

## Excursion risk management plan

Excursion details			
Date of excursion	26 <sup>th</sup> September 2019	Excursion destination	Milo Kids Funday - MCG
Departure and arrival times	Depart SSPP @9:15am arrive @10:00am Depart Westfield Doncaster @2:00pm arrive SSPP 2:30pm		
Proposed activities	AFL Funday, footy ball clinics, jumping castles, meeting AFL players, face painting	Water hazards? Yes/ <b>No</b>	If yes, detail in risk assessment below.
Method of transport, including proposed route	Panorama Coaches Doncaster Rd, Middleborough road, Eastern Freeway, Punt Road		
Name of excursion co-ordinator	Stacey Murphy		
Contact number of excursion co-ordinator	(BH) 9841 9554	(M) 0457 085 784 or 0439 108 115	
Number of children attending excursion	15	Number of <b>educators</b> /parents/volunteers	5
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1 educator to 3 children		
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
On the bus	Child being bus sick	Possible/low	Any children who get travel sickness to sit at the front of bus.	Children/educators	At all times
	Children taking off seat belts and mucking around	Possible/moderate	Educators not to sit near each other and are to be spread throughout the bus for supervision.	All educators	At all times
	Children tripping getting on and off the bus	Possible/low	Children to get on and off the bus in a orderly manner with an educator at stranding at the doors	Children/educators	Getting on and off bus
MCG	Children running off	Likely/moderate	Children to be in a small groups with an educator at all times. No educators to be walking alone with no children.	Children/educators	At all times
	Children getting lost	Possible/high	Children to be in a small groups with an educator at all times. No educators to be walking alone with no children. Buddy System	Children/educators	At all times

Plan prepared by	Stacey Murphy	Date	28 <sup>th</sup> August 2019
Prepared in consultation with:	Sandra Wood		
Communicated to:	Rita Strachan All educators Families		
Venue and safety information reviewed and attached	Yes / <b>No</b> Comment if needed: Venue does not provide a risk assessment		
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			

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