## Attachment 2: Excursion, incursion and regular outing risk assessment and management plan

A risk assessment must be completed before children are taken out of the education and care service premises on an excursion, incursion or regular outing.

The risk assessment must identify and assess risks that the excursion, incursion or regular outing may pose to the safety, health or wellbeing of any child involved, and specify the strategies for minimising and managing the identified risks (Regulation 101).

To complete the risk assessment and management plan, first complete the table below. You will then rate risks according to severity using a matrix and develop your risk assessment action plan.

### Excursion/incursion/regular outing details

|  |  |  |  |
| --- | --- | --- | --- |
| **Date(s)** |  | **Destination** |  |
| **Departure/arrival times from service** |  | **Proposed duration** |  |

|  |  |
| --- | --- |
| **Location of pick up and drop off(s)** | *List each location travelled to and from as part of the excursion.* |
| **Proposed route** | *Attach map or image of route to be taken.* |
| **Proposed activities** | *List all activities that will take place during the excursion.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Means of transport** |  | Have requirements for seat belts or safety restraints been met? | Y/N  Comment: |
| **Water hazards on the proposed route?** | Y/N  Comment: | Water activities during the excursion, including any identified risks | Y/N  Comment: |

|  |  |
| --- | --- |
| Name and contact details of excursion coordinator |  |
| Number of children involved in the excursion/incursion/regular outing |  |
| Full names, contact details and first aid qualifications (where applicable) of each adult involved in the excursion |  |
| Number of educators/parents/volunteers to provide supervision |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Educator-to-child ratio | *Include whether this excursion warrants a higher ratio and/or an adult with specialised skills.* | Explain how the ratio was determined. |  |
| Adult-to-child ratio | *Include whether this excursion warrants a higher ratio and/or an adult with specialised skills.* | Explain how the ratio was determined. |  |

|  |  |
| --- | --- |
| Describe the process for entering and exiting the service premises and pick up locations or destinations. | *Include an outline pf how each child will be accounted for at location changes.* |
| Describe procedures for embarking and disembarking the vehicle used for transportation (if applicable). | *Include how each child is accounted for in embarking and disembarking.* |
| List items/resources to be taken on the excursion. | *For example:*  *• a list of children attending the excursion*  *• a list of all educators, staff members and other adults attending the excursion, including their mobile phone numbers*  *• first aid kits*  *• medical management kits for children with a medical condition*  *• sunscreen*  *• mobile phone/other means of communicating with the service and emergency services*  *• any other items required specifically for the excursion (e.g. water, food, nappies, wipes).* |
| Provide a proposed excursion budget. | *Detail all costs associated with the excursion, including those proposed to be covered by families.* |

#### Excursion checklist

List (roll) of children attending

List of adults participating

Contact information for each adult

Contact information for each child

Special skills of participating adults

WWCCs

Mobile phone or other means of communicating with emergency services

Medical information for each child

Medication and medical management plans

First aid kit (including EpiPen)

Written consent received from parent/guardian for each child attending

Other items

## Risk Assessment

Use the Risk rating matrix below to identify and assess risks. Detail the control measures implemented to eliminate or minimise these risks: follow the instructions below and complete the Risk assessment action plan on the next page [Regulation 101 (1)].

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Consequence level** | | | | | |
|  | Severe | Major | Moderate | Minor | Insignificant |
| Almost certain | Extreme | Extreme | Extreme | High | Medium |
| Likely | Extreme | Extreme | High | Medium | Medium |
| Possible | Extreme | High | Medium | Medium | Low |
| Unlikely | High | Medium | Medium | Low | Low |
| Rare | Medium | Medium | Low | Low | Low |

1. During a pre-visit to the proposed destination, consider the range of safety aspects, including child protection, WWCCs, duty of care and risk management, insurances, adult-to-child ratios, and weather and environmental hazards, including water hazards.
2. Break up the event into stages or activities.
3. Identify and document potential risks and situations to be managed in each stage (hazard identification).
4. Detail how these potential risks can be eliminated or minimised – including for water-based activities.
5. Allocate responsibility to a person/s and date.

#### Risk assessment action plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Event stages or activities** | **Hazard identification (what could go wrong)** | **Risk ranking (use matrix)** | **Elimination or control measures** | **Who is responsible** | **When are they responsible** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

#### Communication

|  |  |  |  |
| --- | --- | --- | --- |
| Communicated to all relevant staff | Y/N | Comment if needed |  |

#### Vehicle safety (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Vehicle safety information reviewed and attached | Y/N | Comment if needed |  |

#### Agreement

This risk assessment and management plan has been developed in consultation with the centre. By signing the below agreement, staff and educators acknowledge that they aware of the recognised risks and understand the actions required to supervise and facilitate a safe event for all children.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full name |  | Signature |  | Date |  |
| Full name |  | Signature |  | Date |  |
| Full name |  | Signature |  | Date |  |
| Full name |  | Signature |  | Date |  |

#### Risk assessment and management plan preparation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Plan prepared by | Full Name |  | Role/position |  | Signature |  |
| Plan prepared in consultation with | Full Name |  | Role/position |  | Signature |  |
| Plan prepared in consultation with other agencies (if applicable) | Full Name |  | Role/position |  | Signature |  |

#### Risk evaluation review details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk assessment evaluation and review date  *Monitor the effectiveness of the controls and change if necessary.* | Date |  | Actions required |  |

Source: ELV Excursions, Incursions and Regular Outings Policy and Procedures