INFORMATION FORM

Year 11 SLR 2Unit - Aquatics Unit of Study Commencing: Friday, 1 November 2019

(To be completed by Parent/Caregiver and returned to **Mr Layn Mellish** via the college office no later than **Friday, 1 November 2019**)

I give permission for my child _____ of Homeroom _____
to attend the above excursion at Riverstone Swimming Centre, Market Street & West Garfield Road, Riverstone .
Please tick necessary boxes:

- ☐ I have completed the Medical Information Form below and I have read and understand the information regarding this excursion.
- ☐ I understand that students must wear full College Sport Uniform.

Parent/Caregiver Signature: _____ Date: _____

MEDICAL INFORMATION

Teachers Name: Mr Layn Mellish	
Student Name:	Homeroom:
Address:	
Date of Birth:	Age at 2019 Birthday:
Home Telephone Number:	
Parents/Caregivers Work Telephone Number:	Parents/Caregivers Mobile Number:
Emergency Contact Phone Number:	
Family Doctor Name:	
Family Doctor Phone Number:	
List of any medications your child will be taking on the day:	
Medicare Number:	Private Health Fund:
Pre-existing illness/medical condition/injury/allergies:	
<input type="checkbox"/> Can Swim 25 metres <input type="checkbox"/> Cannot Swim 25 metres <input type="checkbox"/> Cannot Swim at all	