

## Incursion with the I Dig Archaeology! program: Risk Management Plan

Name of school:  
 Name of principal:  
 Description and location of excursion: Portable simulated excavation brought the school grounds by I Dig Archaeology!  
 Date(s) of excursion:

Group/class: \_\_\_\_\_ Number in group/class: \_\_\_\_\_  
 Name of excursion coordinator: \_\_\_\_\_  
 Contact number: \_\_\_\_\_  
 Accompanying staff, parents, caregivers, volunteers: IDA program director, classroom teacher

Activity	Hazard Identification Type/Cause	Risk Assessment Use matrix	Elimination or Control Measures	Who	When
<b>Participation in the simulated excavation</b>	Change in weather conditions	5	<ul style="list-style-type: none"> <li>Check weather forecast day prior to, and day of incursion. Prediction of severe adverse weather conditions may mean a postponement or cancellation of the incursion. IDA educator to make contact with class teacher to discuss planning if this is a possibility.</li> </ul>	IDA educator	Day before incursion
			<ul style="list-style-type: none"> <li>Ask students to bring raincoats and/or umbrella for incursion.</li> </ul>	Class teacher	Day of incursion
	Exposure to sun	3	<ul style="list-style-type: none"> <li>Ensure students are given a copy of the IDA safety guidelines which has specific requirements for sun protection while participating in the incursion.</li> </ul>	Class teacher	A few days before the incursion
			<ul style="list-style-type: none"> <li>Ensure all students have the minimum sun safety measures for participation: sunscreen and a hat, and seasonally appropriate, yet protective clothing.</li> </ul>	IDA educator	Day of incursion
			<ul style="list-style-type: none"> <li>Keep high protection sunscreen onsite and available for student use if necessary.</li> </ul>	IDA educator	Day of incursion
			<ul style="list-style-type: none"> <li>Offer those students suffering adversely from sun exposure the opportunity to rest, recuperate and rehydrate in the shade.</li> </ul>	IDA educator	Day of incursion
	Dehydration	3	<ul style="list-style-type: none"> <li>Ensure students have access and opportunity to drink water throughout the duration of the program.</li> </ul>	Class teacher	Day of incursion
	Uneven area for excavation – trip/fall	4	<ul style="list-style-type: none"> <li>Brief students on safe manner of moving around the trailer, being mindful of the others in their team and other teams who are carrying out non-excavation activities. Students are closely monitored to ensure they are moving safely around the site.</li> </ul>	IDA educator	Day of incursion

			<ul style="list-style-type: none"> <li>Carry first aid kit and administer first aid where appropriate.</li> </ul>	IDA educator	Day of incursion
	Allergic reactions (insect stings/bites)	4	<ul style="list-style-type: none"> <li>Ensure area set-out for excavation is not in close proximity to large garden beds or other areas of high insect activity.</li> <li>Remind students to be aware of insects and the like while excavating. Report any incidents to the class teacher or IDA educator.</li> <li>Monitor students for any signs of discomfort or allergic reaction.</li> <li>Carry first aid kit and administer first aid where appropriate.</li> </ul>	IDA educator IDA educator IDA educator IDA educator	Day of incursion Day of incursion Day of incursion Day of incursion
	Student collision with excavation trailer	4	<ul style="list-style-type: none"> <li>Give clear instructions to students of the potential hazards around the trailer such as protruding handles and tow ball, and corners and edges.</li> <li>Monitor students to ensure they use safe practices when manoeuvring around the trailer.</li> <li>Carry first aid kit and administer first aid where appropriate.</li> </ul>	IDA educator IDA educator IDA educator	Day of incursion Day of incursion Day of incursion
	Injury from use of excavation equipment	3	<ul style="list-style-type: none"> <li>Ensure students are given a copy of the IDA safety guidelines.</li> <li>Ensure all students are wearing protective footwear.</li> <li>Give clear instructions and demonstrations on the correct and safe use of excavation equipment. Any student using equipment inappropriately, in a way that could be harmful to themselves or other students, or in a way that may damage the equipment will be given a verbal warning. If the student infringes a second time, the student will be removed from the excavation.</li> <li>Monitor students to ensure they use safe practices when using excavation equipment.</li> <li>Carry first aid kit and administer first aid where</li> </ul>	Class teacher IDA educator IDA educator IDA educator IDA educator	A few days prior to incursion Day of incursion Day of incursion Day of incursion Day of incursion

