

# Excursion/ Regular Excursion/ Transport Risk Assessment and Authorisation



## Reference

Education and Care Services National Regulations:

R. 99 Children leaving the education and care service premises R.100 Risk assessment must be conducted before excursions

R.101 Conduct of risk assessment for excursion R.102 Authorisation for excursions

**Reason child/children are to be taken from the premises- Excursion / Regular Excursion/ Transportation** (please circle)

**Any excursion apart from regular excursions –‘A risk assessment must be conducted before an excursion’ in accordance with Regulation 100.**

Has the excursion destination been visited/viewed prior to the completion of this document? Yes/No

If Yes-Date Visited: \_\_\_\_\_

If No- Reason Why? \_\_\_\_\_

If No- Where possible other strategies that have been implemented to mitigate risks \_\_\_\_\_

Are you aware of the facilities and risks at this location and the surrounding environment? Yes/No

How have you made yourself aware of this? \_\_\_\_\_

Name of Educator: \_\_\_\_\_ Address of Educator: \_\_\_\_\_

Date of Excursion: \_\_\_\_\_ (if regular excursion/ transport indicate usual day of excursion)  Daily  Weekly  Fortnightly  Monthly

Proposed Excursion/Outing: \_\_\_\_\_

Address of Excursion: \_\_\_\_\_

Proposed Activities: \_\_\_\_\_

Mode of Transport:  CAR  PRAM  PUBLIC TRANSPORT  WALKING **Proposed Route:** (attach an image of proposed route and include written directions)

Requirements for seat belts or safety restraints met for each child: Yes / No **Is this Transport provided by Educator Assistant Only?** Yes/No

Number of Children: \_\_\_\_\_ Number of Accompanying Adults: \_\_\_\_\_ Educator: Child Ratio: \_\_\_\_: \_\_\_\_ **Items to be taken on excursion:** List Attached

Names of other Adults Attending: (\*must hold blue card, unless parent of child attending) \_\_\_\_\_

**\* Attach Copy of Blue Card**

**Water Hazard Present:** Yes/No If present include in risk assessment attached and provide a map to indicate location of water at venue.

**Estimated departure and arrival times and duration of excursion.**

E.g. From the Educators home to each destination and returning to the Educators home.

# Authorisations for Transport/ Excursion:

(Excursion Name)

Educator Full Name: \_\_\_\_\_ Educators Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Educator Assistant Full Name: \_\_\_\_\_ Educators Assistant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator Statement: *I have reviewed the risk assessment and map associated with the excursion attached and provide my approval.*

Coordinator Full Name: \_\_\_\_\_ Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE: This Document and attached Risk Assessment are to be scanned and emailed as a PDF or word document. NO PHOTO OR JPEG WILL BE ACCEPTED**

**PARENT PERMISSION-**

**“I have viewed the risk assessment and route and authorise my child/children as listed below to attend excursion/outing as described. “**

**\*If Transport is conducted by Educator Assistant as indicated on page 1- “I hereby give permission for my child to be transported as indicated on this form.”**

**\*If excursion is a regular outing, the authorisation is only required to be obtained once in a 12 month period.**

Child's Full Name	Medical or other needs required	Age	Type of Car Restraint/Seat	Parent/Authorised Person Full Name	Parents Signature	Date Signed
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

