Excursion risk assessment form

FORM TEMPLATE

Check this template against your local regulations and your own policies before you use it.

Name _____ Role _____ Date _____

* Required

Destination *

_____

Date of the excursion *

_____

Transport *

○ Walking ○ Bus or coach ○ Public transport ○ Cars ○ Other

Number of children *

_____

Number of educators and adults *

_____

Are ratios met for the whole excursion? *

☐ Yes ☐ No

Hazards and controls *

One row for each hazard: roads, water, crowds, weather, getting lost.

Hazard	Risk (low, medium, high)	How we'll control it

What to take *

☐ First aid kit ☐ Children's medication ☐ Emergency contact list ☐ Mobile phone ☐ Water

☐ Sunscreen and hats ☐ Attendance list

Are all parent authorisations collected? *

☐ Yes ☐ No

Notes

For the reviewer

Reviewed by _____ Decision _____ Date _____ Notes _____