

Walking Excursion risk management plan - January 2024

Excursion details			
Date(s) of excursion	Friday 11th October 2024	Excursion destination	Avalon Bowling Club excursion. Friday 11th October, 2024
Departure and arrival times			
Proposed activities	Walking, Crossing Roads, Observing, Playing	Water hazards? Yes/ No If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walking on foot		
Name of excursion co-ordinator	Karen McGill		
Contact number of excursion co-ordinator	(Ph) 9918 9672		
Number of children attending excursion	50	Number of educators/parents/volunteers	7
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:8 minimum		
Excursion checklist			
<input type="checkbox"/> First aid kit = Yes	<input type="checkbox"/> List of adults participating in the excursion = Yes		
<input type="checkbox"/> List of children attending the excursion = Yes	<input type="checkbox"/> Contact information for each adult = Yes		
<input type="checkbox"/> Contact information for each child = Yes	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services = Yes		
<input type="checkbox"/> Medical information for each child = Yes	<input type="checkbox"/> Other items, please list		

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Walking	Cars, Trip Hazards	Moderate	Cross Road together, use sidewalk	Everyone	Always
Bowling	Heavy Bowling Ball	Low	Careful Instruction	Everyone	During Bowling

Plan prepared by: Karen McGill		Date 10/10/24	
Prepared in consultation with: Staff			
Communicated to: 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.			

Risk Matrix

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
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