**Risk Assessment Form**

**OSHC and Early Years settings – Offsite Excursions (including regular outings)**

**This template must be reviewed and updated to reflect the risks relevant to the specific activity/event. This form must be completed before seeking authorisation for the excursion to occur (**[**see Regulation 102**](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.102)**) and before seeking parent/legal guardian consent. If the** [**excursion is a ‘regular outing’**](https://www.acecqa.gov.au/national-quality-framework/guide-nqf/section-4-operational-requirements/quality-area-2-childrens-health-and-safety#2.13)**, a risk assessment must be undertaken at least annually or as required. Schedule 1 – Excursion Checklist must be completed before each excursion.**

**This completed Risk Assessment Form must be available to parents on request.**

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| **Service Name:** |  | | |
| **Form completed by (name):** |  | **Signature and Date:** |  |
| **Describe activity or event you are assessing:** | | | |
| Short description of excursion: |  | Date of excursion: |  |
| Name and Address of Excursion Site: |  | Type of transport: |  |
| Pre-visit conducted:  *If no, record how the facilities were verified/assessed.* | *Yes/No* | Transport route map attached:  *If no, describe route.* | *Yes/No* |
| Name of the Responsible Person: |  | Service mobile phone to be used on excursion: |  |
| WHS Coordinator: |  | First aider/s: |  |
| Number of supervising staff: |  | Max total no. of students and break down by age group: |  |
| Names of supervising staff: |  | Ratio: |  |
| *NB. Ratio calculated with regard to risk assessment taking into account age of children and nature of activities.*  *NB Children requiring 1:1 support will be excluded from the ratio calculation, along with the adult supporting them.* | |

