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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 / No  Comment: |
| **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 / No  Comment: |
| **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 / No  Comment if needed: | |
| **Vehicle safety information reviewed and attached:** | Yes / No  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 '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 |