

## Excursion risk management plan

Excursion details			
Date(s) of excursion	Fortnightly Friday – Assembly	Excursion destination	Whole school Assembly area/ hall
Departure and arrival times	Depart preschool 8:15 and arrive back once Assembly has finished (9am approx.)		
Proposed activities	Sit and listen to guest speakers. Sing, dance, receive birthday certificates and join in with early years activities	Water hazards? Yes/ <b>No</b> If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walking from classroom past canteen to assembly area		
Name of excursion co-ordinator	Imogen McIlwaine (CT), Shirely (SESA), Becca(SESA)		
Contact number of excursion co-ordinator	(BH) 79230115	(M)N/A	
Number of children attending excursion	MAX 22 CHILDREN per class	Number of educators/parents/volunteers	2 EDUCATORS per class
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	2 ADULTS TO 22 CHILDREN. (1 Qualified EC educator and 1 Qualified assistant.) 1:11 AS PER RATIO, DOESN'T WARRANT MORE THAN 2 ADULTS. Unless there is a child with additional needs who will be additionally staffed accordingly.		
Excursion checklist			
<input type="checkbox"/> First aid kit	<input type="checkbox"/> Contact information for each child		
<input type="checkbox"/> Class list	<input type="checkbox"/> Medical information for each child with a notified medical condition		
<input type="checkbox"/> Other items, please list			
Evacuation Bag taken which includes First aid kit, Class roll, Class emergency contact list, Asthma and Allergies plans and medication.			

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Assembly	Raining	Low/Rare	Sit away from areas that are wet	Everyone All staff	On day
Assembly	lightning	Low/Rare	Stay inside classroom/ undercover until stopped	Everyone All staff	On day
Assembly	Fire	Low/Rare	Follow Rosebery Primary school emergency fire evacuation procedure	Everyone All staff	On day
Assembly	Child gets lost	Low/rare	Head count before leaving classroom, and before leaving assembly. Teach and remind children to stay with group. If particular children are flight risk, monitor extra carefully e.g. hold their hands use encouraging words when they are doing the right thing.	All staff	On day

Plan prepared by	Imogen McIlwaine - TIC		
Prepared in consultation with:	Imogen McIlwaine, Lucy Adams (CT)		
Communicated to:	School Principal, Relief staff, SESA'S, Preschool Classroom Teachers		

Venue and safety information reviewed and attached	<p><b>Yes / No</b></p> <p>Comment if needed: Reviewed 2025-2026 handover. Risk assessment reviewed. No additional information attached</p>
<p><b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b></p>	

Risk Matrix						
<b>Consequence</b>						
<b>Likelihood</b>		Insignificant	Minor	Moderate	Major	Catastrophic
	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	

