

Risk assessment for regular outings/excursions

Regular outing – a risk assessment must be completed every 12 months, or as changes occur

Excursion – a risk assessment must be completed prior to seeking parental permission, and each time an excursion occurs.

Excursions or outings cannot occur without permission in advance from parents and the approval of the Queanbeyan-Palerang Family Day Care Coordination Unit.

Educator name:			
Proposed			
Pick up location and destinations (list all):			
Date of:		Transport:	
Duration:			
Proposed Route (you may attach a photo):			
Does this excursion warrant a higher ratio of adults to children?			
Does this excursion require any adults with specialised skills?			
Requirements for seatbelts or safety restraints in your state or territory met?			
Number of children attending:		Number of adults attending:	
Describe the process for entering/exiting the service premises/pick-up location/destinations (accounting for children):			
Describe the procedures for embarking/disembarking the vehicle (accounting for children):			
Proposed activities:			
Date of Initial Risk Assessment		Overall Risk Assessment (after controls)	

General considerations	
Is the venue suitable for young children?	
Are there any water hazards	
Are there any unrestrained/dangerous animals?	
Do you need to cross roads?	
Is there shade?	
Is there fencing?	
Is there toilet facilities	
Is drinking water accessible?	

Please identify all the possible risks to both adults and children and list them in the table below. Consider the safe arrival of children where travel between education and care services occurs.

Potential risks of the excursion/ outing (e.g., child not present during pick up, staff not aware you're collecting the child, drowning, animal bites, hit by a car, sunburn, broken bones, falls, cuts)	Risk rating* (high, medium, low)	Control measures - must be detailed for all high and medium risks. (e.g., extra adult, adequate supervision, taking route with crossings) Some risks have more than one control measure	Residual rating** (medium, low)

* Risk Rating is based on the likelihood and the consequences in the matrix without any safety measures

** Residual Risk is the risk after you have used the control measures to reduce or manage the risk.

Do not proceed with activity/excursion unless the risk assessment determines the level of risk is minimal, or there are adequate control measures in place.

Excursion checklist – please tick once the item is complete or the criteria has been met	
<input type="checkbox"/>	Permission forms from parents for all children attending have been completed and signed.
<input type="checkbox"/>	Medical information/medication for each child (e.g., management plan, Epi-pen, Ventolin)
<input type="checkbox"/>	Contact information for each adult participating in the excursion
<input type="checkbox"/>	Contact information for each child will be on hand during the excursion
<input type="checkbox"/>	Mobile phone will be on hand during the excursion
<input type="checkbox"/>	First aid kit will be accessible at all times
Safe Arrival of Children - where travel between education and care services occurs	
<input type="checkbox"/>	Are you aware of your role and responsibility considering the safe arrival of children?
<input type="checkbox"/>	Do you regularly communicate about a child's activity, planned and unplanned absences?

I, _____, undertake to implement all the control measures outlined above and accept that it is my responsibility to ensure they are implemented and followed by all parties. I acknowledge that the safety of all children and adults involved in the activity/excursion is my responsibility.

Date:	
Signature:	

Office Use Only	
Approved:	
Date:	
Signature:	

Risk Assessment Matrix		Consequences				
		Negligible No injuries or not requiring first aid	Minor First aid needed	Moderate Medical treatment	Major Serious injury	Severe Death or permanent disability.
Likelihood	Certain to occur Expected to occur in most circumstances	Low	Medium	Medium	High	High
	Very Likely Will probably occur in most circumstances	Low	Low	Medium	High	High
	Possible May occur occasionally	Rare	Low	Low	High	High
	Unlikely Could happen at some time	Rare	Rare	Low	Medium	Medium
	Rare May happen only in exceptional circumstances	Rare	Rare	Low	Low	Low