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| **Educator Name**  |
| **Excursion details:**  |
| **Date (s) of excursion.**If it is a regular outing include a description of when children are to be taken on regular outings.  |  |
| **Proposed activities.**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. Leaving Educators home and travelling to the museum, park for lunch and returning to Educators home. |  |
| **Estimated departure and arrival times.****Please include total travel time** E.g. from the service to each destination and returning to the service.Pick up 8.15 arrive 8.30am Travel time 15 mins |  |
| **Duration of the excursion.** |  |
| **Proposed route**You can include an image of the route sourced online. |  |
| **Means of transport**E.g. public bus, private bus, coach, private car, taxi, tram |  |
| **Requirements for seatbelts or safety restraints in your state or territory have been met.** | Yes / NoComment:  |
| **The Number of adults involved in the transportation of children.****Please add full names and phone numbers**E.g. service staff, family members, volunteers |  |
| **The Number of adults involved in the Excursion.****Please add full names and phone numbers**E.g. service staff, family members, volunteers |  |
| **The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required while transporting children**E.g. for children’s individual needs.  |  |
| **The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required while on Excursion**E.g. for children’s individual needs.  |  |
| **The number of children being transported**  |  |
| **The number of children involved in the excursion** |  |
| **Any Water Hazards on proposed route travelled and at each stop?****Eg Bridge, causeway, risk of flooding, beach, lake, dam** |  |
| **Any water hazards during the excursion**If yes, detail in the risk assessment table below. | Yes / NoComment: |
| **Are there any risks associated with water-based activities during the excursion?**If yes, detail in the risk assessment table below. |  |
| **Educator to child ratio, including whether this excursion warrants a higher ratio.**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): |
| Excursion checklist – items to be readily available during the excursion(please tick) |
| First aid kit | List of adults involved in the excursion |
| List of children involved in the excursion | Contact information for each adult |
| Contact information for each child | Mobile phone / other means of communicating with the service &  emergency services |
| Medication, health plans and risk assessments for individual  children | Other items, please list• Spare clothing and nappies (if applicable)• Sunscreen• Hats• Water bottles or cups and water• Hand washing gel• Wipes• Disposal gloves• Food (if applicable)• And any other items specific to the excursion site and activities |
|  Covid 19 Considerations - maintain social distancing  |  Download Covid 19 App.  |
|  Maintain high health and hygiene standards – during hand washing and toileting procedures and car hygiene  |  Covid 19 excursion venue review and risk considerations  |

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. For assistance, please refer to the [Excursion Risk Assessment Guidelines and Examples](https://www.dropbox.com/s/bou1xc71zumv3fy/EXCURSION%20RISK%20ASSESSMENT%20GUIDELINES%20AND%20EXAMPLES.pdf?dl=0).

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| **RISK ASSESSMENT** |
| **ACTIVITY** | **HAZARD IDENTIFIED** | **RISK ASSESSMENT (USING MATRIX)** | **ELIMINATION / CONTROL MEASURES** | **WHO** | **WHEN** |
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| **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 / NoComment if needed: |
| **Vehicle safety information reviewed and attached:** | Yes / NoComment 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 'regular outing'\*, a Risk Assessment must be undertaken at least annually. | Date: |

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| **Version** | **Approval date** | **Authorised by** | **Effective date** | **Last reviewed** | **Next review date** |
| 1. | 1/10/20 | Cathy Cahill | 1/10/20  | As required | As required |