## **Risk Assessment**

## Risk Assessment Activity

Hazard	Before	Control Measures	After	Responsible Person	Control Timing	Risk Benefit				
Health and Medical										
Medical Issues - Child Illness or Injury on the excursion	2	Emergency, Medical and Contact details for all children are to be carried in the excursion bag. The educator in charge is to carry a fully charged mobile phone to make emergency calls as required. All accompaning educators to have access to School Emergency Contact details and the schools IAP Card (contained in the First Aid Kit). A suitable First Aid Kit is to be taken on the excursion in the excursion bag. An educator with the first aid qualification titled 'Provide First Aid in An Education and Care Setting' will accompany the excursion. Spare auto injectors and Ventolin to be packed in the excursion bag. If an incident occurs whilst on the excursion, an incident report is to be completed online through 'Log an incident' button on CGS Connect. In the event of a serious injury (the child needing to leave the excursion), an incident report is to be completed on the paper incident report and transferred to the online portal once back at school. Family is to be notified of incident/illness/injury/trauma within 24hrs and sign the Incident report.	5	Educator in charge	Before and During the Excursion					
Medical Issues - Child Illness - existing medical condition requiring assistance while on the excursion	2	Review all children's Medical Conditions prior to departure. If any child is prone to travel sickness, ensure that they are seated at the front of the bus and ensure first aid kits have sick bags stocked in them. Ensure the excursion bag is packed with suitable first aid kit and resources to accommodate children's illness or medical conditions. If needed, meet with the Health Clinic to discuss any medical flags accordingly.	5	Educator in charge	Before the Excursion					
Child Anaphylactic Diagnosed and Undiagnosed Conditions - anaphylactic emergency while on excursion	2	Review all children's medical plan requirements prior to the excursion. Ensure all identified children have their own personal auto injectors/Ventolin /medication on the excursion. Spare auto injectors and Ventolin to be packed in the excursion bag. When a medical episode occurs, an incident report is to be completed online through 'Log an incident' button on CGS Connect. Families to be notified of incident/illness/injury/trauma within 24hrs and sign the Incident report.	4	Educator in charge	Before and During the Excursion					
Choking while eating	3	Ensure all children are supervised and remain seated while eating	5	Educator in charge and Support educators	Whilst eating and drinking					
Water Hazard										

Hazard	Before	Control Measures	After	Responsible Person	Control Timing	Risk Benefit
Water Hazards - risks associated with water-based activities - drowning and other injury	2	Where children are in close proximity to water i.e. 10 metres, appropriate adult to child ratios must be maintained at all times. An educator with bronze medallion qualification will be present for the duration of the excursion. Refer to the Water Safety Policy.	5	Educator in charge	Before & during the excursion	
Water Hazards - children not aware of risks associated with water hazards at rivers and lakes leading to drowing or other injury	2	Prior to leaving school, children will watch the following video on safety at rivers and lakes. Educator will discuss the expectations with the children and brief the children on how the day will run.	5	Educator in charge	Before & during the excursion	