

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

Educator Name:		Contact Number for Educator During Excursion:		Regular Excursion <input type="checkbox"/>
Excursion Proposed:		Proposed Number of Children Attending:		
Contact Numbers:	Clarence Children's Services: 6217 9610 Program Coordinator: 6217 9616	Number of Parents / Educators / Volunteers / Office Staff:		Non-Routine Excursion <input type="checkbox"/>
Proposed Date of Excursion:		Assessment Date:		

Proposed Route and Duration of Transportation	"See Attached Map – With Proposed Route Clearly Marked"	Departure Time from the Educator's Home: Depart Time from the Venue to Educator's Home: Proposed Arrival Time back to the Educators Home:	
Process for entering and exiting Educator's Home for excursions:	<ul style="list-style-type: none"> • Before leaving the home, a role call will be completed to ensure all children are accounted for • On arrival to the venue a head count will be done to check all children made it to the destination. • Before leaving the venue, a roll call will be completed to ensure that all children are ready and accounted for • Returning to the Home children will be head counted to ensure all children have returned 		
Procedure for embarking and disembarking the means of transport, including how each child is accounted for:	<ul style="list-style-type: none"> • Children embark the vehicle; children are supervised whilst in the vehicle • At the venue children will disembark the vehicle directly in front of the venue. • Children will embark at the venue in the carpark directly in front of the entrance • Children will be delivered back to the home. • Educators supervise children at all times while transitioning to a vehicle. 		
Proposed drop off and pick up locations: (Address)		Transport type: (Educator Car / Walk / Bus etc.)	

Excursion Checklist: Tick

Parents Signed Permission forms	<input type="checkbox"/>	Office Notified of Excursion	<input type="checkbox"/>	First Aid Kit	<input type="checkbox"/>	Mobile Phone	<input type="checkbox"/>	Sun Protection	<input type="checkbox"/>	Medication / Action Plans	<input type="checkbox"/>	Emergency Contact Numbers	<input type="checkbox"/>
Sanitary Items	<input type="checkbox"/>	Children's bags (if applicable)	<input type="checkbox"/>	Children's Change of Clothes	<input type="checkbox"/>	Meal / Snacks (if applicable)	<input type="checkbox"/>	Weather / UV	<input type="checkbox"/>	Other (Please List):			

Proposed Activities / Benefits of Learning for Children:

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RISK MATRIX			
LIKELIHOOD	CONSEQUENCES		
	Insignificant / Minor <i>(Potential to cause minor injury / require first aid treatment.)</i>	Moderate <i>(Potential to cause serious injury / require medical treatment / outpatient hospitalisation.)</i>	Major / Catastrophic <i>(Potential to cause serious ill health / extensive injuries / disability / death,)</i>
Rare <i>(May occur only in exceptional circumstances.)</i>	LOW (L1) 1	MODERATE (M2) 2	HIGH (H3) 3
Unlikely <i>(Could occur at some time.)</i>	LOW (L2) 2	MODERATE (M4) 4	HIGH (H6) 6
Moderate <i>(Might occur at some time.)</i>	MODERATE (M3) 3	HIGH (H6) 6	HIGH (H9) 9
Likely / Almost Certain <i>(Will probably occur in most circumstances.)</i>	HIGH (H4) 4	HIGH (H8) 8	HIGH (H12) 12

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Excursion Activity	Hazards	Risk Rating	Standard Controls	Risk Controls to be Applied by WHO	Risk Controls to be Applied by WHEN	Revised Risk Rating	Safe to Proceed
All Activities	Supervision		<ul style="list-style-type: none"> Regular head counts and roll calls during the excursion. <ul style="list-style-type: none"> Where children are attending an excursion, particular attention to supervision and the regular monitoring of the children in attendance is required to ensure all children are accounted for, especially during transition times, at the venue, toileting, departure from the service and conclusion of the excursion. All children are to be within sight and/or hearing of an Educator at all times. Educator must have an awareness of the location of children at all times, including when children are in the toilets. The Educator is responsible for directing other participants in regard to supporting children and have the overall responsibility for ensuring that children are safe. The Educator is responsible for ensuring that they actively supervise children in their care at all times. Supervision of excursions must adhere to the National Quality Standard for Early Childhood Education and Care and School Age Care and the Education and Care Services National Regulations. 	Educator	<ul style="list-style-type: none"> Prior to departure During excursion On return to home 		Ok
All Activities	Medical Conditions: <ul style="list-style-type: none"> Allergies Asthma Anaphylaxis 		<ul style="list-style-type: none"> Ensure all children with allergies/asthma have action plans in place. Action Plans, emergency contact details and any medications/ EpiPen's are taken on excursions. Expiry dates of medications/EpiPen's are to be checked prior to departure. Educator holds a current approved first aid qualification, including anaphylaxis and asthma management. Encourage children to seek help from an Educator if experiencing any symptoms. Minimise the risk of exposure during the excursion by considering which activities the children will engage in during the excursion. 	Educator Scheme Staff	<ul style="list-style-type: none"> During enrolment process Prior to departure If incident arises 		Ok
All Activities	Members of the public		<ul style="list-style-type: none"> Discuss with children prior to departure talking about personal safety. Educators to supervise the children actively and effectively. Educator to inform members of the public not to take children's photographs. Educator to make decision and remove group if they feel a member of the public is a threat to children's safety. 	Educator	<ul style="list-style-type: none"> Prior to departure During excursion 		Ok
All Activities	Lost/Missing Child		<ul style="list-style-type: none"> Discuss with children talking about boundaries and expectations and the importance of staying with the group and within the Educator's sight. Regular head counts and roll calls during the excursion. Supervise children at all times. Scheme staff alerted to situation and decision made how to proceed. 	Educator Scheme Staff	<ul style="list-style-type: none"> Prior to departure During excursion 		Ok

