



BLAKEHURST HIGH SCHOOL

Date	17 th of June
Event/Excursion	Zone Athletics Carnival
Year/Class	7-12
Location / Address	The Ridge Athletics Track
Travel Method	Bus
Departing From	Blakehurst High School
Time of Departure	7:30am
Time & Place of Dismissal	3.30pm – Blakehurst High School
Dress Code	Sports Uniform
Supervising Teachers	Kemp
Cost	\$10 payable to the front office
Last Date for Payment	10 th of June
Special Instructions	Students must wear sports uniform – bring own food and water

Please Note: In the event the excursion is cancelled any payment made will be transferred towards your school fees.

Student's Name _____ Year _____

I give permission for my child to attend _____ on _____ travelling by _____.

I have noted students will meet at _____ and be dismissed from _____

I enclose the amount of _____ to be paid by _____

My contact numbers during the day are _____(H) _____(W)
_____ (M)

I agree to pick up my child _____ should he/she behave inappropriately during the excursion.

Special needs of my child that you should be aware of (eg allergies, medication – please provide full details)

Signed: _____ Parent/Guardian Name: _____ Date _____



Blakehurst High School
EXCURSION / INCURSION PACKAGE

Subject/Faculty PDHPE

Year/Class 7-12

Teacher Organising Excursion/ Kemp Mobile Contact 0422330016

Other Teachers Involved Smith

Day/Date of the Excursion 17th June No. of Students Attending 90

Details of Excursion:-

▪ The excursion is linked to the following class work _____

▪ Venue The Ridge

Time of Departure 7.30am Place of Departure- Blakehurst High School

Time of Return 2.30pm Place of Dismissal Blakehurst High School

Travel Arrangements (eg. name of Bus Company etc) Kingsgrove Bus Company

Fares \$10 Other Costs _____

Full School Uniform YES/NO (Give reason if No) _____

Instructions about Food _____

Arrangements for Non-Attendees _____

Signatures:

Organising Teacher BMP

Head Teacher [Signature]

Deputy Principal [Signature]

Head Teacher/Teaching & Learning (Admin) Mollen

SAM M Elliott

Excursion Coordinator BMP

Deputy Principal [Signature]

Date: 10/15/21

Check List

The coordinating teacher must:

1. Discuss and gain approval from the relevant Head Teacher.
2. Check the calendar to ensure there are no clashes. No excursions for Years 11 & 12 are to be organised in the week prior to their exam times. Ensure the venue, transport, etc. is booked.
3. Inform the Front Office of any charges/monies they will be collecting.
A clear date for final payment must be placed on the permission slip and communicated to the students. This must be strictly adhered to, even in the event of cancellation due to poor response
4. Ensure Risk Management Plans (Attachment B) are completed and attached.
5. Obtain DP approval for the excursion. Please provide all appropriate documentation. Ask DP to place excursion on the calendar. **NOTE: Excursion may be declined if there are too many events on that day.**
6. Ensure that all students have permission notes, signed and returned. Permission notes should include any medical or safety issues that need to be addressed. Attachment C must be used.
7. Ensure that cover organised for teachers attending the excursion. For class excursions/incursions cover is to be organised internally by the faculty. Use Attachment A. For whole school activities, cover is to be discussed with the Head Teacher Administration.
8. Ensure the correct student/teacher ratio is covered and there are male and female staff in attendance if both gender of students are attending
9. Complete and submit this Excursion Proposal Form to the Head Teacher, T&L Admin.
10. Submit a copy of the completed form to the Front Office.
11. Submit a student list attending excursion to Admin Office for notation on Sentral by midday **two days before the excursion.**
12. Ensure arrangements are made for students not attending the excursion and relevant work for remaining classes and for teachers attending the excursion, is left in staffroom.
13. Inform canteen of numbers of students attending excursion

**THE ENTIRE PACKAGE MUST BE HANDED TO THE DP ONE WEEK PRIOR TO THE EXCURSION.
PERMISSION NOTES CAN BE COLLECTED PRIOR TO EXCURSION AND RETURNED AFTERWARDS.**

CANCELLATION OF EXCURSION MAY OCCUR IF ALL STEPS AND TIMELINE ARE NOT FOLLOWED

On the day of the excursion

14. Take the completed and signed permission notes (Attachment C) with you.
15. Pick up First Aid Kit and sign for it.
16. Phone the school (front office) to report the names of any students who did **not** attend the excursion.
17. Mark the roll prior to getting on the bus and prior to leaving the venue.

Following the excursion

18. Return the completed and signed permission notes (Attachment C) to the DP. These will be used to update parent mobile phone numbers.
19. Return First Aid Kit – inform if any items need replacing.

