

Excursion risk management plan

Excursion details			
Date(s) of excursion	12/7/23	Excursion destination	PUTT PUTT GOLF WARRIEWOOD
Departure and arrival times	9.30 · RETURNING AT 12.30		
Proposed activities	PLAYING GOLF	Water hazards? yes /No	If yes, detail in risk assessment below.
Method of transport, including proposed route	BUS - FROM SCHOOL TO WARRIEWOOD.		
Name of excursion co-ordinator	KAREN MCGILL		
Contact number of excursion co-ordinator	(BH) 9918-9672	(M)	XXXXXXXXXXXX
Number of children attending excursion	60	Number of educators/parents/volunteers	10
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	60/1		
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 checked="" type="checkbox"/> Other items, please list		

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

Walking To BUS	TRIP/ FALL	MODERATE	KEEP WARNING CHILDREN OF HAZARDS -	ALL STAFF	AT ALL TIMES
Playing GOLF	HIT WITH BALL OR CLUB.	MODERATE	TELL THEM TO BE CAREFUL		

Plan prepared by	KAREN MCGILL	Date	23.6.23
Prepared in consultation with:	SARAH LEHANIE		
Communicated to:	ALL STAFF / PARENTS		
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.			

[Faint, illegible handwritten notes and signatures are visible in this section.]