



Evacuation Rehearsal Risk Assessment

Regulation 100(3) states: A family day care educator must carry out a risk assessment in accordance with regulation 101 before an authorisation referred to in regulation 102(4) is sought for an excursion.

Regulation 102(3) states: A family day care educator must ensure that a child who is being educated and cared for by the educator as part of a family day care service is not taken outside the residence or approved family day care venue on an excursion unless written authorisation has been provided under sub-regulation (4).

As some evacuation rehearsals require the children to leave the registered area of the family day care residence or venue, a risk assessment must be prepared annually, and updated if any hazards change.

Evacuation Rehearsal

Name of Service/Educator:		
Address:		
Date Risk Assessment Prepared:		Regularity of regular rehearsal:
Number of children anticipated to be involved in the rehearsal:	Number of adults involved in the rehearsal:	Are adults with specialised skills required?
Proposed Activities: Conducting an Evacuation Rehearsal		Are there any water hazards identified? If yes, detail in Risk Assessment.
Proposed Destination: EVACUATION ASSEMBLY POINT 1	Proposed Route:	
Proposed Destination: EVACUATION ASSEMBLY POINT 2	Proposed Route:	

Estimated Duration of Rehearsal:	
Describe the procedures for entering and exiting the education and care services premises: Include how each child is accounted for.	

Items which must be taken on a rehearsal.	
<input type="checkbox"/> EVACUATION BAG CONTAINING:	<input type="checkbox"/> Mobile Phone.
<ul style="list-style-type: none"> • First Aid Kit, 	<input type="checkbox"/> Medication (if required).
<ul style="list-style-type: none"> • Contact information for each child and adult attending, 	<input type="checkbox"/> Other (please specify).....
<ul style="list-style-type: none"> • Medical information for each child and adult attending, 	
<ul style="list-style-type: none"> • Key to any locks which may prevent exiting from the premises. 	

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised [regulation 101(1)]. This must include any risks associated with water-based activities.

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

EVACUATION TO ASSEMBLY AREA 1			
Hazard	Risk identified	Risk Rating	Control measures put in place to minimise risk

EVACUATION TO ASSEMBLY AREA 2			
Hazard	Risk identified	Risk Rating	Control measures put in place to minimise risk