



RISK ASSESSMENT: Excursions, Regular Outings and Service Events

Service Name: St Dunstan's Kindergarten

Date Completed: January 2026

Assessment Review Date: January 2029

Completed by: Nikki Samuel – Nominated Supervisor

1. Purpose

This risk assessment identifies potential hazards and control measures to ensure the health, safety, and wellbeing of children, staff, volunteers, and visitors during excursions, regular outings, and service events.

2. Scope

This assessment applies to:

- Excursions (e.g. zoo, museum, farm, library)
 - Regular outings (e.g. neighbourhood walks, local park visits)
 - Service events (e.g. celebrations, community visits, incursions with external providers)
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3. Roles and Responsibilities

- Approved Provider / Management: Ensure policies, approvals, insurance, and resources are in place.
 - Nominated Supervisor / Responsible Person: Approve risk assessments, ensure adequate supervision and ratios.
 - Educators: Implement control measures, supervise children, conduct headcounts.
 - Volunteers / Students: Follow educator instructions and safety procedures.
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4. Risk Rating Matrix

- Likelihood: Rare / Unlikely / Possible / Likely / Almost Certain
 - Consequence: Minor / Moderate / Major / Severe
 - Risk Level: Low / Medium / High / Extreme
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5. Identified Hazards and Control Measures

5.1 Supervision and Child Safety

Hazards:

- Child separated from group
- Inadequate supervision

Risk Level: High

Control Measures:

- Maintain educator-to-child ratios as per regulations
 - Assign clear supervision zones and responsibilities
 - Conduct regular headcounts (arrival, departure, transitions)
 - Use high-visibility vests or wristbands for children
 - Clear boundaries explained to children before outing
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5.2 Transport (if applicable)

Hazards:

- Road accidents
- Unsafe boarding/alighting
- Incorrect use of restraints

Risk Level: High

Control Measures:

- Use approved transport providers with appropriate insurance
 - Ensure child restraints/seatbelts are used correctly
 - Educators positioned at front and rear of vehicle
 - Safe pick-up and drop-off procedures
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5.3 Environmental Hazards

Hazards:

- Uneven surfaces, water hazards, traffic
- Weather extremes (heat, cold, rain)

Risk Level: Medium–High

Control Measures:

- Pre-visit site inspection
- Avoid high-risk areas (roads, water bodies)
- Check weather forecast and adjust plans

- Sunscreen, hats, appropriate clothing
 - Adequate shaded rest areas and water breaks
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5.4 Health and Medical Needs

Hazards:

- Allergic reactions
- Asthma or medical emergencies
- Illness or injury

Risk Level: High

Control Measures:

- Carry medical information and emergency contacts
 - Ensure required medication is taken (EpiPen, inhalers)
 - At least one educator trained in first aid present
 - First aid kit carried at all times
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5.5 Behavioural Risks

Hazards:

- Running off
- Challenging behaviours

Risk Level: Medium

Control Measures:

- Clear rules explained in age-appropriate language
 - Small group management
 - Additional supervision for children requiring support
 - Positive behaviour guidance strategies
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5.6 Food and Drink

Hazards:

- Choking
- Food allergies
- Unsafe food storage

Risk Level: Medium

Control Measures:

- Follow service nutrition and allergy policies

- Educators supervise all eating times
 - No sharing of food
 - Appropriate food storage (cold packs if required)
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5.7 Strangers and Public Interaction

Hazards:

- Unauthorised contact with children

Risk Level: Medium–High

Control Measures:

- Children remain with educators at all times
 - Educators wear identifiable uniforms/lanyards
 - Clear procedure if approached by strangers
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6. Emergency Management

- Emergency evacuation and lockdown procedures known to staff
 - Mobile phone carried with emergency numbers saved
 - Clear meeting point identified
 - Incident recorded according to service policy
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7. Permissions and Documentation

- Written parental authorisation obtained
 - Risk assessment completed and approved prior to event
 - Attendance roll taken
 - Emergency contacts and medical plans carried
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8. Review and Evaluation

- Risk assessment reviewed:
 - Before each excursion or event
 - After any incident or near miss
 - Annually as part of service review
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