



Melbourne Montessori School

Going Out Details			
Date of Going Out		Going Out Destination	
Departure and Arrival Times			
Proposed Activities		Water Hazards	Yes/No If yes, detail in risk assessment
Method of Transport and proposed route			
Name of Going Out Adult Assistant			
Contact Number for Going Out Adult Assistant			
Number of Children Attending		Educator to Child ratio	
Names of Children Attending			
Going Out Checklist			
First Aid/medication		Other	
List of Children attending			
Contact information for each child			
Medical Information for each Child			
Mobile Phone			

Risk Assessment					
Activity	Hazard Identified	Risk Assessment (use Matrix)	Control Measures	Who	When

Plan prepared by	
Communicated to	
Venue and safety information attached as necessary	Yes/No
Reminder: Monitor effectiveness of controls and change if necessary. Review Risk Assessment if an incident or significant change occurs.	

Risk Management Matrix		Impact				
		Neglibile	Marginal	Moderate	Critical	Catastrophic
P r o b a b i l i t y	Almost Certain	Low Risk	Moderate Risk	High Risk	Extreme Risk	Extreme Risk
	Likely	Minimum Risk	Low Risk	Moderate Risk	High Risk	Extreme Risk
	Possible	Minimum Risk	Low Risk	Moderate Risk	High Risk	High Risk
	Unlikely	Minimum Risk	Low Risk	Low Risk	Moderate Risk	High Risk
	Rare	Minimum Risk	Minimum Risk	Low Risk	Moderate Risk	High Risk