

Excursion risk management plan

CHESTERFIELD FARM - 1221 Ferntree Gully Rd  
 2024 Scorsby 3179

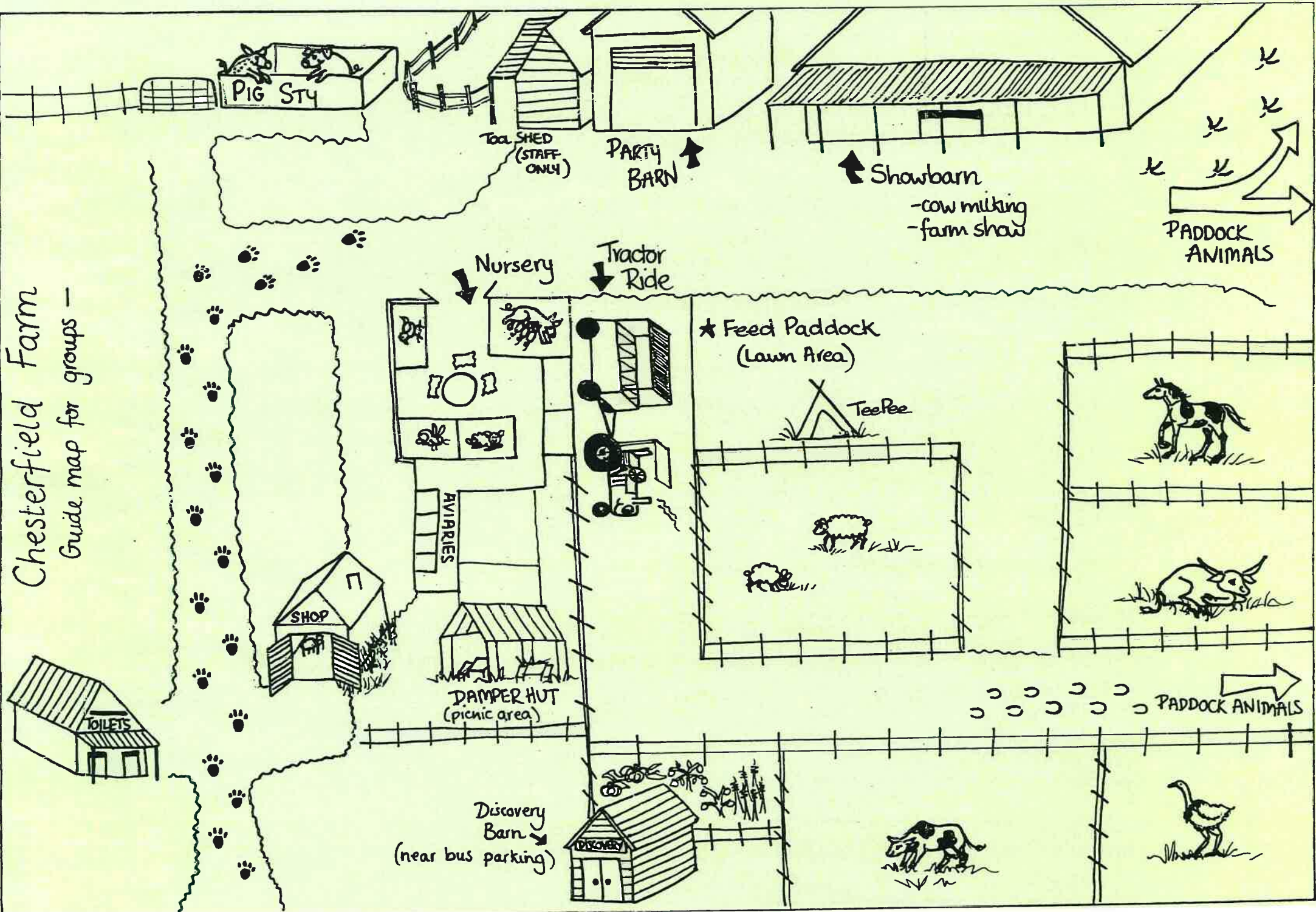
Excursion details			
Date(s) of excursion	FRI 20 <sup>TH</sup> SEPT	Excursion destination	Chesterfield Farm
Departure and arrival times	9AM - 2:45PM		
Proposed activities	<ul style="list-style-type: none"> <li>• MILK COWS</li> <li>• FEED ANIMALS</li> <li>• TRACTOR RIDE</li> </ul>	<ul style="list-style-type: none"> <li>• BUS TRIP</li> <li>• FARM SHOW</li> <li>• NURSERY</li> <li>• LUNCH</li> </ul>	Water hazards? <input checked="" type="radio"/> Yes/ <input type="radio"/> No If yes, detail in risk assessment below.
Method of transport, including proposed route	DYSONS BUS VIA EASTLINK		
Name of excursion co-ordinator	MISS KRIS		
Contact number of excursion co-ordinator	(BH) 9408 8000	(M) 0490 521 581	FARM: 9763 1588
Number of children attending excursion	26 MAXIMUM	Number of educators/parents/volunteers	13 PLUS
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:11 We will aim for 1 adult : 2 children		
Excursion checklist			
<input checked="" type="checkbox"/> First aid kit PLUS MEDICINE BAG	<input checked="" type="checkbox"/> List of adults participating in the excursion		
<input checked="" type="checkbox"/> List of children attending the excursion	<input checked="" type="checkbox"/> Contact information for each adult		
<input checked="" type="checkbox"/> Contact information for each child	<input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services		
<input checked="" type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list ENROLMENT FORMS		

SIGN-IN BOOK  
 NAME BADGES  
 CAMERA  
 SPARE CLOTHES

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
LEAVE KINDER TO BOARD BUS	TRAFFIC + COUNT CHILDREN	M	• MUST HOLD ADULT • COUNT CHILDREN	ANGELA	COUNT ALL CHILDREN ON BUS
BUS TRIP	VOMIT / TOILET MISHAPS	L	• TOILET BEFORE • SICK BAG • SPARE CLOTHING	ALL	TRAVELLING
	ACCIDENT	H	• SEAT BELTS • STAID • CONTACT LIST	ALL	BUS TRAVEL
EXITING BUS	ROAD ISSUES & VISITORS	L-H	• HOLD HANDS • FREQUENT COUNT	ALL	ARRIVING AND DEPARTING
TOILETS - FARM	OTHER PEOPLE	L-H	• PARENT + EDUCATOR SUPERVISE	ALL	FARM
FARM ACTIVITIES	WEATHER ANIMALS ALLERGIES GUESTS	M	SUPERVISION	ALL	FARM
ARRIVING BACK AT KINDER	SAFELY TO KINDER	M	ADULT TAKES TO KINDER	ALL	ANGELA CHECKS NO CHILDREN ON BUS
SIBLINGS	DISTRACTION	H	• ONLY UNDER 12 MONTHS	ALL	ALL
Plan prepared by	MISS KRIS	MISS MARISA	MISS ANGELA	MISS KIRSTY MISS DANI	
Prepared in consultation with:	POLICIES & REGULATIONS				
Communicated to:	ALL USERS OF EPPING NORTH PRE-SCHOOL				
Venue and safety information reviewed and attached	<input checked="" type="radio"/> Yes / <input type="radio"/> No ANGELA TO CHECK NO CHILDREN ON BUS AT END / KRIS TO CHECK NO CHILDREN Comment if needed: LEFT AT KINDER AT START - COUNT BUS				
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.					

# Chesterfield Farm

Guide map for groups -



Notes

