



Mackay  
**Family  
Day Care**

## Regular Outing Risk Assessment Plan

To be conducted every 12 months prior to permission being sought for the outing.

A copy must be sent to the office every 12 months or each time a new risk is added.

Educator: ..... Date the regular outing commences: .....

Proposed Destination: ..... Proposed Duration: .....to.....

Regularity of Regular Outing (daily, weekly, fortnightly, monthly): .....

Destination Address: .....

Proposed Activities: .....

Water Hazards/Activities                      Yes     No                       If yes, detail in risk assessment below

Number of Adults: ..... Number of Children: ..... Method of Transport: .....

Proposed Route: .....

(Or attach a Google map showing travel route)

### Items that should be taken on the excursion

Mobile phone
List of emergency contacts for children on the excursion
First aid kit
Medications that may be required (which might include Inhalers and epi pens) Medication book Medical Action Plans
Sunscreen & Hats (see Sun smart practices policy)

#### 1. Identify hazards & risks-

Identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion

#### 2. Assess the risks-

LIKELIHOOD	CONSEQUENCE		
	Major	Moderate	Minor
Likely	High	High	Medium
Possible	High	Medium	Low
Unlikely	Medium	Low	Low

#### 3. Control the risks-

Specify how the identified risks will be managed and minimised

When identifying risks associated with this outing, please pay particular attention to any water hazards.

<i><b>IDENTIFY</b></i>		<i><b>ASSESS</b></i>	<i><b>CONTROL</b></i>
<b>HAZARDS</b>	<b>RISKS</b>	<b>RISK RATING</b>	<b>MANAGEMENT &amp; MINIMISING OF RISKS</b>



*Review every 6 months or when a there is a new hazard at the excursion location*

DATE	An updated risk assessment has been sent to the office	EDUCATOR SIGNATURE