



TRINITY COLLEGE | FOUNDATION
THE UNIVERSITY OF MELBOURNE | STUDIES

Trinity College Pathways School

Excursions – Policy and Procedure

Overview

Trinity College is affiliated with the University of Melbourne. The College consists of three divisions; the Pathways School, the Residential College and the Theological School.

The Pathways School delivers the Foundation Studies Program, Academic English Program, the Young Leaders Program and other short programs and conferences.

Trinity College is committed to providing a safe, secure, disciplined and good quality learning environment in which students can develop their talents, interests and abilities in a curriculum that fosters intellectual, physical, social and moral development.

Scope

This Policy and Procedure applies to staff and students at the Pathways School Foundation Studies Program, Academic English Program, Young Leaders Program and other short programs conducted by the school

This policy and procedure applies to all excursions organised by the Pathways School, including inner-city excursions and rural and regional excursions, whether in Victoria or interstate.

Purpose

The purpose of this policy is to provide a practical framework for the identification and control of risks associated with excursions and other approved activities which take place away from the school premises.

Definitions

ESOS Act – The *Education Services for Overseas Students Act* 2000, including the National Code of Practice 2007.

TCAEP – Trinity College Academic English Program

TCFS – Trinity College Foundation Studies

Excursions – part of the learning process

The Pathways School delivers a quality learning program in accordance with the requirements of the *Standards* issued under the *Education Services for Overseas Students Act* 2000. (ESOS Act)

Excursions are an integral and important part of the learning program.

In addition to excursions, as a way to facilitate better learning, the Pathways School also supports a Clubs and Societies Program which encourages students to organise their own community-building activities.

Hazards and risks

When planning an excursion it is important that any hazards and risks that may arise are clearly identified, assessed and managed.

Hazards and risks identified must be mitigated as far as is reasonably practicable. If this is not possible the excursion should not proceed.

If serious risks arise prior to or during the excursion, the excursion should be cancelled immediately. Participants must return to the school or to the safest place available until further arrangements are made.

Refer to attached *Risk Rating Tool* for information about hazard and risk identification and risk rating.

Principles

1. Students should be made aware that the Student Code of Conduct applies to excursions and that they are expected to behave appropriately at all times while on excursion.
2. As a general rule, an excursion should have an educational value. Staff must take into account the subject curriculum, available resources, the needs of students and the aims of the learning program.
3. Excursions must be fully inclusive and open to all students in the class or learning group.
4. The duty of care that Trinity College and the Pathways School has for students extends to excursions organised by the school. This duty of care cannot be delegated.
5. Other parties who may be involved in an excursion, such as parents, caregivers, volunteers or employees of other organisations have their own duty of care.
6. The Pathways School does not accept responsibility for any privately arranged extra-curricular activities.
7. Staff within TCFS must report to the Associate Dean, Teaching and Learning, any risks or situations that arise during an excursion that had the potential to cause harm to students. Staff within TCAEP must report to the Program Manager, any risks or situations that arise during an excursion that had the potential to cause harm to students. This will assist the Pathways School to better identify hazards and risks for future excursions.

8. Hazards that pose a serious risk to students at any stage during an excursion must be reported immediately by telephone to the Trinity College emergency contact number.

Steps to obtain consent and approval

1. To gain approval for an excursion, the responsible staff member must complete the required Form.
2. The Form is in three parts:
 - Part A** - Excursion Details
 - Part B** - Risk Assessment
 - Part C** - Information for Students.
3. Students participating in the excursion are given a copy of **Part C, *Information for Students***, which includes information about the excursion, directions on how to safely get to and from the excursion destination, transport arrangements or, if transport is not required, safe walking routes and any hazards and risks identified for the excursion.
4. Staff must not transport students to an excursion in their own vehicles.
5. The completed Form, i.e. Parts A, B and C, must be given to the Associate Dean, Teaching and Learning, for approval and sign off.
6. Before commencing an excursion, staff should ensure that they have a complete list of all students attending the excursion. The list should include their mobile telephone numbers.
7. Students must not leave the excursion earlier than the scheduled time unless permission has been granted by a staff member.
8. The maximum ratio of students to staff is 1 staff member to 30 students (1:30).

