

Excursion risk management plan

Excursion details			
Date(s) of excursion	Friday - 26th April 2024	Excursion destination	Avalon Cinema
Departure and arrival times	11.00am - walk to Cinema		
Proposed activities	Watching a movie Walking to and from the Cinema	Water hazards? No If yes, detail in risk assessment below.	
Method of transport, including proposed route			
Name of excursion co-ordinator	Sarah Le-Hanie		
Contact number of excursion co-ordinator	(BH)02 9918 9672	(M)0410 865 007	
Number of children attending excursion	30	Number of educators/parents/volunteers	Minimum 5
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	6 to 1 ratio		
Excursion checklist			
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion		
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult		
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services		
<input 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

Travel to Cinema	Walking	Low	staff will remind children to take care when walking	all staff	at all times
Toilets	Strangers	Moderate	Children will be accompanied to toilets at all times. Staff member will enter the toilet building with them	All Staff	At all times

Plan prepared by	Karen McGill	Date	25/4/24
Prepared in consultation with:	All Staff members		
Communicated to:	All staff members and parents		
Venue and safety information reviewed and attached	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.			

Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High