## Risk Benefit Assessment template – Routine Excursion (regular outing)

Educators are to plan excursions which maximise children's developmental learning experiences consistent with the Early Years Learning Framework with due regard to the safety and wellbeing of the children. Educators should visit playgroups, parks or playground prior to attending with children to evaluate its suitability, support the development of a risk benefit assessment and to consider any additional resources they might need before, during and after the visit in relation to safe practices.

Under the Education and Care Services National Regulations, a family day care educator must carry out a risk benefit assessment before authorisation is sought from the parent/guardian.

A risk benefit assessment is only required to be completed at least once for a 12 month period if it is a *routine* *excursion* unless there are changes to the circumstances relating to the excursion.

The risk benefit assessment must be available and sighted by the parent/guardian at the time of signing the permission authorisation.

Written permission must be given by the parent/guardian for each routine excursion.

*A routine excursion (regular outing) can be a regular trip to the library, local park or play group where the circumstances relevant to a risk assessment are substantially the same for each outing. [An example of a change in circumstances that are substantially different might be when the means of transport or the transportation route or destination(s) have altered or where there is a different group of children.]*

# Educator details

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| Educator name: |  | Scheme name: |  |
| Educator address: |  | Date of assessment: |  |

# Excursion details

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| Destination of excursion |  | | | | | | | | | | | | | | | | | | | | | | |
| Reason for excursion: |  | | | | | | | | | | | | | | | | | | | | | | |
| Proposed activities:  List all activities that will take place during the excursion |  | | | | | | | | | | | | | | | | | | | | | | |
| How often will the regular excursion take place? | Daily | | Weekly | | | Fortnightly | | | | | other | | | | Please describe: | | | | | | | | |
| Days regular excursion will occur: | Monday | | Tuesday | | | Wednesday | | | | | Thursday | | | Friday | | | Saturday | | | | | Sunday | |
| Description of details for the routine excursion:   * start time and finish time/duration * pick up location/starting point * Proposed route   You can include an image that has been sourced online |  | | | | | | | | | | |  | | | | | | | | | | | |
| Start date: |  | | | | | | | End date: | | | | |  | | | | | | | | | | |
| Method and details of transport to be used:  eg: public bus, train, private car, taxi, walk |  | | | | | | | Any water hazards? | | | | | no yes | | | | | | | | (NB if answering YES ensure water is covered in risk assessment) | | |
| Is there a requirement for seatbelts or safety restraints? | no yes | | |  | | | | If yes, is this requirement being met in the means of transport to be used? | | | | | no yes | | | | | | | |  | | |
| Provide details of the seat belts and safety restraints to be used:  eg type of child car restraint according to the child age and size,  where will it be fitted in the vehicle  safety restraints meet AS  the age of the safety restraint |  | | | | | | | | | | | | | | | | | | | | | | |
| Describe the process for entering and exiting the FDC service and the pickup location or destination:  (include how each child is accounted for) |  | | | | | | | | | | | | | | | | | | | | | | |
| Describe the procedures for embarking and disembarking the vehicle:  (how each child is accounted for) |  | | | | | | | | | | | | | | | | | | | | | | |
| Full name and contact details of other adults involved in supporting the excursion: |  | | | | | | | | Number of children participating in the excursion: | | | |  | | | The number of educators / responsible adults to provide supervision:  Please provide details if any adults with specialised skills are required to support children’s individual needs | | | | | | |  |
| Items taken when transporting children: |  | First aid kit | |  | Mobile phone | |  | | | Emergency contact information for each child | | | | | | | | |  | List of children attending the excursion | | | | |
|  | Food / water | |  | Sun safety items | |  | | | Medical information for each child | | | | | | | | |  | Medication if needed | | | | |
|  | Personal identification (something to identify you as a Family Day Care educator) | | | | |  | | | Other eg drinks, resources (list as needed) | | | | | | | |  | | | | | |
| Risk assessment to be evaluated and reviewed on (date):  A risk assessment must be undertaken prior to obtaining written authorisation. Both the risk assessment and written authorisation must be completed prior to the excursion.  If the excursion is a 'routine (regular) excursion'\*, a risk assessment must be undertaken at least annually or when there are changes to the circumstances. | | | | | | | | | | | | | | | | | | | | | | | |

**Risk Benefit Assessment**

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| Benefit assessment |
| List the **benefits** to children’s learning: |

| Risk assessment | | | | |
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| **Identified risk / hazard**  *(people, information, physical assets & finances, reputation)* | **PRELIMINARY RISK ASSESSMENT** | **Control measures to minimise risk** | | **LEVEL OF RISK** |
| **(no measures in place)**  (using risk matrix - consequence x likelihood) | |  | **(with control measures in place)**  (using risk matrix - consequence x likelihood) | |
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| Overall preliminary risk assessment = | |  | Overall level of risk = | |
| Transportation risk benefit assessment – OUTCOME | | | | |
|  | **BENEFITS outweighs RISK** | **OR** |  | **RISK outweighs BENEFITS** |

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| Non-negotiable elements of this risk (determined after the risk assessment): |
| Comment if needed: |
| Review plan: |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** |

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| Risk matrix |

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| **Likelihood** | **Almost Certain** | Possibility of occurrence more than 75% - expected to occur |  | **Consequence** | **Critical** | * Critical incident (eg death or permanent disability of adult or child; high level of distress to other parties) * Sustained negative publicity or damage to reputation from a national perspective or from the community welfare perspective |
| **Likely** | Possibility of occurrence between 50% and 75% - probably will occur |  | **Major** | * Multiple injuries requiring specialist medical treatment or hospitalisation; and/or major occupational health safety and welfare liability incident/issue * Major incident which damages public or parent confidence |
| **Possible** | Possibility of occurrence between 25% and 50% - may occur at some time |  | **Moderate** | * Serious injuries and/or illness * Complex welfare and/or health care issue * Serious disruption or incident, resulting in distress to children and adults |
| **Unlikely** | Possibility of occurrence between 5% and 25% - could occur at some time |  | **Minor** | * Minor first aid or minor occupational health safety & welfare liability incident/issue (eg minor cuts, bruises, bumps) |
| **Rare** | Possibility of occurrence less than 5% - may never occur |  | **Insignificant** | * No treatment required |

**Level of Risk**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | **Likelihood** | | | | |
| **Consequence** | |  | Rare | Unlikely | Possible | Likely | Almost Certain |
| Critical | Moderate | High | High | Extreme | Extreme |
| Major | Moderate | Moderate | High | High | Extreme |
| Moderate | Low | Moderate | Moderate | High | High |
| Minor | Low | Low | Moderate | Moderate | Moderate |
| Insignificant | Low | Low | Low | Moderate | Moderate |

ADDITIONAL RISK ASSESSMENT PAGE

| Risk assessment | | | | |
| --- | --- | --- | --- | --- |
| **Identified risk / hazard**  *(people, information, physical assets & finances, reputation)* | **PRELIMINARY RISK ASSESSMENT** | **Control measures to minimise risk** | | **LEVEL OF RISK** |
| **(no measures in place)**  (using risk matrix - consequence x likelihood) | |  | **(with control measures in place)**  (using risk matrix - consequence x likelihood) | |
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