



Excursion Risk Assessment and Parent Authorisation – Special Excursion

Activity Name: _____

To be completed by Educator before any Special Excursion

Family Day Care educators are required to conduct a thorough risk assessment before taking children on an excursion outside the service premises. This includes visiting the excursion venue and travel route in person to identify and evaluate any potential risks or hazards. It's essential to ensure the safety of the children under their care.

Special Excursion means – An Outing or Transportation of children as a once off occurrence that is not considered a regular outing



1. Details Activity		Car Rego:
Educator Name:		Car Make/Model:
Educator Assistant Name:		Educator Phone Number:
FDC Service Name:		Educator Assistant Phone Number:
FDC Premises or Venue Address (start of Regular Outing)		
Family Members/Volunteer/Student Name and Contact Number:		
Means of Transport e.g. walking, bus, private car	(Circle or Highlight) Walking Private Vehicle Public Transport	
Date Range of Excursion Authorisation If it is a regular outing include a description of when children are to be taken on regular outings. (Mon to Fri) (Time frame)		
Actual Times Leaving the Family Day Care Premises and Returning E.g., from the service to each destination and returning to the service		
The number of educators / responsible adults, appropriate to provide supervision and whether any adults with specialised skills are required (Any children's individual needs are recorded below in the Participant's Individual Needs section 4 of risk assessment.)	1 FDC Educator Holds current first Aid HLTAID009 – CPR HLTAID012 Provide First Aid in and education and care setting.	
Anticipated number of Educators and children likely to be transported	1 Educator : 7 children maximum 4 under school age 3 school age	
Reason for Transport/Excursion/Activity: eg. collecting children from school or home, Regular activity		
Requirements for seatbelts or safety restraints in your state or territory have been met	Children aged 0 to 6 months must be restrained in a rear-facing child restraint (e.g. infant capsule). Children aged 6 months to under 4 years must be restrained in either a rear or forward-facing child restraint with in-built harness. Children aged 4 years to under 7 years can be seated in either a forward-facing child seat or booster seat restrained by a fastened seatbelt or child safety harness.	
Any water hazards on the proposed route travelled and at each stop? E.g. Bridge, causeway, risk of flooding, beach, lake, dam	Yes / No Description:	
Pick-up location and return of (start of excursion – FDC residence) Including departure and return to the FDC premises or venue. Describe the process for entering and exiting the service premises Head count to be conducted when entering the vehicle	Vehicle parked in Garage	Vehicle Parked in Driveway
Destination and location Describe the process for Arriving and Departing procedure from the location. List each location travelled to and from as part of the excursion. E.g., the museum, park for lunch and service. Headcount conducted at arrival and departure.		



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Transport Details

Upload a detailed itinerary of the proposed route from Google Map

Proposed Route
(Journey time, access to toilet, vehicle.)
Order of your travel stops



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2. Activity Checklist –	
PRE-ACTIVITY	
	Items that should be readily available during transportation
Mobile phone/other means of communicating with service and emergency services	Sunscreen
Participant's emergency contact information (printed copy & access to Harmony system) Printed copies of contacts to be available if there is no internet access or Harmony is down.	Water
First Aid Kit	All Participants and Educator have sun protection
Copies of Participant's medical management and communication plans	Participant's medication including EpiPen's, asthma, other
Requirements for seatbelts or safety restraints can be met	Healthy snacks if required
DURING ACTIVITY	
Roll call and head counts are completed	Sweep of the transport on arrival at the activity
POST-ACTIVITY	
Roll call and head counts are completed	Sweep of the transport on arrival at the program/service

3. Schedule of Activities	
Proposed Activities (Time frame of activities)	Provide a detailed description of the activity being undertaken
	<i>Complete the schedule with an outline of your programmed activities</i>
	<i>you MUST complete the schedule of activities and ensure you abide by the stipulated timings.</i>

