

Excursion Risk Assessment and Management

Ultimate Family Entertainment Centre

Approved providers, nominated supervisors and family day care educators must ensure a risk assessment is carried out before children are taken outside the service premises on an excursion. Prior authorisation must also be obtained from parents or other authorised nominees.

ACECQA has prepared this template to assist services in undertaking risk assessments before children leave the service premises as part of an excursion, which services may wish to incorporate within their own risk assessment material.

Regulation 101 of the Education and Care Services National Regulations includes the minimum risk assessment considerations for excursions, including specific considerations when an excursion involves transporting children.

Note: A risk assessment is only required to be completed at least once for a 12 month period if the excursion is a *'regular outing**'.

*Regular outing: means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing.

Risk assessment and management	
Service Name	The Kids' Castle
Excursion details	
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Wednesday 17 January 2024
Proposed activities. List all activities that will take place during the excursion.	Indoor play centre including facilities: Trampolines zones Trampoline dodgeball Trampoline foam pit Trampoline climbing walls Slip & slide (5-12 years old) Kids world play centre (under 5 years old)
Pick up location and destination (s). List each location travelled to and from as part of the excursion. E.g., the museum, park for lunch and service.	9am Pick up at the Kids Castle – cnr of Rosebridge Ave & Kendall Rd, Castle Cove NSW 2069 1pm Pick up at the Ultimate Family Entertainment Centre - 5/1B Redbank Rd, Northmead NSW 2152
Estimated departure and arrival times and duration of the excursion. E.g., from the service to each destination and returning to the service.	9am departure from the Kids Castle, 9:45am estimated arrival at the Ultimate Family Entertainment Centre. 1pm departure from the Ultimate Family Entertainment Centre, 1:45pm estimated arrival at the Kids Castle.

<p>Proposed route</p> <p>You can include an image of the route sourced online.</p>	
<p>Means of transport</p> <p>E.g., public bus, private bus, coach, private car, taxi, tram</p>	<p>North Sydney Bus Charter</p>
<p>Requirements for seatbelts or safety restraints in your state or territory have been met.</p>	<p>Yes</p>
<p>Number and full names of each adult involved in the excursion.</p> <p>E.g., service staff, family members, volunteers</p>	<ol style="list-style-type: none"> 1. Roy Faulkner (Director/Responsible person on duty) 2. Anna So (Coordinator) 3. Vivien Wickham (Educator) 4. Lulu Feldman (Educator) 5. Joshua Cummins (Educator) 6. Mathew Faulkner (Educator)

<p>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</p> <p>E.g. for children’s individual needs.</p>	<p>Qualified first aiders:</p> <ol style="list-style-type: none"> 1. Roy Faulkner (Director/Responsible person on duty) 2. Anna So (Coordinator) 3. Vivien Wickham (Educator)
<p>The number of children involved in the excursion.</p>	<p>Maximum 50</p>
<p>Any water hazards during the excursion, including any risks associated with water-based activities?</p> <p>If yes, detail in the risk assessment table below.</p>	<p>No</p>
<p>Educator to child ratio, including whether this excursion warrants a higher ratio.</p> <p>Provide details in the risk assessment table below.</p>	<p>1:15, plus director who is not included in the ratio</p>
<p>Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):</p> <p>At arrival:</p> <ul style="list-style-type: none"> • Bus will stop at the carpark, preferable closest to the front door of the venue. Please note this car park is also open to public parking for other onsite business. • One educator will get off the bus and walk toward the venue front door – to direct children to line up in 2. • One educator will get off the bus and stand at the bus door – to head count the number of children getting off the bus. • One educator will get off the bus and stand in between the above educators – to direct children and make sure the path is safe and clear from traffic. 	

- Other educators will get off the bus with the children and to join the group outside the venue. Last educators onboard must check the bus and make sure there is no children or personal belongings left behind.
- Outside the venue, educators will do roll call and make sure all children are accounted for.
- Once all children are accounted for, the group will enter the venue and walk upstairs to the designated area, where children to leave their belongings, shoes & socks, before heading to the play area.

