

Educator Name	Test Educator
Excursion details	Jessica Park – butterfly garden – Kawana, for children to engage with the community and physical activity
Excursion type	<input checked="" 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	Monday
Frequency of Excursion	<input type="checkbox"/> Weekly <input checked="" 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 - <b>Map attached</b>
List each destination & address as part of the excursion	Jessica Park – Butterfly garden Nicklin Way , Kawana QLD 4575
Departure Address	1 Test Address, Kath Dickson QLD 4555
Estimated departure time to the destination: 0900	Estimated arrival time: 0910
Estimated departure time from the destination: 1130	Estimated arrival time: 1140
Estimated duration of excursion	2.5 hours
Means of transport	Car
Total number of children involved in the excursion	4
Have requirements for seatbelts or child restraints been met for each child?	<input checked="" 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 checked="" 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.	1
Additional Adults Full Name:	NA
Contact number:	NA

Educator to child ratio, including whether this excursion warrants a higher ratio. If yes, detail in the risk assessment table below.	1:4
Proposed route – please attach a map or written description of the route <b>Map attached</b>	
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):	
<p>Ensure all necessary permissions have been obtained from parents or guardians</p> <p>Upon arrival at the service premises or pick-up location, conduct a headcount of the children</p> <p>When exiting the premises or pick-up location supervise the exit of children, conduct another headcount to verify that all children are accounted for.</p> <p>Upon returning to the service premises or pick-up location, conduct a headcount to ensure all children and staff have safely returned. Assist children in re-entering the premises or vehicles.</p>	
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	
<p>The vehicle is parked in a safe and designated area for children to enter.</p> <p>Before opening the vehicle doors, the educator conducts a visual check of the vehicle interior to ensure that no child is left in the vehicle.</p> <p>If child restraints are used, the Educator ensures that they are properly secured and ready for the children to use.</p> <p>When exiting the vehicle, the educator opens the vehicle doors and assists each child, one at a time, to exit the vehicle safely. The Educator then conducts a to ensure that all expected children have safely exited the vehicle. Once all children have safely exited the vehicle and are accounted for, they are escorted to the destination.</p> <p>When returning to the vehicle Children are escorted to the vehicle by the Educator, and verifies the child by conducting a head count before allowing them to board. Once all children are safely in the car, the educator conducts a final safety check before departing from the destination.</p>	
How is each child accounted for during the excursion?	
<p>Before departing on the excursion, a roll call is conducted to ensure that each child is present.</p> <p>The Educator will periodically conduct head counts throughout the excursion to ensure that the number of children matches the expected count. This can be done at predetermined checkpoints or whenever the group transitions to a new location. Children may wear identification badges, wristbands, or other visual markers to easily identify them as part of the group.</p>	
Description of activities to be conducted during the excursion	
<ul style="list-style-type: none"> <li>• Ball games</li> <li>• Picnic for morning tea</li> <li>• Use of playground equipment – use of fine and gross motor skills</li> <li>• Explore the garden to look for nature and butterflies – observe wildlife and learn about plants and insects</li> <li>• Imaginative play</li> </ul>	
Expected learning experiences and learning outcomes	
Creativity, physical exercise, social skills and appreciation of nature - LO2.4, LO3.2, LO2.4	
<b>EXCURSION CHECKLIST</b>	
The following items to be readily available during the excursion – please tick	
<input type="checkbox"/> First Aid Kit	

<input type="checkbox"/>	Contact information for each child
<input type="checkbox"/>	Mobile phone / other means of communicating with the service and emergency services
<input checked="" type="checkbox"/>	Medication, health plans, and risk minimisations for individual children if applicable
<input type="checkbox"/>	Contact information for each accompanying adult
<input checked="" type="checkbox"/>	Water
<input checked="" type="checkbox"/>	Sunscreen
<input type="checkbox"/>	Insect repellent
<input type="checkbox"/>	Hats
<input type="checkbox"/>	Hand sanitizer
<input type="checkbox"/>	Change of clothes
<input checked="" type="checkbox"/>	Spare happies and/or underwear
<input checked="" type="checkbox"/>	Food
<input type="checkbox"/>	Other items specific to the excursion: Lidded cup for hot beverages
<input type="checkbox"/>	
<input type="checkbox"/>	

