## Risk Management Plan Proforma: Excursion

### Name of school:
### Name of principal:
### Description and location of excursion:
### Date(s) of excursion:
### Group/class:

### Number in group/class:
### Name of excursion coordinator:
### Contact number:
### Accompanying staff, parents, caregivers, volunteers:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazard Identification &amp; Associated Risk</th>
<th>Assess Risk use matrix</th>
<th>Elimination or Control Measures</th>
<th>Who</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any</td>
<td>Anaphylactic reaction/Environmental Stimuli</td>
<td>1</td>
<td>Request allergy information on Booking proforma. Ensure all staff trained in anaphylaxis training.. Carry 1st aid kit containing at least one Epipen.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Venue and safety information reviewed and attached:** Yes/No  
**Plan prepared by:** Brian Trench  
**Position:** Principal – Camden Park EEC  
**Date:** 01/12/11  
**Prepared in consultation with:** Nathan Matthews  
**Communicated to:**

**Monitor and Review** - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.