



SELF INSPECTION CHECKLIST – School Excursions

Safety Inspection – Identifies issues that can cause harm - a proactive management strategy that identifies and records circumstances and conditions (hazards) that may cause harm or create loss.

This **Self Inspection Checklist – School Excursions** is to be completed when **any** excursion is planned. For reoccurring excursions to the same venue, the form need only be completed once at the beginning of each semester/year as appropriate. This checklist can be modified to suit excursion type; however care must be taken to ensure all relevant information is retained.

The “Self Inspection Checklist – School” should be a pre-requisite to this checklist.

Workplace / Excursion site	PARLIAMENT HOUSE		
Inspection officer		Date	

Item	Question	Yes, No or N/A	Actions / Comments
MANAGEMENT SYSTEMS			
1	School Excursion Policy – readily available to staff and parents, and on the school website?		
2	Risk Assessment – are risks/hazards assessed, procedure completed, and registered? Is a preliminary inspection of excursion site undertaken to survey site appropriateness?	YES	Parliament House is fully compliant to all required risk assessment procedures.
3	OH&S – are all personnel informed of the OHS hazards relating to excursions?		
4	Consent form – are parents informed of all aspects of excursion? Parent Consent forms collected and registered prior to excursion taking place? Consent form includes parent contact/s in the case of emergency?		
5	Roles/Responsibilities – clearly allocated and understood by all attending personnel prior to commencement.		
6	Reporting – are there procedures in place in event of any accident, incident or near miss, while on excursion? Is parent notification included within these procedures?		
7	Clothing/Footwear – are staff and students aware of the appropriate and safe attire while on excursion?		
8	Licencing/Qualifications – are adequate staff skills updated, e.g. drivers licence, First aid etc.		
9	Safety Rules – is there a list of behavioural/safety rules for vehicle travel and excursions, and do students and parents sign these rules?		

Item	Question	Yes, No or N/A	Actions / Comments	
10	Emergency/relevant Phone numbers – do excursion leaders have lists of all emergency/relevant phone numbers?			
11	Swimming – has an adequate supervisor or lifeguard/student ratio been determined? Is there a set of rules/considerations associated with swimming/water activities? Where to swim/ not to swim?			
12	Missing/Lost students – are there emergency procedures?			
WORKPLACE AMENITIES at EXCURSION SITE				
13	Toilets/showers or equiv – are there adequate toilet, shower and hand washing facilities?	YES		
14	Meal/Tea rooms – are there adequate eating/drinking areas?	YES		
15	Drinking water – is there adequate drinking water supplies?	YES		
16	Rubbish bins – are they supplied, regularly emptied and cleaned?	YES		
FIRE, EMERGENCY and FIRST AID				
17	Emergency / Evacuation plans and instructions - developed for all contingencies and available to all staff?	YES	Parliament House has fully compliant emergency / evacuation procedures.	
18	Fire extinguishers – are they available and adequately accessible while on excursion?	YES		
19	Flammable materials – are they stored and handled away from heat in a manner that there is no risk of fire or danger?	YES		
20	First aid – access to kits, suitably stocked, signage for all treatments, kept clean, tidy and contents checked regularly. Gloves are included for first aid, blood injuries and biohazard procedures?	YES	Parliament House has compliant kits. All security staff are first aid trained	
21	Oral medication - First Aiders not to provide oral medication (e.g. <i>Panadol, ventolin</i>). Is a delegate to provide nominated?			
22	Student allergies – have students with allergies been identified by parents/guardians? Are there adequate First Aid contingency plans?			
23	Personal Protective Equipment - – Is the correct PPE provided?			
VEHICLES				
24	Policy - are staff aware of school policy on vehicles?			
25	School vehicles			
	• Vehicle registered/roadworthy/insured?			
	• Is the driver qualified and competent, licence sighted?			
	• Students supervised by someone other than driver?			
	• Appropriate number of students per vehicle?			

Item	Question	Yes, No or N/A	Actions / Comments	
	Private vehicles			
	• Vehicle registered/roadworthy/insured?			
	• Is the driver qualified and competent, licence sighted?			
	• Appropriate number of students per vehicle			
	• Seat belts for every passenger?			
ELECTRICAL <i>(The inspection officer should be familiar with the "Electrical Equipment Safety Inspection Checklist" prior to commencement of this checklist.)</i>				
26	Electrical power boards or outlets – do they have overload cut off switch? Are double adapters removed from workplace?	YES		
27	Electrical – are plugs, sockets, switches, extension leads kept in condition and maintained regularly?	YES		

Determining the Level of Risk

This document can be used to identify the level of risk and help to prioritise any control measures. Consider the consequences and likelihood for each to the identified hazards and use the table to obtain the risk level.

Further information regarding determining the level of risk can be found via the following link – http://www.det.nt.gov.au/education/policiesandforms/docs/self_inspection/risk_management_process.pdf

		Consequences				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Very High Probability	Low	Medium	High	Extreme	Extreme
	High Probability	Low	Medium	High	High	Extreme
	Equal Probability	Low	Medium	Medium	High	High
	Low Probability	Low	Low	Medium	Medium	High
	Very Low Probability	Low	Low	Medium	Medium	High

Principal's name		Signature		Date	
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Add information to the Risk Register and maintain records at the workplace.

Comments:

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