



**Armidale & District Family Day Care Ltd**  
95 Faulkner Street (PO Box 951)  
Armidale NSW 2350  
Ph: 02 6772 5300  
Email: [admin@afdc.org.au](mailto:admin@afdc.org.au)

### **Armidale & District Family Day Care Excursion Risk assessment**

Approved providers, nominated supervisors and family day care educators must ensure a risk assessment is carried out before children are taken outside the service premises on an excursion. Prior authorisation must also be obtained from parents or other authorised nominees.

Regulation 100 Risk Assessment must be conducted, A family day care educator must carry out a risk assessment in accordance with regulation 101 before an authorisation referred to in regulation 102(4) is sought for an excursion. Penalty \$2000

Regulation 101 of the Education and Care Services National Regulations includes the minimum risk assessment considerations for excursions, including specific considerations when an excursion involves transporting children.

Regulation 102 Authorisations for Excursions. Penalty \$1000

*Note: A risk assessment is only required to be completed at least once for a 12 month period if the excursion is a 'regular outing\*'.*

\*Regular outing: means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing.

Service Name	
Excursion details	
<p><b>Date (s) of excursion.</b></p> <p>If it is a regular outing include a description of when children are to be taken on regular outings.</p>	
<p><b>Proposed activities.</b></p> <p>List all activities that will take place during the excursion.</p>	
<p><b>Estimated departure and arrival times and duration of the excursion.</b></p> <p>E.g. from the service to each destination and returning to the service.</p>	
<p><b>Proposed route</b></p> <p>You can include an image of the route sourced online.</p>	
<p><b>Means of transport</b></p> <p>E.g. public bus, private bus, coach, private car, taxi, tram</p>	
<p><b>Requirements for seatbelts or safety restraints in your state or territory have been met.</b></p>	<p>Yes / No</p> <p>Comment:</p>

<p><b>Names &amp; numbers of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</b></p> <p>E.g. for children's individual needs.</p>	
<p><b>The number of children involved in the excursion.</b></p>	
<p><b>Any water hazards during the excursion, including any risks associated with water-based activities?</b></p> <p>If yes, detail in the risk assessment table below.</p>	<p>Yes / No</p> <p>Comment:</p>
<p><b>Educator to child ratio, including whether this excursion warrants a higher ratio.</b></p> <p>Provide details in the risk assessment table below.</p>	
<p>Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):</p>	

Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):

Excursion checklist – items to be readily available during the excursion

(please tick)

First aid kit

List of adults involved in the excursion

List of children involved in the excursion

Contact information for each adult

Contact information for each child

Mobile phone / other means of communicating with the service & emergency services

Medication, health plans and risk assessments for individual children

Other items, please list

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised [regulation 101(1)]. This must include any risks associated with water-based activities.

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

(Press tab to add more rows)

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

Plan and Review			
Plan prepared by:	Full name: Signature: Role/Position:	Date:	
Communicated to all AFDC Coordination Unit:	Yes / No Charlie/Lois/Patricia Comment if needed:		
Vehicle safety information reviewed and attached:	Yes / No Comment if needed:		
Risk assessment to be evaluated and reviewed on:  A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a ' <i>regular outing</i> '*, a risk assessment must be undertaken <i>at least</i> annually.	Date:		