



# Armidale & District Family Day Care Ltd

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

A risk assessment must be completed prior to an incursion being undertaken.  
If an incursion is regular, a risk assessment must be reviewed annually.  
Parent authorisations must be collected for each child involved in the incursion.  
Parent authorisations must be reviewed annually for regular incursions.

Service Name	
Incursion Details	
<p><b>Date (s) of incursion.</b></p> <p>If it is a regular incursion include a description of <b>when</b> children are to be involved in regular incursions</p> <p>If it is a non-routine incursion include the <b>date</b> this outing will be taken.</p>	
<p><b>Proposed Activities.</b></p> <p>List all activities that will take place during the incursion.</p>	
<p><b>Incursion Location.</b></p> <p>List location incursion will take place.</p>	
<p><b>Estimated departure and arrival times of incursion visitors and duration of the incursion.</b></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 incursion.</b></p>	
<p><b>Any water hazards during the incursion, 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 incursion warrants a higher ratio.</b></p> <p>Provide details in the risk assessment table below.</p>	
<p><b>Incursion checklist – items to be readily available during the incursion</b> (please tick)</p>	
<p><input type="checkbox"/> First aid kit</p>	<p><input type="checkbox"/> List of adults involved in the incursion</p>
<p><input type="checkbox"/> List of children involved in the incursion</p>	<p><input type="checkbox"/> Contact information for each adult</p>
<p><input type="checkbox"/> Contact information for each child</p>	<p><input type="checkbox"/> Mobile phone / other means of communicating with the service &amp; emergency services</p>

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 incursion, 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 AFDC Coordination Unit:	Yes / No Lois/Beth/Gemma/Sharon/Patricia Comment if needed:		
Vehicle safety information reviewed and attached:	Yes / No Comment if needed: NA		
Risk assessment to be evaluated and reviewed on:  A risk assessment must be undertaken prior to an incursion being undertaken. If the incursion is ' <i>regular</i> ', a risk assessment must be undertaken <i>at least</i> annually.	Date:		

