

Excursion and/or Transport Risk Assessment Form

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Educator/service name	City/Raby Outside School Hours Care		Date form completed (Minimum 12 month review for routine excursions)	February 2024	
Venue/Destination	Incursion: Kids Love to Cook			Date of excursion	16/4/24 Raby and 24/4/24 City
This is (please tick):	<input type="checkbox"/> Regular outing (routine excursion)		<input type="checkbox"/> Regular transportation		
	<input checked="" type="checkbox"/> Non-routine excursion		<input type="checkbox"/> Non-regular transportation		
Proposed duration of the excursion	Between 10.00am – 12.00pm				
Proposed activities	Workshop providing learning, exposure, and engagement of healthy foods.			Type of transport	N/A
Proposed pick up location	N/A				
Proposed route of travel	N/A				
Process for entering and exiting the service premises	N/A				
Process for entering and exiting pick up location/destination	N/A				
Process for embarking and disembarking the transport i.e. how will each child be accounted for?	N/A				
Proposed number of children	60/45	Proposed number of educators	4/6	Proposed number of other adults	1/2

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Office advised if non routine (Family Day Care/Long Day Care) <input type="checkbox"/>	Date office advised		Staff member	
Mandatory Checklist				
For any potential risks please show how they are managed.				
			Please tick	Comment
Routine excursion form completed (if applicable)			✓	
For all excursions	Parents' written permission received.		✓	
Supervision	I will have sight of the children at all times		✓	
	Children will not go to the toilet by themselves (Family Day Care/LDC only).		N/A	Risk managed by:
Venue	Free of danger.		✓	
	Any equipment to be used is safe for children.		✓	
	No water hazards (any water related risks must be clearly addressed in the table on page 4).		✓	
	Visual check to be done on arrival.		✓	
	No smoking venue.		✓	
Hygiene	Nappy change facilities provided (Family Day Care/LDC only) .		N/A	
	Toilet facilities provided.		✓	
	Hand washing facilities provided.		✓	
Accident or injury	Educator has current asthma and anaphylaxis certificate.		✓	

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		Please tick	Comment
	Educator has a current First Aid Certificate and CPR.	✓	
	First aid kit available (contains paracetamol and auto injector if applicable).	✓	
	Emergency contact information available.	✓	
	Children's Medical Management Plans and any relevant health information are available.	✓	
	Mobile phone available.	✓	
Children's well being	Drinks available for children.	✓	
	Food available for children.	✓	
	Children's essential medication available e.g. asthma puffer, auto injector.	✓	
	Children dressed in appropriate clothing and footwear.	✓	
	Activity is child focused.	✓	
Sun protection outdoors	Sunscreen is available.	✓	
	Sunscreen applied 20 minutes before going into the sun.	✓	
	Sunscreen applied 2 hourly.	✓	
	Children and educators wear hats.	✓	
	Shade area available.	✓	
Other	Does this excursion involve any water-based activities (eg swimming)? If yes, all risks and control measures must be addressed in the table on page 3.	N/A	
	Are any adults with specialised skills required?	N/A	

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What is the likely outcome if the Risk occurred (consequence)?	How likely is there a Risk of something happening (likelihood)?			
	Rare (R) It may happen	Unlikely (U) It might happen	Likely (L) Will probably happen	
Minimal (I) Minor First Aid or reassurance needed	1	1	2	STOP - Do not proceed with the Activity CAUTION - Do not proceed with the Activity until the Risks are reduced GO - The Risks with the Activity are acceptable
Moderate (O) Medical attention required	1	2	3	
Major (A) Requires an emergency response	2	3	3	

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Risk Assessment

Incursion will consist of 2 1 hour sessions where children will be able to engage in food discussions as well as prepare simple recipes

Activity	Hazard Identified	Risk Assessment (use matrix)			Elimination/control measures	Risk Assessment (use matrix) after elimination/control measures applied			Who	When
		Likelihood Rare (R), Unlikely (U) Likely (L)	Consequence Minimal (I) Moderate (O) Major (A)	Severity Red (3) Yellow (2) Green (1)		Likelihood Rare (R), Unlikely (U) Likely (L)	Consequence Minimal (I) Moderate (O) Major (A)	Severity Red (3) Yellow (2) Green (1)		
General Risks and control measures					General measures to be completed by all staff.					
Activities provided by external providers used by children in the yard.	Visitors entering the service	L	I	2	Ensuring the visitor has a valid Working with Children Check prior to incursion. Incursion staff to sign visitors records prior to entering the service. Supervision of entry/exit points of service.	U	I	1	Supervisor	On booking incursion Prior to incursion begins
Setting up and packing away incursion staff	Doors/Gates open during set up/pack away	L	O	3	Communication with incursion staff about set up/pack away procedure of event. Communication within the team to ensure area is appropriately supervised during this time while gate is open. Children not to have access to activity area while activities are being set up. Once the activity is set up then the first group of children will begin. All other children can watch or engage in play within the yard or indoor environment.	U	I	1	All staff	Day of incursion

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	Misuse of activity by children	L	O	3	Rules to be discussed by incursion staff before activity is used. Staff supervising to be introduced to visitors and be present to understand and support rules being followed.	U	I	1	All staff and activity provider staff	Day of incursion
	Adequate supervision	U	I	1	The sessions will be run at the dining tables. The group will be divided into 2 session times. Ratios will be maintained within the groupings. All other staff to remain on premises to support children if needed through engaging in other programmed activities supervised. Staff are to monitor children distracting the group and encourage them to move away until their turn.	R	I	1	All staff	Duration of incursion
	Heat/physical exhaustion	U	I	1	Water available at all times. Encourage regular breaks by children if high physical activity or hot weather.	R	I	1	All staff	Day of incursion
	Falling over – sprains, strains, brakes	U	O	2	Follow safety rules and guidelines of incursion. Staff to supervise child engagement alongside incursion staff to minimise injuries. First aid kit available for staff to engage in injury management.	R	I	1	All staff	Day of incursion
	Hazards/incidents using equipment	U	O	2	Follow all safety rules and guidelines of incursion staff or for the activity provided by team. Staff supervision to ensure children are following rules set by incursion staff.	U	I	1	All staff	Day of incursion

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Specific risks and control measures by Kids Love to Cook					Children will be separated into 2 groups and allocated an area for 1 hour. Supervision to ensure that children do not switch groups during the sessions.					
	Injury by misuse or touching cooking implements including knives	U	O	2	Children to be supervised during the incursion by service staff. Cooking implements to be supervised while in use or being packed away. Children to be provided with rules prior to engaging in any activities that could result in harm eg knife. Staff member to assess and treat any injuries. Staff member to complete accident report when able.	R	I	1		Day of incursion

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	Allergic reaction to foods provided	U	O	2	<p>Responsible person will check records for any children with allergies prior to incursion.</p> <p>Activity provider to discuss any allergies prior to incursion at the service with responsible person.</p> <p>No nuts or high allergic foods will be used during incursion.</p> <p>If an allergy is identified care will be taken with any products of 'may contain traces of' to minimise cross contamination.</p> <p>All children to wash their hands before and after handling, tasting food.</p> <p>First aid will be provided If a child is observed to have an allergic reaction.</p> <p>Medical Management Plans are to be followed for individual cases of allergy/anaphylaxis</p>	U	I	1	All staff Activity provider staff	Day of incursion
Plan prepared by		Melanie Barden								
Prepared in consultation with		Brittany Gauci								
Communicated to		Participating families								
Venue and safety information reviewed and attached				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
Comment if required										
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.										

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