

EXCURSION RISK ASSESSMENT GUIDELINES AND EXAMPLES

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
Entering and exiting the parked vehicle from the FDC residence	Driveway Other cars	High	<p>Hold hands; move as a group.</p> <p>Encourage children to sit on grass/footpath, hold onto fence or touch car etc. while they are waiting to get into car.</p> <p>Educator to determine order of children entering the vehicle</p> <p>Educator to ensure each child in care is secured into their seat</p> <p>Children are not left unattended in the vehicle, educator must be within the vicinity of the vehicle for active supervision.</p> <p>Educator to count each child in care against attendance record</p>	Educator	For each trip
Vehicle Restraints	Appropriate restraint	Moderate	<p>Restraints to meet Australian Standard AS1754</p> <p>The infant/child restraint are in sound condition and fit for the purpose that the infant/child restraints were designed for.</p> <p>The infant/child restraint is secured using the appropriate seat belt path, as per the restraint's instructions and the seat belt has no twists or tangles</p> <p>The seat belt buckle is connected</p>	Educator	For each trip

			<p>The tether strap is attached to an appropriate anchor point and pulled taut and firm</p> <p>The harness of the infant/child restraint has no twists or tangles</p> <p>Please refer to manufactures guidelines or relevant authority e.g. QLD transport, Kidsafe</p> <p>Seat oldest/most mobile child into car first.</p>		
Hot Vehicle Including heatwave	Ventilation	Extreme	<p>Children are not left alone in a vehicle without educator supervision</p> <p>Lock car when not in use to prevent children playing inside.</p> <p>The temperature of the car is always to be monitored upon entering and after. Airconditioning is to be used to regulate temperature and windows should be closed unless being partially open for specific reasons i.e. to expel hot air, to expel odours.</p> <p>The educator maintains the ventilation that ensures the health, safety and wellbeing of children</p>	Educator	Always
Exiting the parked vehicle at the FDC residence	Driveway Other cars	High	<p>Educator to determine order of children exiting the vehicle. Educator to remove the children from the vehicle and encourage children to sit on grass/footpath, hold onto fence or touch car etc. while they are waiting for all children to get out of the vehicle.</p> <p>Before moving away from the vehicle, the Educator is to count each child in care against attendance record to ensure all children are accounted for. Educator is to complete a visual search of the vehicle to ensure no child is left behind.</p> <p>Children to move as a group to inside the FDC residence</p>	Educator	Each Trip

	Supervision/Head Count	Moderate	<u>If a child is unaccounted for</u> , the educator must immediately make all necessary enquiries to establish the child's whereabouts including physical searches of the vehicle and destination and if necessary, contact the child's family/authorised person, FDC Coordination Unit Office and/or police.		
Projectiles and heavy objects inside vehicles	Child getting hurt	Low	Luggage, loose items and heavy objects are placed safely in boot or under seats	Educator	Always
Car Breakdown	No Airconditioning Being on the side of a road	Low	Call FDC office Educator to have emergency contact numbers for all children	Educator	Always
Car door	Child's fingers may get caught	Low	Children do not open and shut doors unless they are instructed to do so	Educator	Always
If a child becomes unwell or is injured during the journey	The child will be sick or injured	Low	Pull over Attend to the child Ring the parent and return to the FDC venue	Educator	Always
If a child falls asleep	Being left in the car	High	Not leave the child in the car. Take the child out of the car when you stop Ensure you complete the headcount	Educator	Always
The usual driver is away	The parents will not know who is driving their child and have	Low	The parents will sign an alternative driver form	Educator	Always

	not given permission				
If a child has anaphylaxis	May have an anaphylaxis incident	Low	An anaphylaxis EpiPen will be taken in the car every time that child is being transported	Educator	Always
If there are any vulnerabilities e.g. Disability, behavioural or very young	May have needs that you can't help with while driving	Medium	If possible, have another adult in the car to help	Educator	Assess as needed
If the road is flooded	Swept away	High	Would turn the car around and not drive through the flooded water	Educator	Always

Risk Matrix						
Consequence						
	Insignificant	Minor	Moderate	Major	Catastrophic	
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High