## Describe the processes for entering and exiting the service, and embarking/disembarking transport

<p><b>Describe the Process for-</b></p> <p><b>Leaving your premises</b></p> <p>and</p> <p><b>Entering the vehicle (Embarking)/</b></p> <p><b>Going on a walking excursion</b></p> <p>(including how each child is accounted for)</p>	<p><b>EXAMPLE:</b> <i>Exiting Premises/ Embarking transport</i></p> <p>Children wait inside front door while educator opens car.</p> <p>Educator walks with all children to the car.</p> <p>Educator open vehicle door. Children wait next to car while they enter 1 at a time. Younger children are assisted into the vehicle and to their allocated seat.</p> <p>Educators ensure children are seated correctly and buckle them in.</p> <p>Educator places babies into car seats and buckles them in</p> <p>Educator assists/supervises older children into cars and buckles / checks all seat belts.</p> <p><i>Educator conducts headcount.</i> Competes travel log and places all belonging into car.</p>
<p><b>Describe the process for-</b></p> <p><b>Exiting the vehicle (Disembarking)</b></p> <p><b>at the destination</b></p> <p>and</p> <p><b>Moving to the destination/venue</b></p> <p><b>(Including School Drop off)</b></p> <p>*Please specify if only school age children are exiting vehicle and if drop off zone is available</p> <p>*Please note processes specific to your care arrangement</p> <p>(including how each child is accounted for)</p> <p>* Consider public transport use and risks</p>	<p><b>EXAMPLE:</b> <i>Disembarking at destination/Entering Destination</i></p> <p>Educator parks vehicle opens car door. Set up pram if needed in a safe area. And remove bags as required. Unbuckle seatbelt and assist smaller children and babies into pram.</p> <p>older children may unbuckle their own when instructed. Older children will be instructed to disembark from vehicle and wait with prams in a safe area visible and within hearing of educator.</p> <p><i>Educator conducts head count</i> and do a visual sweep of the vehicle for any remaining children. Close car door.</p>

<p><b>Describe the process for-</b></p> <p><i>Leaving the Destination/Venue -</i></p> <p>and</p> <p><i>Entering the vehicle</i></p> <p><b>( Including school pick-up)</b></p> <p>*Please specify if school age children are entering vehicle only and if pick up zone is available</p> <p>*Please note processes specific to your care arrangement</p> <p>(including how each child is accounted for)</p>	
<p><b>Describe the process for-</b></p> <p><i>Exiting the vehicle at educators premises (or end of transportation)</i></p> <p>and</p> <p><i>Moving to Premises (educators' home)</i></p> <p><i>And</i></p> <p><i>Entering the Premises</i></p> <p>(including how each child is accounted for)</p>	

## Empty spaces for use to personalise Risk Assessment to individual excursion.

### \* Highlight relevant sections applicable to excursion

Hazards Identified /Possible Risks	Risk Level (Using matrix)	Potential Consequence if Risk Occurs	Elimination/Prevention/Control Measures	By Who	When
<b>Transport Vehicles (Private Vehicle)</b> -unsafe vehicle - unregistered vehicle - unlicensed driver	Moderate	Physical Injury Legal Repercussion Civil Litigation	✓ Ensure transport vehicle is suitable, safe, and authorised for intended transport purpose. ✓ Vehicle to be registered and maintained to a safe Roadworthy standard. ✓ Registration and drivers license are to be kept current, and copies held by the service. ✓ If utilising a hire car notify service and forward associated documents to the service.	Educators/Volunteers	At all times
<b>Car Restraints</b> - Inappropriate Restraints - No restraints available -children not restrained appropriately in car.	High	Physical Injury Legal Repercussion Civil Litigation	✓ Car restraint certificate required annually or when new restraint is purchased. Copy to be send to the service. ✓ Child restraints are to be installed and used appropriately for children attending	Educators/ Volunteers	At all times
<b>Route and Mapping</b> - Unable to travel via approved route. - Service not aware of route of travel.	Low	Physical Injury Legal Repercussion Civil Litigation	✓ <i>If approved route unavailable e.g. Road closures or if it changes, <b>service must be advised via txt or phone as soon as possible.</b></i> ✓ If this affects a school pick up- and the educator will be late- educator is to notify the school asap, to have them notify the child they will be late.	Educators/ Volunteers	At all times
<b>Car Parking</b> -Consider location of car park and distance to venue -traffic in car park -walking in the car park -walking to destination from carpark	High	Physical Injury Legal Repercussion Civil Litigation	✓ <i>Ensure all children are accounted for and move through the car park in a safe manner.</i> - <i>Ensure crossing roads is done at a pedestrian crossing.</i> - <i>Educators should ensure children's safety around other cars moving through car park and move through carpark being aware of surroundings.</i> - <i>Children should walk as instructed by educator.</i>		
			✓		