Excursion Coordinator *SLP*

Deputy Principal *ape*

Date: *10/5/21*

Excursion Cover

Date of Excursion:

Name of Excursion/Incursion:

Please provide as much detail as possible about the classes and how they will be covered

	Absent Teacher & Class	Covered By	Absent Teacher & Class	Covered By	Absent Teacher & Class	Covered By	Absent Teacher	Covered By
Period 0								
Period 1								
Period 2								
Recess (Playground duty)								
Period 3								
Period 4								
Lunch (Playground duty)								
Period 5								

Excursion Coordinator *BW*

Deputy Principal *Law*

Date: 10/5/21

Excursion Risk Management Plan

Name of school: Blakehurst High School

Name of principal: Sofia Kapsimalis

Description and location of excursion: Blakehurst Athletics Carnival,
The Ridge Athletics Track

Date(s) of excursion: 17th of June

Group/class: All

Number in group/class: Est. 95

Name of excursion coordinator: Ben Kemp

Contact number: 0422330016

Accompanying staff, parents, caregivers, volunteers: All Staff

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
Throwing Events	Throwing implements have potential to cause injury	Med 5	<ul style="list-style-type: none"> Staff to be briefed on correct procedures Students to be organised into a safe area at all times Active supervision by all staff First aid kits to be taken to venue Staff trained on administration of First Aid 	B Kemp All staff	Prior to and during event
Travel to and from venue	Students lost or left behind from bus	Low 6	<ul style="list-style-type: none"> Permission notes signed and returned Rolls to be marked at track Teachers allocated bus duties and active supervision on bus 	B Kemp and venue staff	Prior to and during event
Track Events	Injury to athlete	Med 5	<ul style="list-style-type: none"> Staff and Students briefed on correct techniques Students separated into age groups, so as to compete only at a suitable level First aid kits available at venue Staff trained in First Aid at venue 	B Kemp and venue staff	Prior to and during event
Students not competing	Tripping hazard or distraction	Med 5	<ul style="list-style-type: none"> Allocated area for students who do not compete (in grand stand) Staff allocated to active supervision of grand stand area Students separated into age groups Timetable of events given to all staff and prefects 	B Kemp and venue staff	Prior to and during event
Equipment	Injury from faulty equipment	Med 6	<ul style="list-style-type: none"> Equipment is pre-checked before event Adequate padding is provided for high jump area First Aid kits available at venue Staff trained in First Aid at venue 	B Kemp And all staff	Prior to and during event
Sun Protection	Sun burn/ heat stroke	Med 5	<ul style="list-style-type: none"> Students and staff informed to bring sun safe equipment on day (hats, sun glasses and shirt) Sun screen will be available from marshalling area Sun safe area allocated in grand stand 	B Kemp and venue staff	Prior to and during event


Excursion Coordinator 

Deputy Principal 

Date: / /

			<ul style="list-style-type: none"> Water available from grand stand area 		
Adverse weather conditions	Lightning strikes	Low 6	<ul style="list-style-type: none"> Weather to be monitored prior to and during the event In case of adverse weather event is to be cancelled If adverse weather occurs after the start of event, event is to be called off and students marshalled to grand stand area 	B Kemp and venue staff	Prior to and during event
Eating of Food	Food allergies / anaphylaxis	Low 6	<ul style="list-style-type: none"> Students with allergies to bring own food Water available from grand stand area Epipen to be provided by PDHPE staff Epipen brought with PDHPE staff Staff trained in First Aid 	B Kemp and PDHPE staff	Prior to and during event
Students with low level vision	Dangers hurting themselves on the track	Med 5	<ul style="list-style-type: none"> Students with vision difficulties to be paired up with a buddy to help guide them around the track To be given practice attempts and run through of field events if they would like to compete 	B Kemp All staff	Prior to and during event
<i>Plan prepared by: Ben Kemp</i> <i>Position: Sport Organiser</i> <i>Date: 10/5/21</i> <i>Prepared in consultation with:</i> <i>Communicated to: Goran Petkoski</i>					
Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.					

Excursion Coordinator 

Deputy Principal 

Date: 10/5/21

How serious could the injury be?	How likely is it to be that serious			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or Permanent Injury				
Long Term Illness or Injury				
Medical Attention & Several Days Off				
First Aid Needed				
Severity – is how seriously a person could be harmed			Likelihood – is an estimate of how probable it is for the hazard to cause harm	
<p>Legend</p> <p>1 and 2 Extreme risk; deal with the hazard immediately</p> <p>3 and 4 Moderate risk; deal with the hazard as soon as possible</p> <p>5 and 6 Low risk; deal with the hazard when able</p>				

Excursion Coordinator *AN*

Deputy Principal *[Signature]*

Date: / /