

Excursion risk management plan

Excursion details			
Date(s) of excursion	5/7/23	Excursion destination	AVULON CINEMA
Departure and arrival times	11.45 DEPARTURE - RETURN - 1.30.		
Proposed activities	WATCHING A MOVIE	Water hazards? <u>Yes</u> /No	If yes, detail in risk assessment below.
Method of transport, including proposed route	WALKING		
Name of excursion co-ordinator	KAREN MCGILL		
Contact number of excursion co-ordinator	(BH) 9918 9672.	(M)	XXXXXXXXXX
Number of children attending excursion	60 - 80	Number of educators/parents/volunteers	10
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	8 TO 1		
Excursion checklist			
<input checked="" type="checkbox"/> First aid kit	<input checked="" type="checkbox"/> List of adults participating in the excursion		
<input checked="" type="checkbox"/> List of children attending the excursion	<input checked="" type="checkbox"/> Contact information for each adult		
<input checked="" type="checkbox"/> Contact information for each child	<input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services		
<input checked="" 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

Walking	TRIPPING/FALLING	MODERATE	ENCOURAGE CHILDREN TO WALK CAREFULLY	ALL STAFF	AT ALL TIMES

Plan prepared by	KAREN Mc Gill	Date	23.6.23
Prepared in consultation with:	SARAH WELLS		
Communicated to:	ALL STAFF		
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.			

CHILDREN will walk to the local cinema approximately 300 metres down the road. They will be accompanied by staff at an 8-1 ratio.