RISK MANAGEMENT

<p><b>Vehicular Breakdown/ Accident / Incident</b>                      - Injuries to children                      -dangerous environmental factors-                      road</p>	Moderate	Physical Injury Legal Repercussion Civil Litigation	<ul style="list-style-type: none"> <li>✓ Drive vehicle in a safe and appropriate manner and in accordance with road and speed limit and weather conditions.</li> <li>✓ If an accident occurs, if able to, safely move away from further danger e.g. Off road.</li> <li>✓ If any accident / vehicle breakdown occurs children are to be kept safe, comfortable and occupied. Comfort any distressed children.</li> <li>✓ Immediately notify the service</li> <li>✓ Available coordinators will go to the location to assist if appropriate and needed.</li> <li>✓ Service will immediately contact families to collect children Immediately or as soon as possible.</li> </ul>	Educators/ Volunteers	At all times
<p><b>Vehicle refueling</b>                      Fuel fumes                      Children left in the car while paying                      Traffic in area</p>	Moderate	Physical Injury Legal Repercussion Civil Litigation	<ul style="list-style-type: none"> <li>✓ Notify service via phone call to notify of the need to refuel, where and when.</li> <li>✓ Closely supervise children in car or charging station during refueling process.</li> <li>✓ Keep windows closed near refueling side of car</li> <li>✓ Pay at pump if able to or after refueling take ALL children with Educator/ Ed Assistant to service counter for payment.</li> <li>✓ If another adult is present in the vehicle, that person should exit the vehicle to fill and pay. Educator/Ed Assistant to remain with children if possible or refueling take ALL children with Educator to service counter for payment.</li> <li>✓ No child to be left unattended in vehicle.</li> <li>✓ Return children to vehicle and conduct head count.</li> <li>✓ If children have exited the vehicle complete log book.</li> </ul>	Educators/Volunteers	At all times
<p><b>Public Transport</b>                      ✓ Supervision &amp; safety- platform                      ✓ Children should be seated on transport at all times                      ✓ Using prams on public transport</p>	Moderate	Physical Injury Legal Repercussion Civil Litigation	<ul style="list-style-type: none"> <li>✓ Supervision &amp; safety when boarding &amp; disembarking</li> <li>✓ Platform safety if using train.</li> <li>✓ Avoid overcrowding &amp; making sure children are not overwhelmed when travelling.</li> <li>✓ Conduct regular headcounts.</li> <li>✓ Be aware of the appropriate seating for children &amp; the use of prams.</li> <li>✓ Logbooks to be used while travelling and follow instructions</li> </ul>	Educators/Volunteer s	At all times

RISK MANAGEMENT

				Educators/Volunteers	At all times
<p><b>Walking</b> Excursion</p> <ul style="list-style-type: none"> <li>• Traffic</li> <li>• Weather</li> <li>• Wildlife/ stray dogs</li> <li>• Unknown people</li> </ul>	High	<p>Legal Repercussion Civil Litigation</p>	<ul style="list-style-type: none"> <li>✓ Ensure appropriate clothing, hats, sunscreen and shoes are worn.</li> <li>✓ Ensure appropriate supplies are taken as needed.</li> <li>✓ The educator is to discuss with children how they are to walk and behaviour expectations during excursion.</li> <li>✓ Educator is to conduct regular headcounts.</li> <li>✓ Children are to walk on foot paths where available.</li> <li>✓ Children will walk together away from the road.</li> <li>✓ Educator should always be aware of surrounding environment such as wildlife, stray dogs' unknown persons.</li> </ul>	Educators/Volunteers	At all times
					At all times

