



Excursion Risk Management Plan

Excursion Details			
Date(s) of Excursion		Excursion Destination	
Departure and Arrival Times			
Proposed Activities			
Water Hazards? Yes/No If yes, detail risk in assessment below.			
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.			

Risk Assessment

Activity	Hazard/Risk Identified	Risk Assessment (Use Matrix Impact)			Elimination/control measures	Who
		Likelihood	Consequence	Risk		

Excursion Details	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adult participating in the excursion
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone/other means of communicating with the service of emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Permission form attached
<input type="checkbox"/> Map of route attached	<input type="checkbox"/> Other items, please list.

Administration details	
Plan prepared by:	
Permission form attached	yes/no
Parent/guardian signature	
Reminder: Monitor the effectiveness of control and change if necessary. Review the risk assessment if an incident or significant change occurs	

Risk matrix						
Consequence						
	Insignificant	Minor	Moderate	Major	Catastrophic	
Likelihood	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