**Excursion risk assessment template (version 3 March 2018)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Excursion details | | | | | | |
| EDUCATORS NAME: |  | | CONSULTANTS NAME: | |  | |
| Date(s) of excursion |  | | Excursion destination | |  | |
| Departure and arrival times |  | | | | | |
| Proposed activities |  | | | Water hazards? Yes/No  If yes, detail in risk assessment below with a photograph attached. | | |
| Method of transport, including proposed route |  | | | | | |
| Name of excursion co-ordinator |  | | | | | |
| Contact number of excursion co-ordinator | (BH) | | | (M) | | |
| Number of children attending excursion |  | | | Number of educators/parents/volunteers | |  |
| Educator to child ratio, including whether this excursion warrants a higher ratio?  Please provide details. |  | | | | | |
| Excursion checklist | | | | | | |
| First aid kit | | List of adults participating in the excursion | | | | |
| List of children attending the excursion | | Contact information for each adult | | | | |
| Contact information for each child | | Mobile phone / other means of communicating with the service & emergency services | | | | |
| Medical information for each child | | Other items, please list | | | | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Plan prepared by |  | Review date: |  |
| Prepared in consultation with: |  | | |
| Communicated to: |  | | |
| Signed and dated by consultant/manager: |  | | |
| Venue and safety information reviewed and attached | Yes / No  Comment if needed: | | |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** | | | |

|  |  |  |
| --- | --- | --- |
| Risk Matrix | | |
|  | | **Consequence** |
| **Likelihood** | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | Insignificant | Minor | Moderate | Major | Catastrophic | | 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 | | |