Rural, regional and interstate excursions – additional requirements

1. Staff must ensure that a first aid kit is available for excursions to rural, regional and interstate locations.
2. First aid kits are stored at the Gateway Building, HUB (2) in 715 SS LT2 closet (2).

3. The kits, referred to as the “*First Aid red/black Backpack*” kits, include an Epi-pen and Ventolin.
4. For these types of excursions, an electronic *Medical Information Form* must be completed by participating students.
5. This Form is used to capture current and detailed information about medical conditions that may pose a risk during the excursion.
6. To give students access to the Form, the staff member responsible for the excursion must notify the Pathways Nurse, who will send a link to the students in a group email.
7. The Pathways Nurse should be notified by email, at pathwaynurses@trinity.unimelb.edu.au when all students have completed the Form.
8. Prior to the excursion commencing, the Nurse will provide the staff member with a complete list of participating students with the “at-risk” students clearly marked.
9. This information must be taken into account during the risk assessment process.

Special arrangements for meeting/leaving from a staff member’s home

Where an excursion involves visiting the home of a staff member, prior approval must be obtained from the Associate Dean, Teaching and Learning (TCFS) or Program Manager (TCAEP).

Trinity College Pathways School Excursion Policy	
CRICOS Code	00709G
ABN	39 485 211 746
Date of current revision	February 2019
Topic	Excursions
Review date	February 2021
Business Owner	Dean, Pathways School
Authorising body	Trinity College Pathways School Executive
Audience	Public – Students, parents
Related, legislation and government departments	Department of Education and Training (Cth) Department of Home Affairs (Cth) Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) Overseas Students Ombudsman
Related policies, documents	Trinity College FS Student Code of Conduct Younger Students Policy and Procedure (under 18 years of age)
Notes	Students are bound by all applicable federal and state legislation.
Published	Website / portal



**Foundation Studies
Approval Form for Excursions**

Name of intake:

Name of excursion:

Location(s):

Date(s):

Name of teacher-in-charge:

EDUCATIONAL PURPOSE

EXCURSION DETAILS

Program outline, including:

- *Detailed daily itinerary (including morning, afternoon and evening activities)*
- *Supervision strategy for all aspects of the itinerary*
- *Alternative program in the event of changed circumstances*

Transport arrangements

Type of transports and seating capacity:

Is this activity part of the pre-approved budget for this financial year? If not please fill out the details below:

Budget	
<i>INCOME</i>	<i>EXPENDITURE</i>
Student Fee/Cost <i>Other income:</i>	Transport Food Staffing (additional) Entry fees Equipment / resources Other expenditure
Total income:	Total expenditure

STAFF

Supervising staff

Please list all staff who will be attending the excursion. Indicate those who have a current First Aid qualification.

DOCUMENTATION TO BE LODGED PRIOR TO DEPARTURE

This form is to be approved at least one week before the activity by a Pathways School Executive member. Please retain a copy for your records.

Acknowledgement by the Deputy Dean, Teaching and Learning, that all required documentation indicated on this form will be completed prior to the program starting.

Approved by:

Name

Signed

Date

Please refer to the Risk Ranking Matrix to determine level of risk and control measures.

It is your responsibility as the event organiser, to identify any hazards associated with the excursion, the risk of any harm and the measures that will be put in place to control those hazards and risks. This process is called **Risk Management**.

What is a Risk Assessment?

The process of identifying and determining the probability of harm to a student or staff member.

HOW TO DO A RISK ASSESSMENT

FIND IT

List all of the hazards or possible situations associated with the activity that may expose people to injury, illness or disease. List these hazards in the 'hazards' column of the template
Use experts or experienced people to advise you on your risk assessment.

ASSESS IT

Rate or assess what the 'likelihood' is of people being exposed to the hazard and what the 'consequences' could be as a result of the hazard occurring.
Use the **Risk Ranking Matrix** in the template to determine this.

FIX IT

Identify what practical measures could be put in place to eliminate or reduce the likelihood of the hazard occurring. This is where changes are made to the event to reduce the risks.
Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations.
Use the **Risk Ranking Matrix** to guide you as to what type of controls you could put in place to manage the hazards once you have assessed their risk.



