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| **Excursion risk assessment and management** | |
| **Service 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 |  |
| **Any water hazards during the excursion, including any risks associated with water-based activities?**  If yes, detail in the risk assessment table below | Yes No  Comment: |
| **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 |  |
| **Estimated departure and arrival times and duration of the excursion**  E.g. from the service to each destination and returning to the service |  |
| **Proposed route**  You can include an image of the route sourced online |  |

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| **Means of transport**  E.g. public bus, private bus, coach, private car, taxi, tram |  |
| **Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):** | Not applicable for this excursion |
| **Requirements for seatbelts or safety restraints in Victoria have been met**  [Seat belts & child restraints](https://www.vicroads.vic.gov.au/safety-and-road-rules/road-rules/a-to-z-of-road-rules/seat-belts-and-child-restraints#:~:text=Children%20aged%204%20years%20to,in%20an%20adult%20seat%20belt) | Not applicable for this excursion Yes  Comment: |

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| **Number and full names of each adult involved in the excursion**  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**  E.g. for children’s individual needs |  | |
| **The number of children involved in the excursion** |  | |
| **Educator to child ratio, including whether this excursion warrants a higher ratio**  Provide details in the risk assessment table below. | 1:11  *Note if higher ratio needed* | |
| 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): | | |
| **Excursion checklist – items to be readily available during the excursion (please tick)** | | |
| First aid kit (portable 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 and emergency services |
| Medication, health plans and risk assessments for individual children (medication buddy bags) | | Cellular iPad |
| 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.

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| **Risk assessment** | | | | | |
| **Activity** | **Hazard identified**  *Prepopulated hazards below are prompts to help start the risk assessment.* | **Risk assessment  (use matrix)** | **Elimination/control measures** | **Who** | **When** |
|  | *Hazards from human activity (e.g. broken glass, rubbish or dirt). Have they been managed?* |  |  |  |  |
|  | *Hazards from the natural environment (e.g. insects, animal waste, hazardous plants, pooling water). Have they been managed?* |  |  |  |  |
|  | *Weather conditions. Have they been checked and practices for the day adjusted where appropriate?* |  |  |  |  |
|  | *Trip and slip hazards on walkways (e.g. leaf litter, loose equipment or raised concrete). Have they been managed?* |  |  |  |  |
|  | *Bathroom and handwashing facilities. Are they are accessible from the outdoor environment? Are they clean, well-stocked and in good working order?* |  |  |  |  |
|  | *Access to fresh drinking water. Is fresh drinking water accessible?* |  |  |  |  |
|  | *Traffic and crossing roads* |  |  |  |  |
|  | *Children’s behaviour/special needs* |  |  |  |  |
|  | *Emergency evacuation or situation* |  |  |  |  |

(Press tab to add more rows)

**Please list how the team will plan for and address the below Child Safe Standards**

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| **Culturally Safe Environments for Aboriginal Children:** *Establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children are respected and valued* |
| **Child and Student Empowerment:** *Children are empowered about their rights, participate in decisions affecting them and are taken seriously* |



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| **Plan and review** | | |
| Plan prepared by: | Full name:  Role/position: | Date: Click or tap to enter a date. |
| Date sent to Regional Team Leader:  (minimum two (2) weeks prior to excursion) | Click or tap to enter a date. | |
| Prepared in consultation with: | Full name:  Role/position: | |
| Communicated to all relevant staff: | Yes No  Comment if needed: | |
| Vehicle safety information reviewed and attached: | Yes No  Not applicable  Comment if needed: | |
| Regional Team Leader approved: | Yes No  Comment if needed: | |
| Risk assessment to be evaluated and reviewed on:  The nominated supervisor must ensure a risk assessment is 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:Click or tap to enter a date. | |