

# SAMARITANS FAMILY DAY CARE & IN HOME CHILD CARE

## EXCURSION RISK ASSESSMENT

Educator name: \_\_\_\_\_

Excursion date: \_\_\_\_\_

Excursion location/venue: \_\_\_\_\_

The reason I have chosen this location is that it provides the following experiences for the children:

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**This Risk Assessment is to be completed prior to the Excursion.**

- Assess the excursion venue; if using a venue for the first time it must be visited prior to the excursion and a Risk Assessment completed
- Consider weather conditions; rain, heat, cold etc
- If a water hazard is assessed, then look for alternative venues
- Remember emergency contact details, first aid kit and mobile phone

Item	Yes	No	N/A	Management strategies
Travelling by car - is car registered and restraints checked?				
Do you have sufficient petrol in your vehicle to make the return journey?				
Can children leave car and access venue safely?				
Is shade available?				
Walking – is travel route safe?				
Is the venue indoors?				
Is the venue outdoors?				
Is there toilet and hand washing facilities?				
Is the area free from hazards, e.g. sharps (glass, syringes), rubbish, cigarette butts, animal droppings etc.				
Can all children be adequately supervised?				
Is there adequate shade?				

Are there any water hazards?				
Is the venue suitable for all ages/stages of children attending?				
Do doors and gates have appropriate locks?				
Is the venue a smoke free environment?				
If using equipment, is it suitable for all ages and have appropriate sofffall?				
Does your insurance cover this particular activity?				
Mobile phone fully charged the night before?				
Change for pay phone available? (in case mobile reception unavailable/mobile failure)				
Have you advised the Coordination Unit?				
Have parents completed the Excursion Authority?				
Any other risks or considerations that may need to be made?				

Educator Sign \_\_\_\_\_ Date \_\_\_\_\_