			appropriate.		
	Soreness from physical nature of the activity	5	<ul style="list-style-type: none"> <li>Monitor students to ensure no-one is suffering adversely from participation.</li> <li>Offer students the opportunity to take breaks from physical tasks if they are finding it overly demanding.</li> </ul>	IDA educator	Day of incursion
	Dirt/dust in eyes	3	<ul style="list-style-type: none"> <li>Remind students that there is the likelihood that at least some dirt and dust will be flying around, and this is a normal part of excavating.</li> <li>Advise students that it would be beneficial for them to wear protective eyewear (such as sunglasses) as it not only gives them a measure of protection against the sun, but also against dirt and dust.</li> <li>Offer the use of protective goggles to any student who wishes to use them.</li> <li>Carry first aid kit and administer first aid where appropriate.</li> </ul>	IDA educator	Day of incursion
				IDA educator	Day of incursion
				IDA educator	Day of incursion
<b>Participation in the post-excavation artefact processing</b>	Injury from artefact handling or use of drawing equipment	4	<ul style="list-style-type: none"> <li>Give clear instructions and demonstrations on the careful handling of artefacts, particular those which may be broken or damaged, eg. pottery.</li> <li>Give clear instructions and demonstrations of the correct and safe use of drawing equipment.</li> <li>Carry first aid kit and administer first aid where appropriate.</li> </ul>	IDA educator	Day of incursion
				IDA educator	Day of incursion
				IDA educator	Day of incursion
<b>General</b>	Existing student medical condition	1	<ul style="list-style-type: none"> <li>Prior to incursion, participating school staff familiarise themselves with the medical plan of students at risk, in particular the section related to the student's needs on an incursion/excursion. This information is then relayed to the IDA educator.</li> <li>Ensure that a staff member who has undertaken emergency and anaphylaxis training is available at school on the day of the incursion. [N.B. IDA educators have undertaken the DEC emergency e-training and anaphylaxis training]</li> </ul>	Class teacher	A few days before incursion.
				Class teacher	Day of incursion

	Poor student behaviour	6	<ul style="list-style-type: none"> <li>Teachers should maintain direct supervision of students at all time, and are ultimately responsible for their behaviour.</li> <li>Students are required to follow the instructions of the IDA educator at all times.</li> </ul>	Class teacher	Day of the incursion
	Use of culturally sensitive material	5	<ul style="list-style-type: none"> <li>Students should be informed that there may be material used in the simulation which may be culturally sensitive, or potentially cause distress, eg. animal bones found in the hearth area may cause distress for some students; for Muslim students, it should be understood that the bones come from animals that were slaughtered using halal methods.</li> </ul>	IDA educator	Day of the incursion
	Amenities for students	6	<ul style="list-style-type: none"> <li>Students are reminded where the toilet facilities are.</li> </ul>	Class teacher	Day of incursion
<p><i>Venue and safety information reviewed and attached: <b>No – as the venue is the school.</b></i></p> <p><i>Plan prepared by: Melissa Sorial</i> <span style="margin-left: 150px;"><i>Position: I Dig Archaeology Program Director</i></span> <span style="float: right;"><i>Last updated: 28<sup>th</sup> June 2014</i></span></p> <p><i>Prepared in consultation with:</i></p> <p><i>Communicated to:</i></p>					
<p><b>Monitor and Review</b> - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.</p>					

## EQUIPMENT

All equipment used in the I Dig Archaeology! program is clean and in good repair. No faulty or damaged equipment will be used. If students or teachers should identify any equipment that is not fit for use, they should inform the IDA Educator immediately.

Following is a table listing the equipment and artefacts used in each part of the program:

Excavating and recording equipment	Safety equipment	Artefacts	Drawing and scientific equipment
Excavation trowels, small trowel with square, archaeology picks (similar to dental picks), buckets, plastic scoops, archaeology brushes, paint brushes (various sizes), plastic coarse sieve, stainless steel fine sieve, plastic sandwich bags, heavy duty paper bags, tape measures, string, line levels, plumb bob, drawing frame (wooden with tacks and string), hand lens', photographic scales, toothbrushes, nail brushes, i-pads, pens and pencils. Excavation matrix: river sand, pebbles (<5mm), sandstone rubble, sandstone/brick architecture, charcoal	Plastic goggles, thick cotton gloves	Including any of the following: Plastic skeletal remains, pottery (intact and broken vessels), clay figurines, beads (carnelian, lapis, agate, horn, bone, faience, shell, ostrich egg, soapstone, bronze, copper), shells (food and jewellery), bronze and copper objects (rings, bangles, clothing pins), stamp seals, ostrich egg vessels, barley and date seeds, charcoal fragments, animal bones (lamb, goat).	Callipers (curved and ruler), French curves, set squares, rulers, compass sets, diameter wheels, lead pencils, erasers, pens, markers, drawing film, greaseproof paper, plastic artefact trays, hand-held microscope, SLR camera and tripod, perspex mount

## **SUPERVISION**

Students will be under the direct supervision of the class teacher and the IDA Educator at all times. Students should adhere to the safety procedures which are provided to schools prior to program visit. On the day of the visit they will also be provided with clear behavioural boundaries, and instructions for safe methods for use of equipment. Use of this equipment will be closely supervised throughout the day.

## **FIRST AID AND EMERGENCY TRAINING**

Educators in the IDA program have had first aid training, and keep a first aid kit with them at all times in case of an accident or emergency. Educators have also completed the DEC training in e-Emergency training and e-training in anaphylaxis.

## **WORKING WITH CHILDREN CHECK**

All educators with the IDA program have undergone the new Working with Children check. A copy of the clearance letter can be provided to schools upon request.

## **INSURANCE**

I Dig Archaeology! has public liability insurance to the value of \$10 million. A copy of the Certificate of Currency can be provided to schools upon request.