

## Risk assessment and management template - Excursions

Approved providers, nominated supervisors and family day care educators must ensure a risk assessment is carried out before children are taken outside the service premises on an excursion. 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 children leave the service premises as part of an excursion, which services may wish to incorporate within their own risk assessment material.

Regulation 101 of the Education and Care Services National Regulations includes the minimum risk assessment considerations for excursions, including specific considerations when an excursion involves transporting children.

*Note:* A risk assessment is only required to be completed at least once for a 12 month period if the excursion is a '*regular outing*\*'.

\*Regular outing: means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing.

## Risk assessment and management template - Excursions

<b>Service Name</b>	
Excursion details	
<b>Date (s) of excursion.</b> If it is a regular outing include a description of when children are to be taken on regular outings.	
<b>Proposed activities.</b> List all activities that will take place during the excursion.	
Pick up location and destination (s). List each location travelled to and from as part of the excursion. E.g., the museum, park for lunch and service.	
<b>Estimated departure and arrival times and duration of the excursion.</b> E.g., from the service to each destination and returning to the service.	
<b>Proposed route</b> You can include an image of the route sourced online.	

<p><b>Means of transport</b></p> <p>E.g., public bus, private bus, coach, private car, taxi, tram</p>	
<p><b>Requirements for seatbelts or safety restraints in your state or territory have been met.</b></p>	<p>Yes / No</p> <p>Comment:</p>
<p><b>Number and full names of each adult involved in the excursion.</b></p> <p>E.g., service staff, family members, volunteers</p>	
<p><b>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</b></p> <p>E.g. for children's individual needs.</p>	
<p><b>The number of children involved in the excursion.</b></p>	
<p><b>Any water hazards during the excursion, including any risks associated with water-based activities?</b></p> <p>If yes, detail in the risk assessment table below.</p>	<p>Yes / No</p> <p>Comment:</p>
<p><b>Educator to child ratio, including whether this excursion warrants a higher ratio.</b></p>	

Provide details in the risk assessment table below.		
Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):		
Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):		
<b>Excursion checklist – items to be readily available during the excursion</b> <b>(Please tick)</b>		
<input type="checkbox"/> First aid kit- In a purple excursion backpack.	<input type="checkbox"/> List of adults involved in the excursion	
<input type="checkbox"/> List of children involved in the excursion	<input type="checkbox"/> Contact information for each adult	
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services	
<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list	

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, 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:		
Vehicle safety information reviewed and attached:	Comment if needed:		
Risk assessment to be evaluated and reviewed on:  A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a ' <i>regular outing</i> ', a risk assessment must be undertaken <i>at least</i> annually.	Date:		