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| **Excursion sequence – timing of departing/returning to service, arriving/departing destination, and location details in relation to embarking/disembarking from transport**  **(insert additional lines as required where multiple excursion visit locations)** | | | | | | | |
| Time of Day | | | Describe location and process to enter/exit premises and embark/disembark transport at each stage: | | | | |
| Depart from Service: |  | |  | | | | |
| Arrive at destination: |  | |  | | | | |
| Depart destination: |  | |  | | | | |
| Arrive at Service: |  | |  | | | | |
| Total duration: |  | |  | | | | |
| **Review the hazards, risks and controls described below and consider which are relevant to this excursion:** | | | | | | | |
| **Step 1: Identify the hazard and assess the risk** | | **Step 2: Reducing the risk - name the relevant controls that will reduce the risk** | | | | **Step 3: Confirm the controls have been implemented and add additional controls or mark**  **‘Not applicable’.** | |
| **Selection of excursion/program provider** | | | | | | | |
| **Suitability of excursion location**   * Unsafe facilities giving rise to risks of injury and harm including water hazards * Inappropriate amenities that do not suit the specific requirements and capabilities of the group | | The Responsible Person must consider how to effectively review whether the excursion location is suitable and safe based on.   * The capability of the group of children and young people who will attend. * The amenities available at the location. * Educational outcomes to be achieved. * Special needs including accessibility and medical considerations. * Any water or other hazards that are present and if staff can mitigate the risk whilst the location still having a benefit to the children. | | | |  | |
| **Use of external providers to deliver adventure activities**   * Lack of relevant qualifications and experience * Inappropriate conduct towards children | | * Seek confirmation from provider that instructors have the correct qualification and/or experience for their specific role/s. * Require all providers to confirm they have current public liability insurance Certificate of Currency. * Ensure all external providers have a risk management plan for the activity that has been provided to the Service. * Ensure Third party Providers are screened in accordance with CESA processes. Refer [OFFSITE\_Third Party Providers (Child Protection) Letter and Form](https://cesacatholic.sharepoint.com/:w:/r/sites/CESAShare/Human%20Resources/Industrial%20Relations/Contractors%20%26%20Consultants/OFFSITE_Third%20Party%20Providers%20(Child%20Protection)%20Letter%20and%20Form.docx?d=w053847c556084c7e8c5dc6a2fc525dbd&csf=1&web=1&e=TcLsnc) and [Quick Help Guide \_RRHAN, WWCC & EScreening](https://cesacatholic.sharepoint.com/:b:/r/sites/CESAShare/Governance/Child%20Protection/Quick%20Help%20Guide%20_RRHAN,%20WWCC%20%26%20EScreening.pdf?csf=1&web=1&e=u6AqPJ) | | | |  | |
| **Activity related risks** | | | | | | | |
| **Hazards relevant to specific sporting and adventure activity included in the excursion program**   * Injury/death | | * The Responsible Person has reviewed and considered the relevant activity instructions for Category 1 and Category 2 activities as defined in the [Camps, Excursions, Sporting and Adventures Activities Procedure](https://cesacatholic.sharepoint.com/:f:/r/sites/CESAShare/Governance/Policies%20and%20Procedures?csf=1&web=1&e=4WwrC0). | | | |  | |
| **Aquatic related activities**  **(pool/beach/river)**   * Insufficient supervision * Drowning injury/death * Trigger for epilepsy * Child Protection risks | | * Specific consent must be obtained by the parent/legal guardian to permit their child to participate in aquatic related activities. * The Responsible Person has reviewed and considered the relevant activity instructions for[Swimming instruction – Category 1 and Category 2](https://cesacatholic.sharepoint.com/:f:/r/sites/CESAShare/Governance/Excursions%20-%20including%20Camps%20and%20Overseas%20Travel?csf=1&web=1&e=O08cFT) including that specific supervisory ratios relevant to aquatic risks have been implemented. * Appropriate locations to provide privacy for changing clothes. Staff member/volunteer to check changing rooms prior to children using them. | | | |  | |
| **Health and Food Management** | | | | | | | |
| **Known health risks and medical conditions**   * Lack of necessary adjustment for activities or Inappropriate or missed administration of medication resulting in exacerbation of medical condition/ injury/death * Inattention to packing of Health Management Plans and associated medications (asthma puffers, EPIPENs etc) | | * All workers (including volunteers) and parents of children/young persons to declare via relevant consent forms that they are fit to participate in the planned activities and disclose any medical condition that may be adversely affected by programmed activities. * Where restrictions or special conditions are required, these must be listed on a plan for the staff/student. * Children/young persons requiring medication to be administered whilst on excursion must have a medical plan in place. * All medication must be in original packaging and clearly labelled. A record must be kept – medication name, dose, time given and kept secure and initially by staff member. * [Anaphylactic Action Plan](http://www.education.vic.gov.au/school/principals/spag/health/Pages/anaphylaxis.aspx) (AAP) is in place for those with known allergies and accompanying staff trained to recognise symptoms of anaphylactic reaction and implement AAP. | | | |  | |
| **Provision and consumption of food**   * Food poisoning * Triggering of allergies * Anaphylactic reaction leading to serious illness or death * Specific cultural or contextual considerations | | * Destination has reliable/safe drinking water and if tap water is unsafe, appropriate access to bottled water has been planned. * Persons preparing food must have completed basic [food safety training](https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/public+health/food+safety+for+businesses/food+safety+management/food+safety+supervisor+certification) and follow correct food hygiene practices. * Reliable/safe food is provided from reputable sources. * Where food is being provided by the Service, food must be transported in appropriate eskies/containers and maintained at right temperatures to ensure compliant with Food Safety Standards. * Parents/caregivers are advised of appropriate food to pack where children/young persons are required to bring their own. * Food areas used for food storage, preparation and services must be kept clean, free from vermin and build-up of dirt or food residue. * Appropriate refrigeration facilities available for storing food (eskies available to store food whilst travelling to the site) * Dietary requirements of workers, children/young persons is known and appropriate catering is arranged. * Hand washing facilities and/or Hand sanitiser/gel used prior to eating. * Restrictions are adhered to in fruit fly areas. | | | |  | |
| **Transport** | | | | | | | |
