



SCHOOL EXCURSION RISK ASSESSMENT

SCHOOL DETAILS

Complete the empty cells below. The MCC risk controls are pre-filled for you.

SCHOOL INFORMATION

PART A

SCHOOL NAME	
CAMPUS / SITE	
RESPONSIBLE TEACHER (NAME)	
TEACHER PHONE ON DAY	
YEAR LEVEL(S) ATTENDING	
EXCURSION DATE	
NUMBER OF STUDENTS	
NUMBER OF ADULT SUPERVISORS	
PRINCIPAL APPROVAL (NAME)	
SAL ENTRY COMPLETED (Y/N)	

VENUE INFORMATION

PART B

VENUE	Melbourne Cricket Ground (MCG) & Australian Sports Museum (ASM)
ADDRESS	Gate 3, Melbourne Cricket Ground, Yarra Park, East Melbourne VIC 3002
MCC CONTACT (EXCURSION ENQUIRIES)	contactus@australiansportsmuseum.org.au (03) 9657 8879
MCC SAFETY STANDARD	ISO 45001 certified
PUBLIC LIABILITY INSURANCE	MCC holds public liability insurance. Certificate of currency available on request.
CHILD SAFE STANDARDS	MCC complies with Victorian Child Safe Standards. All staff & volunteers hold a current Working with Children Check and complete annual child safety training.

EMERGENCY CONTACTS

PART C

EMERGENCY SERVICES

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MCC SECURITY (ON-SITE)

(03) 9657 8881

HOSPITAL NEAREST TO MCC

St Vincent's Hospital – 41 Victoria Parade, Fitzroy (03) 9231 2211

SCHOOL EMERGENCY CONTACT
(NAME & NUMBER)

EMERGENCY CONTACTS

PART D

MODE OF TRANSPORT TO MCC

TRANSPORT PROVIDER / BUS
COMPANY

DEPARTURE TIME FROM SCHOOL

RETURN TIME TO SCHOOL
(ESTIMATED)

MCC RISK CONTROLS

These controls are in place for every school visit.

This information satisfies standard school risk assessment requirements.

#	RISK CATEGORY	RISK / HAZARD	MCC CONTROLS ALREADY IN PLACE	RESIDUAL RISK RATING
1	Safety	Emergency Management	All MCC staff and volunteers have completed the safety induction program, including emergency plans and evacuation procedures. Security staff are trained in First Aid Level 3.	Low
2	Safety	Communication in Emergency	MCG Tour guides and ASM Tourism Services Officers carry radios or mobile phones at all times for immediate communication.	Low
3	Safety	Tour areas / unsafe zones	MCG Tours operate only within designated safe areas. Group numbers are restricted to ensure supervision manageability in emergencies.	Low
4	Safety	Visitor safety in ASM	The Australian Sports Museum complies with all building code safety requirements. Design is informed by the Australian Standard for playground equipment.	Low
5	Safety	Student supervision	School groups must be supervised by an appropriate number of school-appointed supervisors at all times. MCC staff support supervision throughout.	Low
6	Child Safety	Child safe standards	All MCC staff and volunteers hold a current Working with Children Check and complete annual child safety training covering appropriate engagement, responding to, and reporting incidents.	Low
7	Child Safety	Staff screening	All MCC Australian Sports Museum Front of House employees and volunteers are required to hold a current Working with Children Check.	Low
8	Safety	Weather / outdoor areas	MCG tour routes are planned with shelter in mind. Staff monitor conditions and can adjust tour routes or timing. Students should bring hats, sunscreen and water.	Low
9	Safety	Crowd / public interaction	Tours are conducted on non-event days or in controlled areas. Group numbers are restricted for manageability.	Low
10	Safety	Injury / first aid	MCC Security staff trained in First Aid Level 3 are on site. First aid facilities are available throughout the MCG. MCC holds public liability insurance.	Low
11	Safety	Evacuation	MCG Tour guides brief all groups on evacuation procedures and emergency protocols prior to commencing the tour.	Low
12	Wellbeing	EEO / discrimination / bullying	All MCC staff and volunteers complete regular EEO training covering workplace discrimination, harassment, bullying and Child Safe Standards.	Low

STUDENT REGISTER

Complete all yellow cells.

This will help your supervisors manage medical needs on the day.

#	STUDENT FULL NAME	CLASS / YEAR	PRESENT? (Y/N)	ANAPHYLAXIS (Y/N)	ASTHMA (Y/N)	OTHER ALLERGY / MEDICAL	ADDITIONAL NEEDS / NOTES
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STUDENT REGISTER

Complete all yellow cells.

This will help your supervisors manage medical needs on the day.

#	STUDENT FULL NAME	CLASS / YEAR	PRESENT? (Y/N)	ANAPHYLAXIS (Y/N)	ASTHMA (Y/N)	OTHER ALLERGY / MEDICAL	ADDITIONAL NEEDS / NOTES
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SCHOOL-SPECIFIC RISKS

Add any additional risks relevant to your group.

Use this sheet to record any risks specific to your students (e.g. mobility needs, individual medical conditions, behavioural considerations).

#	RISK CATEGORY	RISK / HAZARD	YOUR CONTROLS / STRATEGIES	RISK RATING
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3				
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SCHOOL-SPECIFIC RISKS

Add any additional risks relevant to your group.

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#	ACTION	✓	NOTES
1	Risk assessment completed and approved by principal		
2	Student activity recorded in school system (e.g. COMPASS / CEVN)		
3	SAL (Student Activity Locator) entry completed (mandatory for government schools min. 5 business days prior)		
4	Informed consent obtained for all students attending		
5	Students briefed on expectations, behaviour and safety procedures		
6	Up-to-date medical information obtained from parents/carers		
7	All supervisory staff briefed on students' medical conditions (anaphylaxis, asthma, diabetes, epilepsy, heart conditions)		
8	All supervisory staff aware of students requiring additional behavioural or learning support		
9	Appropriate first aid kit and student medications packed		
10	Supervision ratios confirmed as appropriate		
11	Transport confirmed and booked		
12	Emergency contact numbers saved and accessible on the day		
13	Students reminded to bring: hat, sunscreen, water bottle, comfortable footwear		
14	MCC risk controls reviewed (see 'MCC Risk Controls' tab)		
15	Working with Children Check confirmed for all accompanying volunteers		
16	School's emergency contact person confirmed and briefed		
17	Post-excursion review scheduled		