

**Excursion risk management plan- Whole School Events, leaving preschool gated area to visit the main school.**

**Events such as but not limited to - Literacy/Numeracy Day, Play Day, assembly incursions, Sports Day, Craft Fair and visiting buddy classes.**

Excursion details			
Date(s) of excursion	As identified on School Calendar over the year	Excursion destination	All Classrooms, oval, performing arts, undercover area
Departure and arrival times	Depart preschool and return as appropriate		
Proposed activities	Participate in a wide range of activities with the whole school.	Water hazards? Yes/ <b>No</b> If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walking from either preschool classroom out of the outside gate and to our destination <ul style="list-style-type: none"> <li>- across the basketball court to the oval</li> <li>- across the basketball court, along the oval footpath and to performing arts building</li> <li>- walking straight out of the gate to the basketball court (see assembly risk management plan for events in assembly area)</li> <li>- across the grass hill to any of the classrooms (P6,P7,P8)</li> </ul>		
Name of excursion co-ordinator	Imogen McIlwaine, Lucy Adams, Shirley Banks, Becca,		
Contact number of excursion co-ordinator	(BH) N/A	(M)N/A	
Number of children attending excursion	Mas of 22 per class	Number of educators/parents/volunteers	Minimum 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
Participate in activities	Medical emergency	High	Prior to event, activities will be checked for risk (eg food allergy, water hazard) Emergency bag containing medications will be brought, and first aid procedures followed.	First aid qualified preschool staff, all staff, parent	On day
Participate in activities	Child will become lost/scared	Low/Rare	Preschool children will wear name tags to identify. Preschool staff wear vests for easy identification.  Head count conducted on leaving and on return to preschool.	Everyone All staff	On day

Participate in activities	Lightning/ heavy rain	Low/Rare	Stay in preschool room	Everyone All staff	On day
Participate in activities	Fire	Low/Rare	Follow Rosebery Primary schools emergency fire evacuation procedure	Everyone All staff	On day
Participate in activities	Burn off/Bush Fire resulting in smoky air increasing risk for students with Asthma	Low/Rare	Return to Preschool or stay inside classrooms in other areas of school	All Staff	On day

Plan prepared by	Imogen Mcilwaine - TIC		
Prepared in consultation with:	Imogen Mcilwaine, Lucy Adams (CT)		
Communicated to:	Principal, SESA'S, Relief staff		
Venue and safety information reviewed and attached	<p>Yes / No</p> <p>Comment if needed: risk assessment updated 2025-2026 handover, 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>			