



RISK ASSESSMENT Gold Coast & New Zealand

Task/ Activity/ Locality	Hazard Identification	Elimination and Control Measure	Who responsibility	When
Boarding Transport	Struck by car	Supervised boarding of coaches	All teachers/ tour manager	Prior to excursion
	Uneven footpath - trip	Brief participants on rules and behaviour (no running). Remain on pedestrian pathways and crossings.	All teachers/ tour manager	Prior to excursion
Transport Travel During Excursion	Vehicle	Students must always remain seated with their seatbelts fastened. Teacher to check prior to bus departure that student seat belt compliance is adhere to.	All teachers/ tour manager	During travel
	Student falling over whilst Transport is operated	Discourage leaving seats while transport is moving. Teachers to do a visual check to make sure the van is seat belt equipped prior to departure.	All teachers/ tour manager	During travel
Interaction With Transport Drivers PUBLIC transport N/a GC or NZ tours	Inappropriate behaviour from drivers	All staff have passed the Working with Children check administered by the Dept. of Education & Training. Macquarie Educational Tours' staff policy is that coach drivers never enter students' rooms, never use the bathroom facilities at the same time as students and are never alone on the Transport with students.	All teachers/ tour manager	Regulating during excursion
Transport Maintenance	Maintenance of vehicle/s	ISG/ INF is a licensed travel agent that uses various coach companies to supply vehicles to us to transport students on excursions. Therefor transport hired by us are only obtained from operators accredited by 'the state Ministry of Transport.	Hire Company	Prior to excursion
Netball Games	Injuries at the courts	• Pole covers to be on all netball rings • Courts checked daily by the venue • First aid provided • Tents pegged down – groups responsibility • Wet floor signs, when necessary, in amenities • Stay hydrated	Venue Staff	Game days
All public areas on tour	Student/players falling over	All students to be reminded not to run in a public place. Shoes to be on correctly in public and when playing netball	All teachers/ tour manager	During Comfort to Stop
Game days	Injury	First Aid supplied at the courts – Teacher/manager must always be present under the safe guarding of children act.	All teachers/ tour manager	During the competition
Public areas – theme parks/shopping /resort/ etc	Interaction with strangers	The area is clearly defined and supervised within visible boundaries. These boundaries will be communicated to all students. All teachers and tour managers MUST hold appropriate accreditation in accordance with the child safety policies of the club or school. The school/association is responsible for ensuring the screening, vetting, suitability, and training of all staff working with children.	All teachers/ tour manager	All public places

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At the Accommodation	Swimming pool onsite	Most accommodation have swimming pools. Prior to getting off the coach, students are to receive specific instructions regarding the pool. For most schools it will always be out of bounds. Adhere to designated swimming times for adult supervision. For those using the pool, behavioural expectations should be clearly defined.	All teachers/ tour manager	Prior to departing from coach
	Carrying hot food at dinners	Students advised to stay seated for the entire meal except when asked to collect their meals. All students will be told to go to the toilet prior to the meal so that they aren't moving around others whilst carrying hot meals.	All teachers/ tour manager	Prior to the meal
	Other Guests	Students must behave considerably toward other guests at the accommodation venue. Players are to be supervised at all times. The school or club is responsible for ensuring that minors move around the venue in pairs or in a ratio of two students to one adult. Any guest displaying suspicious or inappropriate behaviour must be reported immediately to supervising staff.	All teachers/ tour manager	Prior to departing from coach
	Electrical appliances in rooms/apartments	Students are to be instructed to leave the appliances alone. Students who cannot be trusted to do this will have them removed from their room by a teacher.	All teachers/ tour manager	On arrival at accommodation
	Outside after dark	Students advised that they are not to be outside their rooms after the designated time, as lights will be turned off after this time. The only exception to this is in an emergency, as described by the teacher prior to alighting from the coach. Students to be given the room number of the "on duty" teacher to contact in such an emergency. If students need a teacher in the night they should go with a friend.	All teachers/ tour manager	Prior to departing from coach
	Moving vehicles	Students to be reminded that cars will be driving around the roads at the accommodation venue and that care needs to be taken. No running allowed at any stage due to uneven surfaces.	All teachers/ tour manager	Prior to departing from coach
Driver Allocation	Suitability	Self-driver van/car/s – drivers' insurance is included – Under 25 will have a higher excess.	driver	Prior to arrival
Travelling near others	Travellers being infected by others on the bus who have a virus or flu type symptoms	1) Students to be assessed before leaving the school. Students with any coughs or fever are not to board the coach for the trip. 2) Schools advised to bring hand sanitiser for each student to use when boarding the coach. 3)Any student who becomes ill or develops a cough during the trip is to wear a face mask and if possible, to isolate the student from other students by sitting them by themselves. If student also has a fever, then they must be taken to hospital for assessment. 4)Any student or adult with a cough or who is sick is not to sit closer than the third of the bus to the front because the coach company has OH & S responsibilities to ensure the health of our driver. 5)Teachers to monitor student health before the excursion and exclude students who are not fit to travel. 6.) Students to minimize contact with students from other schools at public areas.	All teachers/ tour manager	When boarding the coach
Traveling to and from events	Travel sickness	Vomit bags & spare bottled water to be packed for travelling. sickness or choking.	All teachers/ tour manager	During Travel

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Theme Parks	Not following the venues safety rules on rides and injury may occur	All participants adhere to the theme parks rules and teacher require to remind all students to ensure the risks of going onto a ride. Participants adhere to the safety measure of all activities Travel insurance is taken out for all travellers	All teachers/ tour manager	During the excursion
	Lost	Provide all students with a contact number of teacher while on tour	All teachers/ tour manager	During the excursion
All Venue listed on tour	Emergency evacuation	Ensure all travellers are aware of the Emergency evacuation area on arrival	All teachers/ tour manager	During the excursion
Sunburn	Travellers being affected by severe sunburn/ sunstroke	All travellers to • wear sunscreen or suitable clothing to cover up arer skin Stay hydrated – pack plenty of water	Self (reminders by teachers)	Tour Manager/ All teachers

INF staff **do not work** directly with children or minors. All participating young people remain under the supervision and responsibility of their designated Tour Manager, Club Manager, or Teacher at all times during INF events and activities.

INF engages reputable and appropriately vetted suppliers for all tours. This includes ensuring that accommodation providers, transport operators, and activity venues meet relevant safety standards, hold appropriate licences and insurance, and demonstrate a strong track record in delivering services for youth groups. Suppliers are selected based on their ability to **provide a safe and suitable environment for all participants.**

Risks may happen without warning and not noted on this document, and they refer to as a real time or a dynamic risk.

Tour Managers/teacher need to be constantly reassessing the surrounding for potential risks that may arise and refer to the consequences to avoid harm. A dynamic/real time risk assessment, outlining concerning risks, need to be reported to INF staff for the safety of everyone.