



Excursion / Transport Risk Management and Permissions

Educator's Name _____ Educator's Contact Number _____ Vehicle registration _____

Educator's Address _____

Destination & location (Please specify what park, educator's home, school etc...)	Proposed Activities	How often do you intend on participating in this excursion/ transporation	Water hazards - If Yes detail/include in hazards identified	Expected time at this location	Method of transport, Driver, including proposed route/map attached	Names of other persons who may attend the excursion. (Adults and own Children)	Items / Details to be taken on Excursion – Please tick once these items have been checked
		<input type="checkbox"/> Regular/ weekly <input type="checkbox"/> Regular/ monthly <input type="checkbox"/> Non regular <input type="checkbox"/> Regular/ transport <input type="checkbox"/> Non regular transport <input type="checkbox"/> School holidays					<input type="checkbox"/> First Aid Kit <input type="checkbox"/> A copy of this document and route has been sent to office Prior permission from the Service is essential and must be attained 24 hours prior to excursion <input type="checkbox"/> Drink bottles, hats, food, sunscreen, and appropriate clothing for each child (including footwear) <input type="checkbox"/> All excursion destinations MUST have toilet facilities or provisions are in place. (Please research and ensure this is a part of your Risk management plan) <input type="checkbox"/> Other Items -please list (eg Medical needs) <input type="checkbox"/> All parents have signed permission area of the form

Process	Description of Process Logbook must be filled out, head count completed regularly, and car checked before leaving. Logbooks are required for all excursions including walking.	<i>Is this done by the Educational Assistant?</i>
Process for leaving your residence and entering the vehicle, bus, walk		
Process for exiting the vehicle, bus, walk and moving into the destination please specify if only school age children are exiting vehicle and if drop off zone is available		
Processes for leaving the destination and entering vehicle, bus, walk		
Process for exiting vehicle, bus, walk and entering residence		

Hazards identified / possible risk Are you aware of the facilities and risks at this location and the surrounding environment?	Prevention and control measures in place	Please identify the likelihood of risk. Please circle the level of risk on table below:																													
		<table border="1" data-bbox="1260 360 1997 625"> <thead> <tr> <th rowspan="2">What are the consequences of someone being injured, exposed, or potential death?</th> <th colspan="4">How likely is it to occur?</th> </tr> <tr> <th>Could happen at anytime</th> <th>Could happen sometime</th> <th>Could happen but very rare</th> <th>Could happen but probably never will</th> </tr> </thead> <tbody> <tr> <td>Death or permanent disability</td> <td>H</td> <td>H</td> <td>H</td> <td>M</td> </tr> <tr> <td>Severe injury or illness</td> <td>H</td> <td>H</td> <td>M</td> <td>M</td> </tr> <tr> <td>Medical attention required</td> <td>H</td> <td>M</td> <td>M</td> <td>L</td> </tr> <tr> <td>Pain, the discomfort experienced, first aid required</td> <td>M</td> <td>M</td> <td>L</td> <td>L</td> </tr> </tbody> </table> <p data-bbox="1373 704 1892 732" style="text-align: center;">H = High Risk M = Medium Risk L = Low Risk</p> <p data-bbox="1257 738 1997 792">The level of risk is the combination of the consequences and the likelihood of a specific risk.</p> <p data-bbox="1257 799 1976 878"><u>Examples of low risks include:</u> An event that is likely to occur but has minimal consequences or an event that is extraordinarily unlikely to occur but has moderately severe consequences.</p> <p data-bbox="1257 885 1990 964"><u>Examples of Medium Risk include:</u> An event that is likely to occur but has moderate consequences or an event that is extraordinarily unlikely to occur but has highly severe consequences.</p> <p data-bbox="1257 971 1997 1050"><u>Examples of high risks (Catastrophic) include:</u> An event that is likely to occur and has highly severe consequences. An event that is extraordinarily unlikely to occur but has catastrophic consequences.</p> <p data-bbox="1257 1089 1976 1169">Where the risk is High Risk unless the control applied reduces the risk to Medium or Low this activity will not be approved by the Nominated Supervisor.</p>	What are the consequences of someone being injured, exposed, or potential death?	How likely is it to occur?				Could happen at anytime	Could happen sometime	Could happen but very rare	Could happen but probably never will	Death or permanent disability	H	H	H	M	Severe injury or illness	H	H	M	M	Medical attention required	H	M	M	L	Pain, the discomfort experienced, first aid required	M	M	L	L
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If more space is needed, please include another sheet.

Coordinator approving the excursion: _____ Coordinator Signature: _____ Date: _____

Educator Signature: _____ Date: _____

An updated assessment is required when there are any changes, including changes in the route taken and the presence of extra adults; and the Co-ordination Unit is informed.

Child's name	Person driving the vehicle.	Day /dates of travel	Parents signature	Date of signature	Medical or other needs required during this excursion