

OHS Risk management plan - School excursions to Richmond Vale Railway Museum

Prepared by Graham Smith, Director **Date:** March 2017

Hazard/Risk Identification (type/cause)	Priority (severity & likelihood)	Risk Management Plan – Elimination or Control Measures (Elimination Substitution Isolation Engineering Procedural PPE)		
			Who	When
Trips or falls when alighting from or boarding buses or other vehicles.	moderate	Persons alighting from vehicles to be supervised by teachers and instructed to exercise caution.	Excursion coordinator	On arrival/departure
Trips or falls when walking around site.	moderate	Tour guides to make all visitors aware of trip hazards.	RVRM tour guides	At all times during excursion
Persons injured by working machinery or work activities.	low	Tour guides to avoid areas in which work is being undertaken	RVRM tour guides	At all times during excursion
Persons injured during train ride.	moderate	Tour guide and carriage attendants to instruct all passengers on the safe operation of the train and ensure that all passengers are seated for the ride. Tour guide to supervise passengers during the ride.	RVRM tour guide and carriage attendants	During train ride
Persons injured during mini-train ride.	moderate	Tour guide and mini-train crew to instruct all passengers on the safe operation of the mini-train and ensure that all passengers are seated for the ride. Tour guide to supervise passengers during the ride.	RVRM tour guide and mini-train crew	During mini-train ride
Persons falling in open excavations or in-ground structures.	significant	All excavations and in-ground structures permanently fenced and tour participants instructed to keep clear.	Board of management/ tour guides	At all times during excursion
Person responsible _____		Date _____	Risk management plan communicated to: _____	
Monitor and Review				
<ul style="list-style-type: none"> • Were the controls effective? • Were all those involved aware of the controls? • Were new hazards identified? • What further actions are required to ensure safe operations? 		Signature: Review Date:	Who	When