| **Suitability of vehicle and Driver safety** | | * Where third party provider is used, use accredited bus company. * School/Service owned vehicles must be well maintained, registered and comply with Road Transport accreditation requirements. * Vehicles must have sufficient capacity to accommodate all participants in their own seat and where possible with [seatbelts](https://www.mylicence.sa.gov.au/road-rules/seatbelts-and-child-restraints), with accessible access required (or alternative transport arranged). * [Booster seats/safety restraints](https://www.mylicence.sa.gov.au/road-rules/seatbelts-and-child-restraints) available as required for children. * Drivers must always obey speed limits * Appropriate licencing for school/service staff who are driving students to/from the excursion (relevant to the size of the vehicle being driven) and SALT driver training (also consider additional driver safety training as required). * Ensure back up driver is available. | | | |  | |
| **Travel sickness** | | * Where children/young persons are likely to experience motion sickness, ensure sick bags are available and reasonable attempts are made to prevent travel sickness (eg liaise with parents about travel sickness medication) * Refer also ‘Known health risks and medical conditions’ above. | | | |  | |
| **Child safety – entry/exit from vehicle** | | * Before vehicle departs, educator must conduct a head count. * Driver must set-down and pick-up in a suitable location, free from traffic congestion where possible (eg do not have classes disembarking on a main road when there is capacity to stop in an open entrance or driveway at a venue). * Upon arrival at the destination, the Responsible Person must conduct a head count as children/young persons disembark. * The Responsible Person must complete a check of the bus to ensure no one is left behind. * The [Excursion/Regular Outing Transportation Record Template](https://cesacatholic.sharepoint.com/:w:/r/sites/EarlyYears/Shared%20Documents/OSHC/Excursion_Regular%20Outing%20Transportation%20Record%20Template.docx?d=wdee1583241084083bbab80ada4c14da8&csf=1&web=1&e=8haLl6) must be completed. | | | |  | |
| **Emergency Preparedness** | | | | | | | |
| **First Aid** | | * Ensure staff attending excursion have up to date First Aid training. Refer [Training Needs Analysis for CESA Staff](https://cesacatholic.sharepoint.com/:b:/r/sites/CESAShare/Human%20Resources/Compliance%20Training/Training%20Needs%20Analysis%20for%20CESA%20Staff.pdf?csf=1&web=1&e=0ilVkE) * Staff to travel with First Aid kit, relevant health care plans and medications - Refer also ‘Known health risks and medical conditions’ above. * Location/contact details of hospitals and medical centres identified prior to departing for remote location excursion with details held at the service and copies taken by staff who are travelling. | | | |  | |
| **Communication**   * Loss of information * Miscommunication amongst group * Loss of communication with home site | | * The Responsible Person carries mobile phone (service mobile phone or with approval, their own mobile phone). * Attendance lists, child/young person health and personal care information, contact numbers of staff/parents/legal guardians, and the itinerary are held by the Responsible Person and the Service site. * In case of emergency, the Responsible Person ensures that the School Principal is informed as soon as possible. | | | |  | |
| **Staff or children/young persons get lost and separated from group**   * Physical safety risks * Anxiety * Stress | | * Appropriate supervision ratios in line with the procedure. * Regular head counts conducted throughout the day. * Children/young people to be provided with instructions on what to do in the event they get lost. * Specific procedures to be developed and communicated to all children/young persons of contingency arrangements and meeting points identified. * Buddy system for children. * School/Service Critical Incident Management Plan is implemented and SPL notified. * EAP and student counselling available. | | | |  | |
| **Child protection** | | | | | | | |
| **Stranger interference** | | * Appropriate supervision ratios in line with the procedure. * Regular head counts conducted throughout the day. * Buddy system for children. * Children are not to access toilet facilities on their own. Staff member/volunteer to check toilets prior to children using them. | | | |  | |
| **Environment** | | | | | | | |
| **Lack of appropriate preparation for weather (cold, raining, excessively hot temperature, inclement weather, dust and smoke events)**   * Dehydration * Sunburn, heat illness (heat stroke) * Hypothermia and/or frostbite * Respiratory illness | | * Depending on weather forecast, communication to be sent to staff/families to advise of necessary clothing and footwear and hats to be worn. * Sunscreen provided and regular opportunities for application of sunscreen are provided. * Prior to departure, [check weather forecast](http://www.bom.gov.au/) and determine if excursion is safe to proceed. * If going to National parks, check for closures, alerts at [Closures & alerts - National Parks and Wildlife Service South Australia](https://www.parks.sa.gov.au/know-before-you-go/closures-and-alerts) * If service is already at the location and conditions have changed, educator to notify leadership and is to enact emergency procedures. * If there are strong winds staff will consider altering the route or cancelling walk/activity to avoid danger of falling tree branches. * Potable water is available. If not, service to ensure adequate supply of water is available for the duration of the excursion. | | | |  | |
| **Bushfire season**   * Anxiety * Smoke inhalation * Serious injuries/Death | | * Check [SA CFS](https://www.cfs.sa.gov.au/warnings-restrictions/restrictions/total-fire-bans-ratings/) website and review the 4-day Fire Danger Rating prior to departing the service to ensure the area travelling to is safe. * Where the Fire Risk Rating has been declared as Catastrophic or Extreme for the excursion location or on route to the location, the excursion is cancelled. * If service is already at the location and conditions have changed, educator to notify leadership and is to enact emergency procedures. * Ensure nearest shelter in place location is identified and accessible. * If walking through national parks, ensure the Responsible Person has a detailed map of the route/location specifications. Confirm mobile reception is available (if not, satellite phone is used). | | | |  | |
| **Specific Activity assessment** | | | | | | | |
| **Use the activity assessment table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these will be managed and minimised (**[**National Regulations - regulation 101(1)**](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0653#sec.101)**).**  A Risk Matrix is a useful tool to use during the activity assessment process as it helps in identifying the level of risk by looking at the likelihood that a negative event may occur and the severity of the consequence should it occur – refer Schedule 2 for a guide to rating risk.  **This must include any risks associated with water-based activities.** | | | | | | | |
| **Activity** | | **Hazard identified** | | **Risk Rating** | **Elimination/control measures** | **Who is responsible for the control measures** | **When is the control applied** |
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| **Other** | | | | | | | |
| **Behaviour and/or Health Management plans in relation to specific students and whether any specialised skills are required of the adult supervisors** | | | | |  | | |
| **Any cultural or contextual considerations for specific students eg transitioning needs, sensory issues, social concerns etc** | | | | |  | | |
| **Other risks specific to the excursion/activity** | | | | |  | | |

