

Regular and Non-Routine Excursions - Risk Management Plan (must be undertaken prior to the excursion taking place)

Educator's Name:.....

Excursion from: to:	Date/day:	Proposed number of children and their ages attending excursion:
Proposed activities:		Names of any volunteers:
		Does this excursion require a higher educator to child ratio?
Means of transport:	Child restraint check is current and the vehicle does not exceed the approved passenger capacity	
Estimated time for the excursion (from and to):	Proposed route: (attach sheets)	

Potential Hazards	Actual Hazards	Risk assessment (use matrix)	Elimination/control measures	Who by?	When?
Any water hazards? either on the proposed route or accessible to children at the destination?					
Traffic Hazards eg. Do you need to cross or walk alongside roads? Any parking risks?					
Supervision How easy is it to actively supervise children in the area?					
Sun Safety Are there places for children to play in the shade? Hats and sunscreen available?					
Play Equipment Is the play equipment suitable for the age and stage of development of children in your					

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care? Are there potential fall heights that will need extra supervision? Condition of soft fall surfaces?					
Animals, snakes, biting insects Could they be present in the surrounding area?					
Hazard Check Is there potential risk of syringes, glass, sharp objects, faeces, other personal hygiene/protection products?					
Health and Hygiene Are there toilets safely available for children to access? Are there opportunities for children to wash hands? Are there nappy change facilities?					
Weather? Management of Wind/Rain/Heat/Storm condition					
Any other risks that children may be exposed to during the excursion:					
	Actual Hazards	Risk assessment (use matrix)	Elimination/control measures	Who by?	When?

What benefits to learning will there be for children?			
What are your COVID19 management strategies for the excursion? (eg. sanitising, social distancing)			
How do you account for each child and that children are seated and secure in age appropriate restraints?			
Describe the procedures for embarking and disembarking the vehicle; (include how each child is accounted for in embarking and disembarking)			
Describe the process for entering and exiting the service premises and the pick-up location or destination (as required); (include how each child is accounted for)			
Venue safety information reviewed and attached if applicable.			
Plan Prepared By: (Educators Name) Date:		Review date:	
Excursion checklist			
<ul style="list-style-type: none"> ○ List of children involved in the excursion ○ Contact information for each child ○ Medical information for each child 	<ul style="list-style-type: none"> ○ First Aid Kit ○ Water/Snacks 	<ul style="list-style-type: none"> ○ Mobile phone/other means of communication with the service and emergency services 	<ul style="list-style-type: none"> ○ Emergency medication and risk management plans available if required ○ Other Items (please list)
Reminders: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

***Please use the matrix to determine the excursion's overall risk**

Key: 1= low 2= medium 3= considerable 4= high 5= extreme 6= don't even think about it

Risk matrix – a guide to assessing risk						
CONSEQUENCE						
LIKELIHOOD		Insignificant	First Aid needed (minor)	Medical attention and time off from work/care (moderate)	Serious injury or long term illness (major)	Kill or cause permanent damage (catastrophic)
	Very unlikely; could happen but probably never would	1	1	1	1	3
	Unlikely could happen, but very rarely	1	1	1	2	3
	Possibility of happening	1	1	2	3	4
	Likely could happen sometime	1	2	3	4	5
	Very likely; Could happen anytime	2	3	4	5	6