RISK MANAGEMENT

Hazards Identified /Possible Risks	Risk Level (Using matrix)	Potential Consequence if Risk Occurs	Elimination/Prevention/Control Measures	By Who	When
<p><b>Weather</b></p> <ul style="list-style-type: none"> <li>✓ Inclement weather</li> <li>✓ Heatstroke</li> <li>✓ Sunburn</li> <li>✓ Burns to skin form equipment</li> <li>✓ Cold</li> <li>✓ Medial condition affected by weather</li> </ul>	High	Physical Injury Psychological Injury Legal Repercussion Civil Litigation	<ul style="list-style-type: none"> <li>✓ Be aware of current weather conditions.</li> <li>✓ Be aware of weather forecast.</li> <li>✓ Be aware of any child with a health condition that may be affected by weather (e.g. Asthma)</li> <li>✓ Take appropriate protective clothing -hats, closed in shoes, umbrella</li> <li>✓ Apply sunscreen as required.</li> <li>✓ Adequate food and water as needed</li> <li>✓ Park vehicle in sheltered or shaded areas where possible.</li> <li>✓ Monitor heat inside vehicle/s parked in hot conditions.</li> <li>✓ Ensure childrens clothing is appropriate for weather- hot or cold</li> </ul>	Educators/Volunteers	At all times
Alternative Contingency plan for weather event-					
<p><b>Unknown People in attendance</b></p> <p>Unfamiliar individuals approaching children</p> <p>Stranger taking photos of children</p>	High	Psychological injury Physical Injury Potential for harm via social media- use of photos Missing child	<ul style="list-style-type: none"> <li>✓ Ensure children are always in eyesight</li> <li>✓ Set clear boundaries for where the children can go</li> <li>✓ Use the stranger danger approach and teach children about this prior to the excursion</li> <li>✓ Educator to remain vigilant at all times and intervene if photography occurs – report to organisation and to coordinator / service</li> <li>✓ Talk to the children before the excursion about safe adults and practice scenarios (if appropriate)</li> </ul>	Educators/Volunteers	At all times

RISK MANAGEMENT

<p><b>Food and Water</b> Food storage and hydration during excursion and travel</p>	<p>Moderate</p>	<p>Dehydration Physical injury</p>	<ul style="list-style-type: none"> <li>✓ Ensure that each child has water bottle and that there is access to additional water for refilling</li> <li>✓ Ensure that children have enough food for the outing and that it is kept cool with ice bricks in a cooler bag</li> <li>✓ Carry hand sanitiser and/or wipes for cleaning hands before eating when washing hands is not an option</li> </ul>	<p>Educators/Volunteers</p>	<p>At all times</p>
			✓		
<p><b>Missing Child</b> Loss of a child / stolen child during the excursion</p>	<p>High</p>	<p>Missing child Physical injury</p>	<ul style="list-style-type: none"> <li>• Educator must discuss with the children what to do if they become lost</li> <li>• Educator must establish a meeting point at the venue with children.</li> <li>• Educator is to conduct regular head counts during excursion including when moving between different areas.</li> <li>• Educator is to take a photo of each child prior to leaving for excursion (photographic record of what the child was wearing)</li> </ul> <p><b>PROCEDURE IF A CHILD IS MISSING:</b> (Not to be amended)</p> <ol style="list-style-type: none"> <li>1. Search immediate area- DO NOT LEAVE ANY CHILDREN UNATTENDED OR IN THE CARE OF ANOTHER PERSON! EDUCATOR - IS TO BE WITH CHILDREN AT ALL TIMES. *Request help from people around you</li> <li>2. If child is unable to be located- notify head office- available coordinators will immediately attend excursion location to assist. (NS will contact family to advise)</li> <li>3. Continue Search for child- notify Management of venue/ Security if available</li> <li>4. Notify Police: If Child is unable to be located after 10 minutes police will be notified by Nominated Supervisor or Manager Educator at all times</li> </ol>	<p>Educators/Volunteers</p>	<p>At all times</p>

