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

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| Excursion details |
| EDUCATORS NAME:  |  | CONSULTANTS NAME:  |  |
| Date(s) of excursion |  | Excursion destination |  |
| Departure and arrival times |  |
| Proposed activities |  | Water hazards? Yes/NoIf 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 |

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| Risk assessment |
| Activity | Hazard identified | Risk assessment (use matrix) | Elimination/control measures | Who | When |
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| 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 / NoComment if needed: |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** |

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| Risk Matrix |
|  | **Consequence** |
| **Likelihood** |

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|  | 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 |

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