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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
Transport in a personal vehicle	Accident or injury	High	<p>Ensure that appropriate child restraints are correctly installed and used according to the child's age, and height</p> <p>safe driving practices, including obeying speed limits, avoiding distractions</p> <p>Keep the vehicle properly maintained, including brakes, tires, lights, and other essential components, to minimize the risk of mechanical failures</p> <p>Equip the vehicle with emergency supplies, such as a first aid kit</p> <p>Choose the safest routes possible, considering factors like traffic congestion, road conditions, and weather forecasts. Avoid high-risk areas or times whenever feasible</p> <p>Ensure that children are supervised at all times during travel, especially when entering or exiting the vehicle, to prevent accidents or injuries</p> <p>list of emergency contacts readily accessible in the vehicle</p> <p>communicate emergency procedures in the event of an accident or injury</p> <p>Educator to have enough fuel for the trip, fuelling not to be completed during the travel</p>	Educator	Before and during the excursion

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Entering and Exiting the vehicle	Injury Children wandering off	High	Vehicles to be parked closest to the destination so children can safely enter or exit the vehicle  Educate children on the importance of waiting for the Educator before exiting the vehicle	Educator	Before and during the excursion
Walking near roads (Road safety)	Getting hit by a car Walking onto the road	Moderate	Walking on footpaths when available  Crossing at pedestrian crossings or lights when possible  Educator to ensure no cars before crossing the road (look and listen)  Road safety discussions with children  Discuss group behavioural expectations with children before leaving the FDC Environment  Holding hands while crossing the road	Educator	During the excursion
Outside play	Sun	Moderate	Children to wear hats when outside or remain in shaded area if no hat available  Children to wear sunscreen when outside and apply regularly  Sun safe clothing recommended and communicated to families and role modelled by Educators  Educator to role model wearing of hats and sun safe clothing  Regular drinks of water offered to all children to prevent dehydration  Plan activities in shaded areas when possible	Educator and children	During the excursion

Risk assessment

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Children during the excursion	Behaviour of children	Moderate	<p>Children to follow directions given by the Educator</p> <p>Children to stay within sight of the Educator at all times</p> <p>Establish clear boundaries within the park and ensure children understand where they can and cannot go.</p> <p>Consistent behaviour guidance strategies used</p> <p>Establish and communicate behavioural expectations to the children before the excursion. Reinforce safety rules and guidelines during the visit.</p> <p>Familiarize yourself with any park rules and regulations and ensure children understand and follow these guidelines during the visit</p>	Educator and Children	Before and during the excursion
Children at play	Supervision	Moderate	<p>Discussion around staying within sight of the Educator at all times</p> <p>Educator to be actively supervising and engaged in the activities with children</p> <p>Educator to be responsible for the children at all times, no other Adults to be left alone with children</p> <p>Educator will position themselves to be able to view all children when outside</p> <p>Continuously assess the surroundings for potential hazards such as uneven ground, water bodies, or dangerous flora/fauna</p>	Educator	Before, during and after the excursion