Hazards Identified /Possible Risks	Risk Level (Using matrix)	Potential Consequence if Risk Occurs	Elimination/Prevention/Control Measures	By Who	When
<p><b>Illness / Injury / Medical Condition</b></p> <ul style="list-style-type: none"> <li>✓ Medication</li> <li>✓ First Aid Kit</li> </ul> <p><b>Injury to Child</b></p> <ul style="list-style-type: none"> <li>✓ On excursion</li> <li>✓ During transport</li> </ul>	<p>High</p>	<p>Physical Injury                      Psychological Harm                      Legal Repercussion                      Civil Litigation</p>	<ul style="list-style-type: none"> <li>✓ Carry fully stocked First Aid kit.</li> <li>✓ Carry prescribed and authorised medication/s, and health plans for individual children as needed.</li> <li>✓ Administer prescribed medications as needed in accordance with individual health plan.</li> <li>✓ If child is injured/ ill apply First Aid as applicable</li> <li>✓ Notify Head office if a child becomes ill/injured as soon as possible.</li> <li>✓ Ensure the FDC Nominated Supervisors / Management and parents/carers are to be notified as per Incident Reporting guidelines.</li> <li>✓ Call 000 if needed</li> <li>✓ Complete an Incident report.</li> </ul>	<p>Educators/Volunteers</p>	<p>At all times</p>

Hazards Identified /Possible Risks	Risk Level (Using matrix)	Potential Consequence if Risk Occurs	Elimination/Prevention/Control Measures	By Who	When
<b>First Aid Kit</b> ✓ Contents ✓ Date Valid ✓ Location	Moderate	Physical Injury Psychological harm Legal Repercussion Civil Litigation	✓ First aid kits should be taken when leaving the care premises for transport, excursions, routine outings or emergency evacuations. ✓ Kits should be checked regularly to ensure they are fully stocked, and no products have expired. ✓ Consider keeping a checklist of the contents inside each first aid kit and initial the list each time the contents are checked. ✓ Consider a first aid kit for each vehicle used for excursions or transports.	Educators/Volunteers	At all times
<b>First Aid Training</b> ✓ Currency ✓ Validity	High	Physical Injury Legal Repercussion Civil Litigation Operational Harm	✓ Educators and their Assistants to have completed and maintain current First Aid training.	Educators/Volunteers	At all times
<b>Record of Transport (Logbook)</b> ✓ Incomplete ✓ Lost / Misplaced	LOW	Breach of regulatory requirement	✓ Educators must complete the logbook as transport is provided. ✓ If misplaced, complete a temporary record and transfer these details into the main Record of Transport (Logbook) as soon as practicable. ✓ Notify FDC Nominated Supervisors and Management of original Logbook loss as soon as possible. ✓ If lost, obtain and commence a new Record of Transport (Logbook).	Educators/Volunteers	At all times

Hazards Identified /Possible Risks	Risk Level (Using matrix)	Potential Consequence if Risk Occurs	Elimination/Prevention/Control Measures	By Who	When
<b>Wildlife</b> ✓ Exposure to unfamiliar wildlife whilst on an excursion.	Moderate	Physical Injury Psychological harm	✓ Educator is to maintain awareness of surroundings at all times ✓ Explain to children the safe behaviours to use around unfamiliar wildlife should they encounter them on an excursion.	Educators/Volunteers	At all times
<b>Toileting/ nappy changing.</b> <ul style="list-style-type: none"> <li>• Unknown people in the area</li> <li>• Unable to supervise all children in care while assisting a child to toilet/nappy change.</li> <li>• Lack of water to wash hands</li> </ul>	High	Missing child Physical injury Psychological harm	<b>The educator is to determine the location and types of toilets available prior to the excursion.</b> (co-ordination unit may request a map of the facilities) <ul style="list-style-type: none"> <li>• Educator will utilise a disabled toilet or parent room where available.</li> <li>• If using other public toilets, educators are to check the safety and cleanliness prior to use by children.</li> <li>• If needed all children will go into the public toilet together and use the stall and toilet one at a time. Educator is to stay with all remaining children, while one uses the toilet.</li> <li>• If educator needs to use bathroom- Educator is to ensure children are within hearing and sight (if appropriate)</li> </ul>	Educators	At all times
			What are the toilet facilities at the venue?  How will educator change nappies?  How will children use toilets?  How will educator/s use toilet if needed?		

