

EXCURSION MANAGEMENT PLAN FOR COCKBURN ICE SKATING COCKBURN

PURPOSE OF THE EXCURSION

A recreational activity.

1. ASSESS THE RISKS

1.1 Assess the environment

Cockburn Ice skating is located approximately 20 km from the Camp School. It consists of one large rink, cafeteria area and seating for spectators.

- The facilities are clean and in good repair.
- There are adequate toilet facilities.
- Emergency lighting is installed in the building.
- Illuminated exit points from the main rink are installed.
- Disabled access throughout the centre.

1.2 Assess the transport arrangements

Schools are responsible for arranging their own transport to the centre.

1.3 Assess the student's capacity

Ice skating is suitable for all ages, however it is a high risk activity and teachers must be aware of student disabilities.

The site has provision for disabled access and has disabled toilets.

There is no access for wheelchairs on the ice.

1.4 Assess the capacity of the supervisory team

The Teacher in Charge is responsible for participants supervision at all times.

Cockburn ice rink staff provide no supervisory role, all have senior first aid and are identifiable by uniforms. They do not have police clearances.

1.5 Assess the involvement of external providers

Cockburn Ice Rink is open to the public and students will have direct contact with other skaters.

2.0 ESTABLISH SUPERVISION STRATEGIES

The Teacher in charge will establish and monitor supervision strategies for students.

3.0 DEVELOP MEANS OF IDENTIFYING EXCURSION PARTICIPANTS

Cockburn Ice Skating staff are clearly identified by their uniforms and badges.

A list of students and staff should be with the teacher and a copy at the Camp School.

4.0 PROVIDE INFORMATION AND SEEK CONSENT

Visiting schools are responsible for providing information to Parent/caregivers for their consent in accordance with DET policy *Excursions Off School Site Activities*

5.0 DEVELOP COMMUNICATION STRATEGIES

Cockburn Ice Skating has landline telephone communication and a PA system.

6.0 EMERGENCY RESPONSE PLAN

Cockburn Ice Skating has an Emergency Response Plan in place. A copy is kept on file at the Point Peron Camp School.

In the case of an emergency an alarm will sound. Staff will notify the public of the nature of the emergency and the need to evacuate. Emergency lights will be activated and Cockburn staff will check all areas and will identify exit points.

7.0 BRIEF STUDENTS AND SUPERVISORS

The Cockburn Rink staff will brief all participating students and staff at the beginning of the skating session on:

- Rules pertaining to skating safely.
- Location of equipment and facilities and services available;
- Consequences of breaching the rules;
- In and out of bounds areas;
- Emergency procedures, signals and assembly points;

It is the responsibility of the Teacher in Charge to ensure all participants arriving late are briefed on the facilities, evacuation strategies and assembly points.

8.0 RETAIN EXCURSION RECORDS

This is the responsibility of the school.

9.0 GAIN APPROVALS

This is the responsibility of the school.