

EXCURSION RISK MANAGEMENT

Excursion Details									
Date(s) of excursion:			Excursion Destination:						
Method of Transport, including proposed route:									
Name of excursion Coordinator (Carer):							Mobile:		
Number of Children attending excursion:		Carer to child ratio, including whether this excursion warrants a higher ratio:				Number of Parents/volunteers			
Names of children attending excursion:									
Medical information for each child: (Attach additional information if required)									
Purpose of Excursion (List activities in risk assessment on page 2 including any water hazards):									
First Aid Kit:	Yes	No	Drinking Water:	Yes	No	Sunscreen:	Yes	No	
Plan prepared by:					Signature:				
Venue and safety information reviewed and attached			Yes	No	Comments:				
Plan approved by parent/guardian:		Yes			Parent/guardian signature:				

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RISK ASSESSMENT					
List Activities	Hazard identified	Risk level use matrix below	Elimination/control	Who	When

Remember: monitor effectiveness of controls and change if necessary or if accident/incident or significant change occurs.

Risk Matrix						
Likelihood						
Consequences		Rare (exceptional circumstances)	Unlikely (not likely to occur)	Possible (could occur at some time)	Likely (will probably occur in most circumstances)	Almost Certain (very likely in most circumstances)
	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