

# Risk assessment for local excursions – template

This form must be used to assess and document the risk assessment completed for all local excursions. Local excursions are excursions to locations within walking distance of the school and do not involve adventure activities. Note: workplace learning and intercampus travel are not considered school excursions. The school's Child Safety Code of Conduct and Risk Register must be considered in all aspects of planning.

This risk assessment must be easily accessible during the excursion, either in hard copy or electronically.

*Please adapt the document below to suit the school's needs.*

Excursion		Year level	
Location		Number of students	
Date/Times		Number of staff	
Teacher in charge		Names of other staff in attendance (eg. Volunteers)	
Educational Objectives			

The following table provides evidence that risks relating to the following have been considered. This is not a comprehensive list of risks to be assessed. School staff will need to determine what additional considerations may be required based on the location/environment, people and equipment.

Note: If risks with answers of 'no', do not have reasonable controls in place to mitigate the risks, the excursion should not proceed.

Risk		Y/N	Risk management strategies (Controls) Document what is in place to reduce the risk to an acceptable level
Supervision	Do the supervision arrangements meet the minimum requirements as per the <a href="#">Excursions Guidelines – Supervision?</a>		
	Has consideration been given to risks relating to supervision more broadly such as use of public toilets and possible contact with unknown adults?		

	Are external providers engaged to conduct part or all of the activity? If yes, please refer to the <a href="#">Excursions Guidelines for External Providers</a>		
<b>Transport</b>	Has the safest route been considered during the planning process including checking road works prior to the event?		
	Has movement between sites been considered including equipment and lunches transported by staff or with use of trolleys to address manual handling considerations?		
	Are there adequate staff/volunteers available to manage supervision ratios especially when crossing roads?		
<b>Student behaviour</b>	Has consideration been given to risks relating to student behaviour?		<i>Controls would typically include supervision, ensuring staff are aware of any triggers or particular risks, consulting with parents beforehand to seek their input into supporting students during excursion, ensuring staff know how to manage/support behaviour.</i>
	Does any particular student's behaviour pose a risk to either that student or to others?		
<b>Health and wellbeing</b>	Are there any students (or staff) who have an additional need or medical/health condition that needs to be supported/managed during the excursion?		<i>Controls would typically include ensuring relevant staff are aware of this condition and how to manage it, bringing appropriate equipment on the excursion (e.g. epipen, mobility aids), attaching anaphylaxis management plans or other student management plans as appropriate.</i>
<b>Child Safety (child abuse)</b>	Do all school staff and volunteers have VIT registration or a valid Working with Children Clearance (WWCC) if required by the school? Please refer to <a href="#">WWC and suitability checks for school volunteers and visitors</a>		
	Have relevant staff been informed of their supervision responsibilities and their obligations relating to responding to child abuse?		
	Have all volunteers been inducted in accordance with the school's Volunteers policy including by being made aware of the School's Child Safety Code of Conduct?		

<b>First Aid</b>	Has the Excursions First Aid Kit be checked in preparation for the excursion?			
	Does the excursion have adequate staff with first aid and CPR qualifications appropriate to the activities being conducted?		<b>Name of staff</b>	<b>Level of first aid training/CPR qualifications</b>
<b>Weather &amp; Emergency Warnings</b>	Has consideration been given to risks associated with the weather or emergency warnings? (This should include alternative arrangements, sun smart policy etc.)			
<b>Communication</b>	Has consideration been given to how the excursion group will communicate with the school in the event of an emergency?			
	Has appropriate equipment been sourced?			
<b>Location</b>	Has consideration been given to the risks associated with the location? (e.g. water sources, city environment, shared use facilities with unknown people and environments, crossing busy roads etc.)			
<b>Consent</b>	Has the school obtained informed consent from parents/carers and reminded them to ensure the school has updated medical information? (This should include notification prior to the excursion).			
<b>Emergency management</b>	Has consideration been given to emergency management procedures?			
	Has the excursion been entered into the Student Activity Locator?			
	Has consideration been given to arrangements should the excursion need to be cancelled whilst the excursion is already in progress?			

<b>COVID-19</b>	Refer to <a href="#">COVID-19 Advice for Victorian Government Schools</a>		
<b>Other risks</b>	<b>[INSERT ALL OTHER RISKS IDENTIFIED FOR THE SPECIFIC EXCURSION]</b>		

Date completed		Signed	
Date/s reviewed		Signed	

Principal or delegate signature:		Date:	
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