RISK MANAGEMENT

<p><b>Educator becomes Injured/III</b></p> <ul style="list-style-type: none"> <li>- Unable to supervise /care for children.</li> <li>- Unable to drive.</li> </ul>	<p>High</p>	<p>Missing child Physical injury Psychological harm</p>	<ul style="list-style-type: none"> <li>✓ Educator is to discuss with children prior to excursion what to do if educator becomes injured / ill.</li> <li>✓ Educator is to communicate situation with Family Day Care Head Office</li> <li>✓ Call 000 if needed.</li> <li>✓ Family day Care Head Office staff will attend immediately.</li> <li>✓ Other available staff will contact families for immediate collection of children</li> </ul>	<p>Educators/Volunteers</p>	<p>At all times</p>
<p><b>Excursion to Park</b></p> <ul style="list-style-type: none"> <li>- Condition of play equipment</li> <li>- Suitability of play equipment</li> <li>- Access to busy road</li> <li>- Rubbish/ broken glass.</li> <li>- Syringes</li> <li>- Insect bites</li> <li>- Temperature of equipment unfenced</li> </ul>	<p>Moderate</p>	<p>Missing child Physical injury Psychological harm</p>	<ul style="list-style-type: none"> <li>✓ Evaluate equipment for age appropriateness.</li> <li>✓ Evaluate equipment for faults/ broken – if insufficient do not use</li> <li>✓ Check soft fall - if insufficient do not use</li> <li>✓ Scan area for bugs/ nests- e.g. wasps.</li> <li>✓ Provide active supervision – children within sight and hearing of educator.</li> <li>✓ Conduct regular head counts.</li> <li>✓ Temperature check equipment as needed to ensure no burn risk.</li> <li>✓ Scan area for potential hazards such as broken glass. If appropriate and safe to do so remove form area or use an alternative area.</li> </ul>	<p>Educators/Volunteers</p>	<p>At all times</p>
<p><b>Excursion to Shopping Centre/ Library</b></p> <ul style="list-style-type: none"> <li>• Close to road</li> <li>• Car park traffic</li> <li>• Missing child</li> <li>• Escalators</li> <li>• Toilet access</li> </ul>	<p>High</p>	<p>Missing child Physical injury Psychological harm</p>	<ul style="list-style-type: none"> <li>✓ Consider the use of prams and strollers if needed.</li> <li>✓ Teach children applicable road rules.</li> <li>✓ Discuss expectations with children prior to excursion.</li> <li>✓ Conduct regular head counts.</li> <li>✓ Carry or hold the hand of young children on escalators.</li> <li>✓ If available, consider using lifts instead of escalators.</li> <li>✓ Educators are to maintain active supervision at all times. Children within sight and hearing at all times.</li> </ul>	<p>Educators/Volunteers</p>	<p>At all times</p>

**Educator to add specific risks associated with Excursion if needed.**

Hazards Identified /Possible Risks	Risk Level (Using matrix)	Potential Consequence if Risk Occurs	Elimination/Prevention/Control Measures	By Who	When
				Educators/Volunteers	At all times
				Educators/Volunteers	At all times
				Educators/Volunteers	At all times
				Educators/Volunteers	At all times

### Excursion checklist

(Please tick)

- |  |   |
|--|---|
| <input type="checkbox"/> First Aid Kit                                     | <input type="checkbox"/> Medication as needed and Action plans.                       |
| <input type="checkbox"/> Sunscreen, hats                                   | <input type="checkbox"/> Nappies and spare clothes as needed for individual children. |
| <input type="checkbox"/> List of Children attending and emergency contacts | <input type="checkbox"/> Food and Drinks as needed.                                   |
| <input type="checkbox"/> Mobile Phone and charger                          | Other items as needed wipes, umbrella, gloves etc.                                    |

RISK SCORE MATRIX

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