

Excursion Risk Assessment

Facility:			Date of Assessment:		
Date of excursion MM-DD-YY		<input type="checkbox"/> Routine Excursion <input type="checkbox"/> Special Excursion*	Age Group(s) <input type="checkbox"/> Infants <input type="checkbox"/> Toddlers <input type="checkbox"/> Preschoolers <input type="checkbox"/> School-Age		
Time of Departure from Facility			Time returning to Facility		
Location of excursion			Mode of Transportation		
Proposed Activities during excursion					
Potential hazards:		Hazards can be minimized by:		Natural or other hazard exists	
				<input type="checkbox"/>	
				<input type="checkbox"/>	
Number of children on excursion:		<input type="text"/> Infants <input type="text"/> Toddlers <input type="text"/> Preschoolers <input type="text"/> School Age		<input type="text"/> Number of staff <input type="text"/> Number of adults	
				<i>Where hazards exist, enhanced ratios and Special Excursion Consent form are required</i>	
Possible hazards may include: <ul style="list-style-type: none"> - Crossing busy intersections or walking along busy streets - Use of public transportation - Areas with open bodies of water – lakes, pools (including wading), fountains - Events with a large number of people Other considerations include: <ul style="list-style-type: none"> - List of additional necessary supplies - Telephone available for emergency use - Unique needs of children participating - Experience of children and/or staff attending - Preparation of children/staff/volunteers for activity (safety discussions, etc.) - Volunteer orientation (roles, responsibilities) 			*Weather can also be a factor to consider when completing a risk assessment, extreme heat or cold should be considered and extra precautions noted		
			Completed by _____		Date _____
			Reviewed by (Centre Director) _____		Date _____
			<input type="checkbox"/> Approved		<input type="checkbox"/> Not Approved
			(Board Member) _____		Date _____

*Special Excursion Consent form required