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| **APPROVAL**  **Acknowledgement: Safety risks have been identified for the listed excursion/activity with controls implemented to effectively manage risks to the health and safety of participating employees, volunteers, children and young people.** | | | |
| **Confirmed by Director (name):** |  | **Signature and Date:** |  |
| **Authorised by Principal (name):** |  | **Signature and Date:** |  |
| **Risk assessment to be evaluated and reviewed by the Service after the excursion to record any learnings/improvements for next time:** | | | |
| *Comments* | | | |
| **Reviewed by (name and position):** |  | **Signature and Date:** |  |

**Schedule 1 – Checklist of items to take on the excursion (to be completed by the Responsible Person prior to departing for excursion)**

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|  First aid kit – Portable, up-to-date and appropriately stocked |  Medication, health care plans and risk management plans for individual children |  Service mobile phone to support emergency communications |
|  List of children attending the excursion with parent consent verified |  Emergency contact information for each child |  Other specific items to be taken on the excursion (as identified above to mitigate risks and not mentioned elsewhere): |
|  List of staff participating in the excursion |  Emergency contact information for each participating staff member |

**Schedule 2 – Risk rating tools (**[**taken from the ACEQA Risk Assessment and Management Tool**](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.acecqa.gov.au%2Fsites%2Fdefault%2Ffiles%2F2023-08%2FRisk%2520Assessment%2520and%2520Management%2520Tool%2520-%2520Amendment%2520v3.docx&wdOrigin=BROWSELINK)**)**

When thinking about likelihood, the approved provider and service leaders should prioritise actions based on ensuring compliance with the minimum legislative standards, particularly those standards relating to safety, health and wellbeing of children.

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When analysing the consequences of a potential event occurring, it is important to consider the vulnerability of individuals who might be affected. For example, very young children or children with a disability may be particularly vulnerable as they are less able to act to protect their safety, health and wellbeing.

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