

**Off-Site Activities Procedure – Box Hill Institute**

Related Policy	Off –Site Activities Policy	
<b>Procedure: N.B. This procedure should be read in consultation with Off-Site Activities Guidelines</b>		<b>Responsibility</b>
<p><b>1. Obtain In-Principle Support</b></p> <p>a) The activity organiser should discuss the concept of the activity with their accountable manager</p> <p>b) If the Manager/Centre Manager gives verbal in principle support the activity organiser should proceed with organising the activity</p> <p>c) Where high risk or extreme activities listed in the attached guidelines are contemplated, the support of the accountable General Manager/ Executive Director should be sought</p>		<p>Activity organiser</p> <p>Manager/Centre Manager</p> <p>General Manager/Executive Manager</p>
<p><b>2. Organising Activity</b></p> <p>The activity organiser will:</p> <p>a) determine the number of learners to be involved in the activity</p> <p>b) Determines the number of staff and/or external specialist personnel are required by referring to guidelines</p> <p>c) Decides itinerary for the activity</p> <p>d) Considers accessibility of the activity to all learners and makes any reasonable adjustment indicated to support participation by liaising with Learner Support Services as appropriate</p> <p>e) Considers and decides on the most appropriate transport arrangements for the activity including consideration of the following:</p> <ul style="list-style-type: none"> <li>• Learners making their own way to the activity</li> <li>• Hired transport such as buses or Institute owned vehicles.</li> <li>• Private vehicles are NOT to be used in except in a medical emergency where no hired or Institute vehicle is available</li> </ul> <p>f) For adventure, and/or high risk activities identify and engage appropriately qualified and accredited instructors as stipulated in the Off-Site Activities Guidelines, giving consideration to the particular details of the event in that the ratios are minimum standards.</p> <p>g) For adventure and/or high risk activities consult with the Executive Manager, Risk Management</p> <p>h) Prepare and have endorsed by Manager:</p> <ul style="list-style-type: none"> <li>• Off-Site Request Form</li> <li>• Safety Management Plan</li> </ul> <p>i) When preparing Safety Management Plan for adventure/high risk activities the following should be included:</p> <ul style="list-style-type: none"> <li>• The whereabouts and contact details of the emergency services</li> <li>• Provision for providing local police and/or park rangers with an itinerary and emergency contact details</li> <li>• Emergency plans for contingencies. E.g. Bush fire, avalanche, etc</li> </ul> <p>j) Ensure all learners complete and submit Off-Site Activity</p>		<p>Activity Organiser</p> <p>Manager/Centre Manager</p> <p>EM Risk Management</p> <p>Activity organiser</p> <p>Activity Organiser</p>

<p>Consent Form at least five working days prior to the scheduled activity. Where learners are under 18 and living with a parent/guardian, the parent/guardian consent should be obtained.</p> <p>k) Bring to the attention of their manager any medical issue (allergies, medication, etc) which may need to be included in the Safety Management Plan</p> <p>l) Ensures that their manager has copies of the Learner Consent form, and additional medical details and Safety Management Plan in case of emergencies.</p>	<p>Manager/Centre Manager</p>
<p><b>3. Conducting the Activity</b> When conducting the activity:</p> <p>a) All reasonable steps should be taken to protect the safety of staff, learners and the general public by ensuring staff are fully briefed on possible risks including learner allergies and/or medication requirements.</p> <p>b) Requisite staff are deployed to supervise learners throughout the activity keeping to the staff/learner ratios in the Safety Management Plan</p> <p>c) Staff should adhere to the Institute Staff Code of Conduct</p> <p>d) Learners are made aware that they are required to adhere to the Learner Code of Conduct during the duration of the activity</p> <p>e) The activity organiser will ensure they take copies of all relevant documentation including Learner Consent forms, and medical information and Safety Management Plan on the activity</p>	<p>Activity organiser/leader</p>
<p><b>4. Emergency Management</b> In the event of an emergency including but not limited to an accident, natural disaster, substantial change of plans or lengthy delay:</p> <p>a) Call 000 if appropriate to alert emergency authorities</p> <p>b) Implement relevant sections of Safety Management Plan</p> <p>c) Contact accountable Manager who will inform their manager depending on circumstances of the enforceable event. The General Manager Health Sciences, Access &amp; Students (BHI) or the General Manager Program Delivery should be notified if the issue is of a serious nature such as major injury, death or where a learner is missing.</p> <p>d) Where necessary, parent/guardians or emergency contacts should be contacted.</p> <p>e) Staff should <u>not</u> comment directly to the media if requested. All media enquiries should be referred to the Executive Director, Student Recruitment and Marketing</p>	<p>Activity organiser/leader</p> <p>Manager/Centre Manager</p> <p>GM, Health Science, Access &amp; Students/GM Program Delivery ED Student Recruitment and Marketing</p>
<p><b>Approval Body</b></p>	<p>CEO</p>
<p><b>Document ID</b></p>	<p>PROSA19A      Dated 30 January 2013</p>
<p><b>Amendment</b></p>	<p>10 May 2019 by Academic Quality Assurance Officer – Minor Administrative changes to remove reference to ‘BHIG’ and ‘CAE’</p>