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
			<p>Regularly take attendance and conduct headcounts to ensure all children are present and accounted for throughout the excursion</p> <p>Plan engaging and age-appropriate activities that encourage participation and keep children interested, minimizing the chances of wandering off or becoming disengaged.</p>		
Playing near water	Water	high	<p>Discussions around expectations with children around water play– no swimming</p> <p>Educators to position themselves to view all children playing with water and actively supervise</p>	Educator	During the excursion
Nature – collecting materials	Plants	Moderate	<p>Plants with berries are identified and children advised to avoid and stay away from garden beds.</p> <p>Handwashing after handling soil and dirt</p>	Educator	During the excursion
Riding bikes and/ or scooters	Injury	Moderate	<p>Children to wear helmets</p> <p>Educator to ensure helmets are fitted correctly</p> <p>Riding areas are clear of obstacles and dangerous items</p> <p>Supervision while children are on bikes</p>	Educator and children	During the excursion
Toileting	Contact with strangers Sharps or dangerous items in toilet	Moderate	<p>Educator to accompany children to the toilets and check the area for dangers</p> <p>Children have easy access to toileting facilities</p> <p>Educator has nappy change resources available as required</p>	Educator	During the excursion



Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
			If handwashing facilities are unavailable, use wet wipes or hand sanitizer		
Playing on equipment	Falls injury	Moderate	<p>check play equipment before children using to ensure safe and not broken</p> <p>Check that soft fall is available under playground equipment</p> <p>check that play equipment is safely anchored</p> <p>Ropes attached to play equipment cannot form a noose</p> <p>Play equipment does not have splinters, sharp edges or protruding parts</p> <p>Checked for spiders and insects</p> <p>Equipment checked for residual water that may pose a risk to children</p>	Educator	During the excursion
Engaging with animals	Bites/ scratches	Moderate	<p>Ensure supervision at all times should animals be present</p> <p>Educate children about appropriate behaviour around animals</p> <p>Emphasize the importance of hand hygiene before and after handling animals</p>	Educator and Children	During the excursion
Communication	Communication with families and scheme	Moderate	<p>Ensure access to a working telephone</p> <p>access to a battery pack if needed</p> <p>emergency contact details are up to date and easily accessible for all children</p>	Educator	Before, during and after the excursion

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
			Parents have identified preferred contact details/method Have emergency contact numbers readily available and a communication plan in place Educator to have read and understand all policies and procedures Educator complies with all policies and procedures		
Consuming food and drinks	Allergies Choking Burns and scalds	Moderate	Children's allergies are identified and considered when purchasing or supplying food Supervision while children are eating Lidded cups used when consuming hot beverages Washing hands after consuming food	Educator	During excursion

