

Risk assessment and management template - Incursions

Approved providers, nominated supervisors and family day care educators must ensure a risk assessment is carried out before having the outside community come into the service and on Woodlands premises. Prior authorisation must also be obtained from parents or other authorised nominees.

ACECQA has prepared this template to assist services in undertaking risk assessments before the wider community come into the service premises as part of an incursion, which services may wish to incorporate within their own risk assessment material.

For incursions, there is no dedicated regulation. Woodlands use snippets of the excursion regulation - Regulation 101 of the Education and Care Services National Regulations includes the minimum risk assessment considerations for excursions, including specific considerations when dealing with the broader community .

*Incursions means: means when you have a person or company coming into a Campus that is not from the company or organisation. This can happen at any time that it suits the service, as they should be a part of the educational program.

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Service Name	
Incursion details of the company coming in.	
Date (s) of Incursion. If it is a regular incursion, include a description of when they will be happening.	
Proposed learning what will happen during the incursion? are the benefits?	
Number and full names of each adult involved in the incursion.	
Date and time of Incursion:	
Compliant documents received, verified and emailed to Campus email.	
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required. E.g. for children's individual needs.	

<p>Any water hazards during the excursion, including any risks associated with water-based activities?</p> <p>If yes, detail in the risk assessment table below.</p>	<p>Yes / No</p> <p>Comment:</p>	
<p>Educator to child ratio, including whether this incursion warrants a higher ratio.</p> <p>Provide details in the risk assessment table below.</p>		
<p>Describe the process for the external parties entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):</p>		
<p>Incursion checklist – items to be readily available during the incursion (Please tick)</p>		
<p><input type="checkbox"/> External WWCC viewed and reviewed</p>	<p><input type="checkbox"/> List of adults involved in the incursion</p>	
<p><input type="checkbox"/> List of children involved in the Incursion</p>	<p><input type="checkbox"/> Contact information for each adult</p>	
<p><input type="checkbox"/> Risk assessment and detailed compliment documents to ensure they have all risks on their end reviewed and have solutions.</p>	<p><input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services</p>	
<p><input type="checkbox"/> Ensure the external parties are aware of any Medication, health plans for individual children to ensure they are not affected.</p>	<p><input type="checkbox"/> Other items, please list</p>	

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the incursion, and specify how these risks will be managed and minimised (regulation 101(1)). This must include any risks associated with water-based activities.

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

(Press tab to add more rows)

Risk Matrix

Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
Major	Moderate	High	High	Critical	Critical	
Significant	Moderate	Moderate	High	High	Critical	
Moderate	Low	Moderate	Moderate	High	High	
Minor	Very low	Low	Moderate	Moderate	Moderate	
Insignificant	Very low	Very low	Low	Moderate	Moderate	

Plan and Review			
Plan prepared by:	Full name: Signature: Role/Position:	Date:	
Prepared in consultation with:	Full name: Signature: Role/Position:		
Communicated to all relevant staff:	Yes / No Comment if needed:		
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken prior to an incursion being undertaken. If the incursion is ongoing, a risk assessment must be reviewed termly (3 months).	Date:		