

Educator Name	
Excursion details	
Excursion type	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular
<p>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.</p> <p>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'</p>	
Irregular excursion date	
For regular excursions day of the week	
Frequency of Excursion	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Term time only If this is fortnightly or monthly excursion please attach a calendar of excursion dates
List each destination & address as part of the excursion	
Departure Address	
Estimated departure time to the destination:	Estimated arrival time:
Estimated departure time from the destination:	Estimated arrival time:
Estimated duration of excursion	
Means of transport	
Total number of children involved in the excursion	
Have requirements for seatbelts or child restraints been met for each child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.	
Additional Adults Full Name:	
Contact number:	
Educator to child ratio, including whether this excursion warrants a higher ratio. If yes, detail in the risk assessment table below.	

Proposed route – please attach a map or written description of the route

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 process for embarking and disembarking the vehicle at the pickup location or destination, including how each child is to be accounted for on embarking and disembarking

How is each child accounted for during the excursion?

Description of activities to be conducted during the excursion

Expected learning experiences and learning outcomes

EXCURSION CHECKLIST

The following items to be readily available during the excursion – please tick

First Aid Kit

Contact information for each child

Mobile phone / other means of communicating with the service and emergency services

Medication, health plans, and risk minimisations for individual children if applicable

Contact information for each accompanying adult

Water

Sunscreen

Insect repellent

Hats

Hand sanitizer

Change of clothes

Spare nappies and/or underwear

Food

Other items specific to the excursion:



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

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

A hazard is defined as anything that has potential to cause harm, injury, ill health etc. in some way.

A risk is defined as the actual chance that the hazard will cause harm.

Use the risk rating matrix overleaf to assess the risk's severity by finding the intersection of consequence and likelihood

Risk assessment

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

Risk assessment

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

Risk assessment

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

PLAN AND REVIEW

Full Name:	
Date:	
Signature	
Prepared in consultation with	
Name:	
Signature	
Role/ Position	
Vehicle Safety information reviewed and attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
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). If the excursion is a 'regular outing'*, a risk assessment must be undertaken *at least* annually.