

**Australian Electoral Commission, National Electoral Education Centre  
Risk Management Plan**

*Excursion Co-ordinator*.....

*Group/class*: .....

*Number in group/class*: .....

*Location*: Electoral Education Centre, Canberra *Date of excursion*: .....

*Accompanying staff*: .....

*Description and location of excursion*: .....

*Parents, caregivers, volunteers*: .....

*Contact number*: .....

Hazard/risk identification	Risk rating (Likelihood & impact)	Risk Management Plan –Control measures	Who	When
Risk No: 1 Child could sustain a graze or cut if they fell onto the rough cement on entrance steps.	Likelihood - Low Impact - Low	<ul style="list-style-type: none"> <li>Children to enter in an orderly manner</li> <li>First Aid officer and first aid kit are available should an injury occur</li> </ul>	Teachers First Aid Officer	On arrival
Risk No: 2 Fire, bomb or chemical incident	Likelihood – Low Impact - High	<ul style="list-style-type: none"> <li>EEC has procedures in place to check incoming mail.</li> <li>Fire evacuation procedures are in place and tested on a regular basis.</li> <li>EEC has trained fire wardens.</li> <li>Fire extinguishers in place and regularly checked.</li> </ul>	EEC staff	Ongoing
Risk No: 3 Paved areas where child/adult could slip if wet	Likelihood – Low Impact - Low	<ul style="list-style-type: none"> <li>Children to move in an orderly manner from one room to another.</li> <li>First Aid Officer and First Aid kit are available should an injury occur</li> </ul>	Teachers First Aid Officer	When required
Risk No: 4 Electrical equipment	Likelihood - Low Impact - Medium	<ul style="list-style-type: none"> <li>All electrical equipment is encased</li> <li>Power points are hidden behind the skirting boards.</li> <li>First Aid Officer and First Aid kit are available should an injury occur</li> </ul>	EEC staff	Ongoing

Hazard/risk identification	Risk rating (Likelihood & impact)	Risk Management Plan –Control measures		
		Who	When	
Risk No: 5 Personal safety of child	Likelihood – Low Impact - Low	<ul style="list-style-type: none"> <li>Teachers are responsible for supervising children at all times while in the EEC.</li> <li>EEC policy is that no child should go to the toilet alone.</li> <li>Toilets are within the EEC and are relatively secure.</li> <li>There are security locks on front and back doors.</li> <li>There is a First Aid officer on the premises</li> <li>There is a First Aid kit on the premises</li> <li>Emergency health and safety procedures are in place to handle any incident.</li> <li>The AEC has General Liability Insurance.</li> <li>All EEC staff are subject to police checks and working with vulnerable children checks before they commence work at the EEC.</li> </ul>	Teachers  EEC	During visit
Risk No: 6 If the internal security door between the men’s toilet and training rooms is inadvertently locked, children will need to go to the front door to enter.	Likelihood – Low Impact - Low	<ul style="list-style-type: none"> <li>There is a sign to direct anyone locked out to go around to the front door of the Centre.</li> <li>Teachers are responsible for supervising children and to prevent them from wandering.</li> </ul>	Teachers	During visit
Risk No: 7 Sick child could impact on group presentations and spread germs.	Likelihood – Low Impact - Medium	<ul style="list-style-type: none"> <li>Teachers are responsible to look after sick children.</li> <li>Buckets are in place in all rooms.</li> <li>There is a contract in place with cleaners for special requirements</li> <li>A sick bay is available in the EEC</li> <li>Disinfectant spray is always available.</li> </ul>	Teachers  EEC will provide equipment and relevant assistance.	At all times
<i>Excursion Coordinator:</i> ..... <i>Date:</i> .....  <i>Principal:</i> ..... <i>Date:</i> .....		<i>Consulted with :</i> .....  <i>Risk Management Plan communicated to:</i> .....		