4. Risk Assessment					
<i>Review all items to ensure it is suitable and specific to your service.</i>					
ACTIVITY	IDENTIFIED HAZARD	CONTROL MEASURES <i>Outline the control measures in place to reduce the risk of the activity.</i>	RISK RATING	WHO	FURTHER CONTROLS DURING ACTIVITY <i>Monitor the effectiveness of controls and outline any changes on the day.</i>



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Participant's Individual Needs		<p><i>Complete this section specific to your group of participants, thinking about but not limited to the following items:</i></p> <ul style="list-style-type: none"> <i>Behaviour guidance</i> <i>Additional children's needs</i> <i>Ages of children, young people or patrons e.g. high number of kindy</i> <i>Social needs</i> <i>Environmental awareness</i> 			
First Aid	Insufficient equipment could result in further injury.	<ul style="list-style-type: none"> First Aid Kit adequately maintained and brought on all activities. All documentation is taken on activity including Incident Report Forms, Administration of Medication Records and Medical Management and Communication Plans for all participants diagnosed with medical conditions including allergies, Anaphylaxis, Asthma, Epilepsy and Diabetes. All medication and related authorisations are collected before departing and all required documentation and medication is stored appropriately. A portable version of the contact details of each participant's parent or guardian, authorised nominee and contact details for their medical practitioner is taken on the activity. 	MEDIUM	Educator	
Emergency Procedures	Physical Injury	<ul style="list-style-type: none"> Upon arrival at the activity venue the educator will familiarise themselves with the venue's emergency evacuation procedure and assembly location. Mobile phone to be kept on Educator at all times. 	MEDIUM	Educator	
Incident/Hazard Reporting	Physical Injury	<ul style="list-style-type: none"> All Incidents/Hazards are reported, investigated and controlled as per procedure. All high level incidents are reported to management immediately. 	MEDIUM	Educator	
Environment	Physical Injury	<ul style="list-style-type: none"> Educator will make themselves familiar with activity and educate participants on arrival. Disabled access available. Educator will set up activities and lunchtime in shaded areas where possible. 	MEDIUM	Educator	
Weather Conditions	Sunburn, sun stroke, heat stroke	<ul style="list-style-type: none"> All participants and educators to apply sunscreen prior to leaving and regularly throughout the activity as per Sun Protection Policy All participants and educators to wear appropriate clothing and hats when in full sun. In the event that the activity is severely affected by weather (i.e. heat/cold/storm), the Educator will determine the suitability of the activity proceeding. 	MEDIUM	Educator	
Transport	Traffic Accident – Bus Unaccounted child/children Unforeseen delays	<p>VEHICLE</p> <ul style="list-style-type: none"> Driving to the conditions of the weather - In the event that the activity is severely affected by weather (i.e. heat/cold/storm). Storm damage or threat of flooding with water/bridge crossings. The Educator will determine the suitability of the activity proceeding. Drivers will have a valid driver's license and will drive appropriately in accordance with regulations. Educator will not exceed the maximum allowance for people on the vehicle. Participants advised to take extra care when boarding/disebarking the vehicle. Educator will count all participants whilst boarding into the vehicle. Educator to ensure that all participants remain seated whilst vehicle's in motion and use seatbelts where available. Educator will count all participants on boarding and disembarking the vehicle at the FDC Premise/Venue and the Destination/location. A sweep of the vehicle will occur when boarding/disebarking the vehicle. <p>WALKING:</p> <p>Activity Risk Assessment to be completed by the Educator when conducting an activity within a YMCA WA program/service. Where possible all road and carpark crossings will be conducted with Educator crossing with all children holding hands and walking together.</p> <ul style="list-style-type: none"> Educator will count a head count of children when leaving and returning to FDC Premise/Venue and the Destination/location. Walking route must be organised prior to journey and instructions explained to the children and participants <p>TRAFFIC ACCIDENT</p> <ul style="list-style-type: none"> In the event of a traffic accident, Educator to ensure all participants are safe and unharmed. If harmed, Educator to contact emergency services and apply first aid and care for participants if required. 	LOW	Educator	