Name of intake:

Name of excursion:

Location(s):

Date(s):

Name of teacher-in-charge:

EDUCATIONAL PURPOSE

EXCURSION DETAILS

Program outline, including:

- *Detailed daily itinerary (including morning, afternoon and evening activities)*
- *Supervision strategy for all aspects of the itinerary*
- *Alternative program in the event of changed circumstances*

Transport arrangements

Type of transports and seating capacity:

What students will need to bring.



Risk Rating Tool

Consequences Criteria

Consequence	Health and Safety Consequence Description
Insignificant	First aid only – no measurable impact or lost time
Minor	Medically treated injury Peer support for stress event
Moderate	Hospital treatment (outpatient), less than 3 days lost time Stress event requiring professional support
Major	Long term injury or illness (hospital admission) Possible permanent disability Stress event requiring clinical support
Severe	Fatality and/or permanent disability Stress event requiring extensive clinical support for multiple individuals

Likelihood Criteria

Likelihood	Description	Indicative Frequency
Almost Certain (>95%)	Expected to occur	Prone to occur regularly Is anticipated for each repetition of the activity or event
Likely (66 - 95%)	Probably will occur (“no surprise”)	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Possible (26 – 65%)	May occur at some stage	May occur several times across Foundation Studies or a region over a period of time
Unlikely (5 – 25%)	Would be surprising	May occur somewhere within Foundation Studies over an extended period of time
Rare (<5%)	May never occur	May occur somewhere, sometime (“once in a life time / once in a hundred years”)

Note:

1. The indicative frequency may be relevant when assessing risk related to repeated activities or when objectives are to be delivered over discrete period of time but should not be the sole basis for assessment.
2. Likelihood may also involve consideration of exposure (e.g. if you live in a glass house you may be more prone to broken windows).

Risk Rating Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	Extreme	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Low	Medium	Medium

Acceptability Chart

Extreme = Intolerable (without Executive Oversight)	Immediately consider whether this activity should cease. Any decision to continue exposure to this level of risk would be made at Dean level, would be subject to comprehensive analysis to generate a detailed risk treatment plan and be the subject of on-going oversight and high level review.
High = Tolerable (with continual Management review)	Consider whether this activity should continue. This decision would normally be made at senior levels, would be based on detailed analysis to generate a risk treatment plan and be subject to on-going review to ensure treatments remain effective and the benefits balance the risk.
Medium = Tolerable (with frequent risk)	Exposure to the risk may continue provided it has been appropriately assessed, has been mitigated to <i>As Low As Reasonably Practical</i> (ALARP) and is subject to frequent

owner review)	review to ensure the risk analysis and treatment remain valid. Permanent/long term actions to reduce the risk should be considered.
Low = Acceptable (with periodic review)	Exposure to this risk is acceptable but is subject to periodic review to ensure the risk does not increase and evolving treatment(s) or accepted standards do not vary.

How to control hazards

By determining the consequences and likelihood of risks occurring, you can now aim to eliminate, minimise and control the hazards.

Use the hierarchy of control system to minimise or eliminate exposure to hazards. It is a widely accepted system promoted by numerous safety organisations. Referring to the hierarchy will help you decide what controls to put in place to manage the hazards once you have assessed their risk level.

HEIRACHY OF CONTROLS	
ELIMINATION Eliminate the hazard	Remove or stop the hazard if possible, remove the cause or source of the hazard, by eliminating the machine, task or work process. <i>If this is not practical, then substitute.</i>
SUBSTITUTION Substitute the process	Use a less hazardous process- use a less-noisy machine for the task, or introduce a less-noisy work process. <i>If this is not practical, then engineer.</i>
ENGINEERING Change the equipment	Introduce enclosures and barriers around or between the hazard. Improve maintenance procedures. <i>If this is not practical, then:</i>
ISOLATION	Separate or isolate the hazard or equipment from people by relocation or by changing the operation. <i>If this is not practical, then administer</i>
ADMINISTRATIVE	Design and communicate written or verbal procedures that prevent the hazard from occurring. <i>If this is not practical, then PPE</i>
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Provide protective equipment appropriate to the risk. Provide training information and supervision to ensure that personal hearing protection is fitted, used and maintained appropriately. Equipment that protects the person exposed to the hazard.