

School Excursion Risk Assessment: The River Day

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Historic Rivermill has assessed the hazards of a River Day excursion and the controls our staff apply, set out below. Your school's teachers keep supervision and duty of care for your students throughout; our staff lead the activities. Complete the school section, add any control your group needs, and keep a signed copy for your school and parents.

At a glance

- **Supervision:** your staff supervise at your ratio (as a guide, about 1:5 for Prep to Year 2 and 1:10 for Year 3 and up, plus one adult for any student needing one-to-one support). Educators attend free.
- **Insurance:** \$20 million public liability; a Certificate of Currency is available on request.
- **Safety staff:** first-aid-qualified staff, first-aid kits and a defibrillator (AED) are on site.
- **Water:** all river and pond activity is done from the bank; no student enters the water.
- **Weather:** the day runs in weather, and a wet-weather reschedule is free.

Hazards and controls

Activity or area	Hazard and possible harm	Our controls	Your added controls
Feeding the animals (goats, sheep, alpacas)	Bites, jostling, animal germs	Feed only from the buckets provided; staff-led; gentle-hands rule; wash hands straight after	
Grooming the horses (Pasos, no riding)	Kick, bite, tread; serious injury	Run only by our horse specialist; safe-greeting lesson; one child at a time; we supervise, not teachers	
River, jetty and pond sessions	Falls into water; drowning; slips	All water activity from the bank, behind the jetty rail; never in the water; staff at the edge; no drinking river water	
Paths, slopes and steps	Trips and falls	Guided routes on maintained paths; walking only; slopes and edges pointed out at the briefing	
Weather (heat, storm)	Heat illness; lightning	Shade and water; hats and sunscreen asked for; storm closure; free reschedule	
Mill museum and heritage buildings	Machinery, steps, low beams	Staff-led; look, don't touch; group size managed per space	
Food and catering	Allergens; wildlife scavenging food	Allergy needs collected at booking; wash hands before eating; keep food covered	
Wildlife (birds, ticks, snakes, insects)	Bites and stings	Stay on the paths; closed shoes and long socks; snakes given space and reported to staff; first aid on site	
A child separates from the group	Child lost on a riverside site	Your staff headcount at every move; our staff carry radios and wear ID; reunion point set on arrival	
Injury or medical event	Delayed treatment	Your staff hold the first-aid duty and student medications; our kits and AED on site; staff can call 000; clear ambulance access	

Your school completes

School or centre	
Date of visit	
Year level(s) and number of students	
Supervising adults and ratio	
Students with medical, allergy or support needs, and the plan for each	
Lead teacher and mobile	
Emergency contact on the day	
Any additional controls for our group	
Teacher signature and date	
Principal or delegate approval and date	

Before you come

- Tell us any medical, allergy or support needs in advance.
- Students bring closed shoes, a hat, sunscreen and a water bottle.
- Bring your school first-aid kit and student medications.
- Brief your adults: keep your group together and headcount at each move; stay behind the jetty rail; gentle hands with animals; wash hands before eating.