



**Special Events
School Charter
Airport Transfers
Corporate Transfers
Blue Mountains Tours**

**RISK ASSESMENT ANALYSIS
FOR GOOD AZ GOLD TOURS AND TRANSFERS
GENERAL BUS TRANSFERS AND TRANSPORT**

This assessment has been prepared by the management of Good AZ Gold Tours to assist teachers in their preparation of tours and general bus transport.

This Assessment is to be used as a generic guide only and may be modified and adjusted accordingly to suit the individual transfer or touring needs. Good Az Gold accepts no responsibility for its accuracy and /or any omissions.

**GOOD AZ GOLD TOURS AND TRANSFERS IS AN ACCREDITED TOUR OPERATOR
MINISTRY OF TRANSPORT ACCREDITATION NUMBER: 31442
GOOD AZ GOLD IS COVERED BY \$10,000,000 PUBLIC LIABILITY INSURANCE**

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Office: (02) 4573 6181 Fax: (02) 4573 6447 Mobile: 0408 973 267

P.O. Box 5587 Windsor South NSW 2756

www.goodAZgoldtours.com.au

A.B.N: 84 103 863 181 Accredited Tour Operator No: 31442

OHS Risk management plan pro forma

Excursion Coordinator		Group / Class	Number in group/class	
Location	Date of Excursion	Accompanying Staff		
Description and location of excursion		Parents, Caregivers, volunteers		
		Contact number		
Hazard / Risk Identification Type / Cause	Priority (severity and likelihood)	Risk Management Plan – Elimination or Control measures (Elimination Substitution Isolation Engineering Administration PPE)		
			Who	When
Boarding Coach	Unlikely	Ensure vehicle operators hold appropriate license and that vehicle is registered and insured		Prior to booking
Passenger safety	Unlikely	Enforce rules and monitor behavior Ensure seatbelts are worn	Teachers	On bus
Student/s misses bus to venue	Possible	Student/s is unable to attend excursion. Roll call taken on bus. See student is missing from class list	Teachers	As students board bus
Bus breaks down or has an accident	Unlikely	Other buses continue to venue. Staff to communicate via mobiles. Wait for new bus.	Teachers	If required
Student/s who have not paid/ have permission turn up to coach or venue	Unlikely	Roll call taken before getting on coach. Students without permission note or payment have parents contacted and do not go on trip.	Teachers	On boarding the bus
Student has accident on way from transport to event (knocked over by car, trips, falls into water, etc)	Unlikely	Staff to provide supervision between coach drop off point and function	Teachers	Between Coach and function
Student does not make it to event	Unlikely	Count numbers as students go	Teachers	Entering event
Function safety issues	Unlikely	Ensure operator holds appropriate license Ensure function operator holds appropriate license Ensure site has evacuation procedure		Prior to booking
Student has illness / accident	Possible	First Aid. Follow special needs / medical plan	Teachers	If required

		If medical attention is required, follow school plan		
Alcohol is consumed	Possible	Active supervision on all levels by teachers and security. Dry bar. Security aware of conditions of no alcohol. Any students found drinking will sit near a teacher away from the group for the rest of the trip. Parents will be informed on return	Teachers/Security	Check prior to booking
Student goes missing	Unlikely / possible	Active supervision on all levels by teachers	Teachers / Security	At all times
Student/s who have not attended excursion attempt to board bus	Unlikely	Roll call is taken as students board bus	Teachers	Board bus
On return to school, some parents are not present	Likely	Teachers to supervise and wait until all students have been collected by parents	Teachers	At school
On return to school students disappear	Unlikely	Teacher to supervise	Teachers	At school supervision at all times