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All Activities	Incident / Injury		<ul style="list-style-type: none"> Ensure First Aid Kit contents are complete, and everything is within date. Brought on excursion, including ice packs. Ensure children are wearing suitable footwear and clothing for proposed excursion. <ul style="list-style-type: none"> If necessary, a message is to be sent to families on the day prior to excursion as a reminder of required items Educator holds a current approved first aid qualification, including anaphylaxis and asthma management. Appropriate and effective supervision during the excursion. Explain rules and boundaries of each site to children prior to departure. Inform Scheme Staff of any serious incidents. Inform Scheme Staff if assistance is required. 	Educator	<ul style="list-style-type: none"> Prior to departure During excursion 		Ok
Destination	Crossing roads to access the venue		<ul style="list-style-type: none"> Speak with children about road safety at group time. Supervise children at all times near roads. When walking along footpaths, use safe crossing places (pedestrian crossings, traffic lights) as an example for children to follow. <ul style="list-style-type: none"> Talk about signs and traffic lights and the safe places to cross. Point out dangerous places and where not to cross – near curves and where things might hide children from view. Educator to discuss what they are doing prior to crossing roads, setting the example; Stop, Look, Listen and Think. Explain words like “fast”, “slow”, “near” and “far”. Use Strategies like holding hands and pairing children together or the use of a pram where appropriate. 	Educator	<ul style="list-style-type: none"> Prior to departure Review safest route prior to excursion During excursion 		Ok
Destination	Toilets		<ul style="list-style-type: none"> Hazard Identification Check completed by Educator of bathroom/toilet facilities upon arrival to venue: <ul style="list-style-type: none"> Educators must ensure that adequate toilet, washing and drying facilities are provided for safe use by children at venue. Educator must accompany child/ren to toilet area. Ensure that the toilet is safe and vacant. Ensure that the group remains together, and all children are supervised when transitioning to and from bathrooms. 	Educator	<ul style="list-style-type: none"> During excursion 		Ok
Destination	Event arrangement / Changes in physical environment.		<ul style="list-style-type: none"> In the unlikely event that this excursion may need to be cancelled due to wet weather the Educator and children will collaboratively come up with an alternative plan for the day. Communication with all families will take place to inform them of the change of plans including why the original plan has changed and what the new plan may be. Any questions or concerns from the families will be addressed appropriately. 	Educator Scheme Staff	<ul style="list-style-type: none"> On the event of this excursion being cancelled. On arrival to the Destination 		Ok

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			<ul style="list-style-type: none"> On arrival at the destination if the environment has changed and does not appear to be safe, the Educator will inform the Scheme Staff that the excursion has been cancelled due to safety concerns (if in doubt of the safety of the activity, consult the Scheme for advice). 				
Excursion Activity	Hazards	Risk Rating	Standard Controls	Risk Controls to be Applied by WHO	Risk Controls to be Applied by WHEN	Revised Risk Rating	Safe to Proceed
Destination	Play Equipment		<ul style="list-style-type: none"> Educators are to support younger children to use equipment that is suitable for their stage of development. Educators are to supervise areas of higher risk: swings, slides etc. Check equipment is in good repair. If the equipment is broken or damaged, instruct children not to use. Educators conduct safety check of grounds prior to use (Hazards such as: broken glass, holes etc.). Make grounds safe if able or cancel excursion if required. 	Educator	<ul style="list-style-type: none"> During excursion 		Ok
Any Site Specific and Additional Risks Identified by Educator for This Excursion:							
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Personnel Qualifications and Experience Required:	Educator holds a minimum of a Certificate 3 or Working Towards, Educator holds current first aid training certificate.	Relevant Standards:	National Quality Standards: - 1.1.1, 1.2.1, 1.3.1, 1.3.3, 2.2.1, 2.2.2, 6.2.3, 7.1.2 National Regulations: - 73, 74, 75, 76, 98, 100, 101, 102, 274a		
Risk Assessment Conducted By:		Excursion Checklist Completed By:			
Excursion Risk Assessment Was Written By:	<i>This risk assessment is developed by Clarence Children's Services and in consultation with:</i>	Who Was part of the Consultation Process in Developing this Excursion Risk Assessment (If Applicable):			
Comments / Additional Information:					
Educator Name:		Educator Signature:		Date:	
Scheme Staff Name:		Scheme Staff Signature:		Date:	