

Trips Away from the Program: Risk Assessment

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Destination:		Date of Trip:	Date Prepared :
Your Name:			
Names of Staff Scheduled for Trip:			
Other Adults Scheduled for Trip (Volunteers):			
Parts of the Trip	Potential Hazards	Is risk low, medium, or high?	How do you plan to control the risk?
Departure from building	<i>Child separated from group</i>	<i>High</i>	<i>Use roster and match names to faces before leaving the classroom and once we are on the bus. Assign children buddies for the trip.</i>
Lunch at the Picnic Shelter	<ul style="list-style-type: none"> • Severe weather • Choking • Bee stings • Public using shelter 	<ul style="list-style-type: none"> • Low • Low • Medium • Medium 	<ul style="list-style-type: none"> • Rain location has been arranged inside the park ranger station. • All staff are trained in CPR and first-aid. • All staff are trained in CPR and first-aid. Will take epi-pen for Julie's allergy. • Made reservations and requested signs be posted prior to arrival.