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		<ul style="list-style-type: none"> Educator to contact YMCA. 			
Amenities	Participant welfare issues such as toilet facilities, shade, clean water, disabled access.	<ul style="list-style-type: none"> Participants will be escorted to and from the toilets by the Educator. Participants reminded that they are to notify Educator when requiring the toilet. Toilets to be checked by Educator, prior to participants entering. If possible, only allow participants into toilets if clear. All participants to bring water bottles to ensure access to water. Educator to check cleanliness of water fountains prior to participants accessing. 	LOW	Educator	
Supervision	Unaccounted Participant	<ul style="list-style-type: none"> The educator will conduct head counts every 15 minutes to ensure all participants are accounted for. A roll call will be completed at the minimum following times: <ul style="list-style-type: none"> before leaving the program/service on arrival at the activity including a sweep of the transport lunchtime and regular intervals at the activity before leaving the activity arrival at the program/service including a sweep of the transport Educator to spread themselves out amongst participants to ensure that maximum supervision is achieved. 	MEDIUM	Educator	
Manual Handling	Physical Injuries include sprained ligaments or torn/strained muscles.	<ul style="list-style-type: none"> Educator and participants will adhere to manual handling guidelines. Educator should follow the S.M.A.R.T Lifting principle. 	LOW	Educator	
Food Safety	Contamination of food and injury/illness.	<ul style="list-style-type: none"> If preparing food, all safe food handling, preparation and storage guidelines are followed.. If preparing food at the external location, ensure all cooking facilities are operational and clean. 	MEDIUM	Educator	
Communication	Uneducated Assistant Educator/Volunteers and Students	<ul style="list-style-type: none"> Educators, Assistants, Students and Volunteers will review, make amendments as necessary, and sign and understand the Risk Assessment on the day of the activity. Educators' mobile phone must be in working order. 	LOW	Educator	
Medical Conditions	Medical Conditions of participants unknown / not communicated	<ul style="list-style-type: none"> Ensure Medical Condition Risk Management and Communication Plan in place Treatment medication & plan brought on all excursions. 	MEDIUM	Educator	
Safeguarding Children & Young People	Inadequate safeguarding practices could result in injury or harm to children	<ul style="list-style-type: none"> SCYP training completed by all Educator and periodically reviewed Reporting procedures for concerns are documented and implemented within the organisation 	HIGH	Educator	

Approval & Review			
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs			
Risk Assessment Completed By:		Date of Completion:	
In Consultation with: FRC Staff		Risk assessment to be evaluated and reviewed on: <i>A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a 'regular outing'*, a risk assessment must be undertaken at least annually.</i>	
The vehicle is roadworthy and always maintained and suitable for transporting children.		Yes / No	
Educator declaration I declare that: I have been to the destination and physically checked for any potential risk		Educator Signature	
Assistant/Volunteer/Student		NAME	DATE
			SIGNATURE



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5. Risk Matrix

Note: <i>Risk matrix does not fit all situations.</i> <i>If in doubt, please contact HSS.</i>		CONSEQUENCES				
		MINIMAL No Injury Minor impact	MINOR First Aid Events with no adverse effects	MODERATE Medical Treatment required Events with temporary adverse effects	MAJOR Extensive injury Events with long-term effects Attracts authorities	CATASTROPHIC Fatality or permanent disability Event with major impact – Mass media attention
LIKELIHOOD	PROBABLE Is expected to occur in most circumstances	MEDIUM	MEDIUM	HIGH	HIGH	HIGH
	LIKELY Will probably occur in many circumstances	MEDIUM	MEDIUM	HIGH	HIGH	HIGH
	POSSIBLE Could occur at some time	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	UNLIKELY Not expected to occur	LOW	LOW	MEDIUM	MEDIUM	HIGH
	IMPROBABLE May occur only in exceptional circumstances	LOW	LOW	LOW	MEDIUM	HIGH

