

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 in risk 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.		
Excursion details		
First aid kit	<input type="checkbox"/>	List of adults 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 & emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/>	Other items, please list

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	
Plan prepared by						
Prepared in consultation with:						
Communicated to:						
Venue and safety information reviewed and attached		Yes / No	Comment if needed:			
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.						

Risk matrix						
Consequence						
	Insignificant	Minor	Moderate	Major	Catastrophic	
Almost certain	Moderate	High	High	Extreme	Extreme	Extreme
Likely	Moderate	Moderate	High	Extreme	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	High	High
Rare	Low	Low	Low	Moderate	Moderate	High
Likelihood						