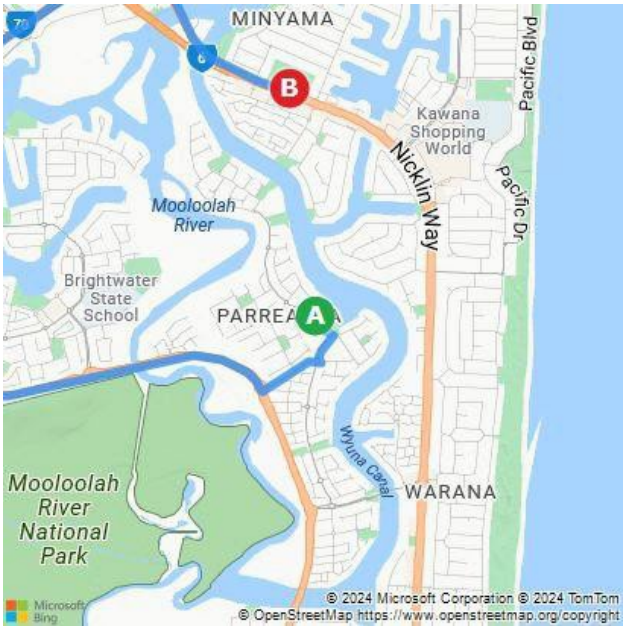
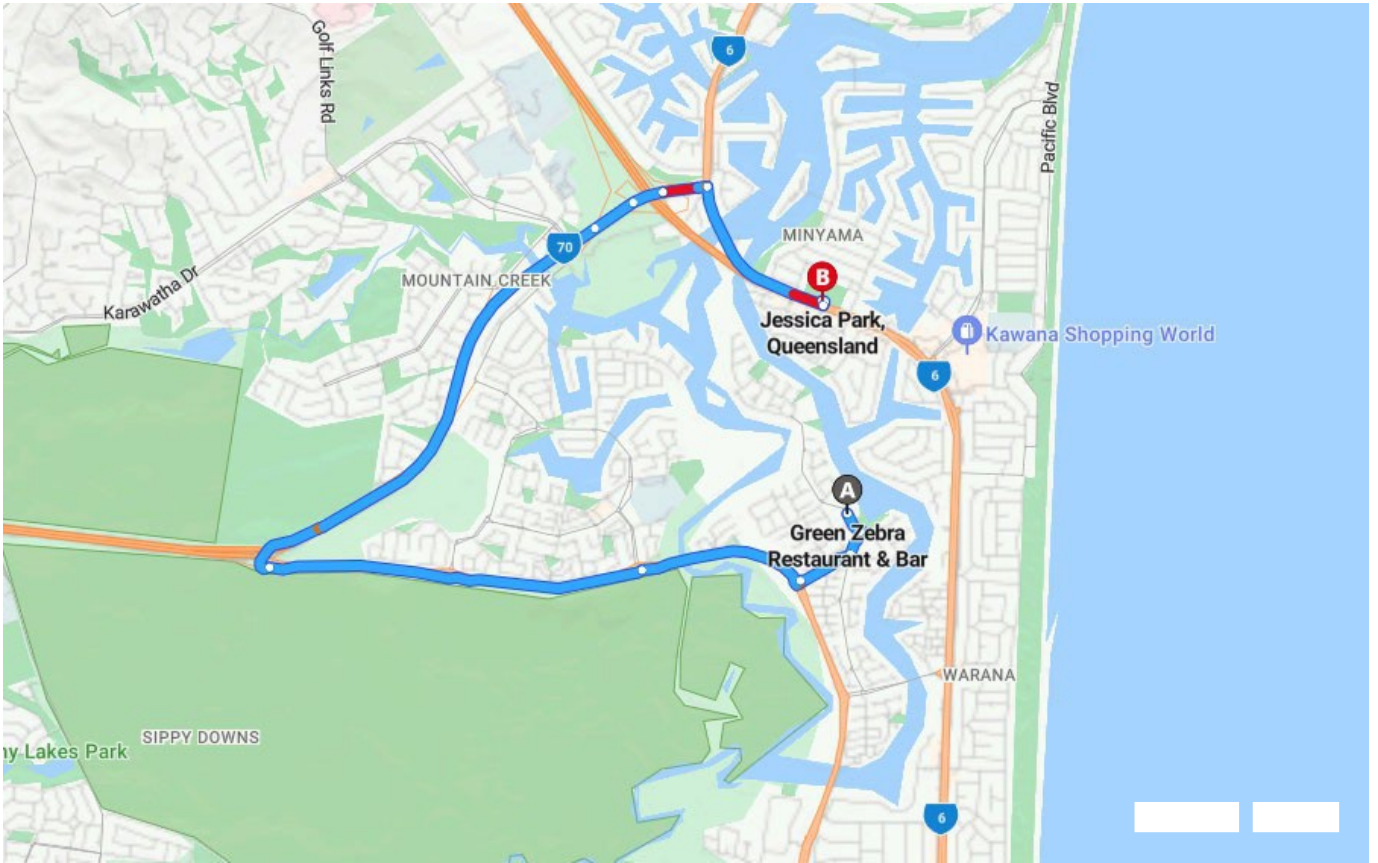
PLAN AND REVIEW	
Full Name:	Test Educator
Date:	14.06.24
Signature	
Prepared in consultation with Name:	Kelly Mills
Signature	<i>KMills</i>
Role/ Position	Coordinator
Vehicle Safety information reviewed and attached	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Risk assessment to be evaluated and reviewed on:	31.01.25
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 <i>at least</i> annually.	



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