At departure:

- Play time ends at 12pm, children will then have lunch at the designated area upstairs.
- At 12:45pm, one educator to confirm the parking location of the bus. This educator will check the interior of the bus and report to the responsible person on duty. This educator will wait for the group at the bus door and count the number of children when they are boarding.
- Meanwhile, other educators to roll call and head count children before leaving the area. Children will line up in 2 with one educator at the front and one at the end, other educators in the middle. Educator at the front will lead the group to walk downstairs, exit the venue and walk toward the bus.
- Last educator to leave the upstairs area must check there is no children or personal belongings left behind.
- After all children onboard, educator must do a final roll call before bus is departing.





Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):

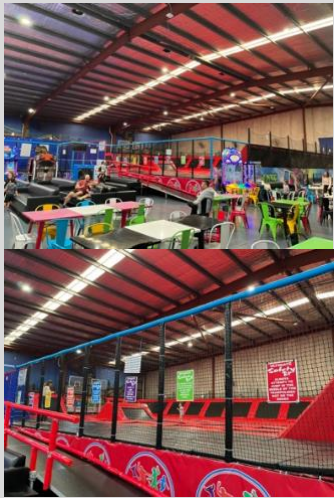
Please see above.



Excursion checklist – items to be readily available during the excursion



(Please tick)




<input type="checkbox"/> First aid kits	<input type="checkbox"/> List of adults involved in the excursion
<input type="checkbox"/> List of children involved in the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list



Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised (regulation 101(1)). This must include any risks associated with water-based activities.

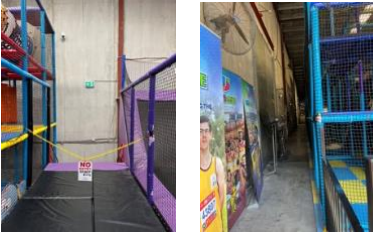

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Trampolines zones 	<ul style="list-style-type: none"> • Children fall on top of each other. • Head/neck/joins/ankle injuries. 	High	<ul style="list-style-type: none"> • Explain the rules and expectations to children and educators prior to activities. • Children to wear grip socks during activities. • Limited one person per trampoline. • No flips/double bounce. • Do not sit or lie on the trampolines. • No tackling or pushing. 	Educators	Prior to activities start.
Trampoline dodgeball	<ul style="list-style-type: none"> • Children fall on top of each other. • Head/neck/joins/ankle injuries. 	High	<ul style="list-style-type: none"> • Explain the rules and expectations to children and educators prior to activities. • Children to wear grip socks during activities. • Limited one person per trampoline. 	Educators	Prior to activities start.

			<ul style="list-style-type: none"> • No flips/double bounce. • Do not sit or lie on the trampolines. • No tackling or pushing. 		
<p>Trampoline foam pit & Climbing walls</p> 	<ul style="list-style-type: none"> • Children fall on top of each other. • Head/neck/joins/ankle injuries. • Suffocation. 	<p>High</p>	<ul style="list-style-type: none"> • Explain the rules and expectations to children and educators prior to activities. • Children to wear grip socks during activities. • No backflips/double bounce. • No diving/headfirst/belly first jump into the foam pit. • After jumping into the foam pit, exist the form pit straight away and to the sides, not back through the jump zone. • No Jumping into the foam pit until the jump zone area is clear and the previous jumper has existed the form pit. • No tackling or pushing. 	<p>Educator</p>	<p>Prior to activities start.</p>

<p>Slip & slide (5-12 years old)</p> 	<ul style="list-style-type: none"> Grazes, cuts, and bruises due to slips and falls. 	<p>Moderate</p>	<ul style="list-style-type: none"> Only children over 5 years old to play in this area. Children must sit down, facing forward on giant slides and one person at a time. Children to wear grip socks during activities. Educators to provide assistance and show children how to use the play equipment. Remind children to walk inside the venue. Educators to scan the venue and actively supervise their groups. 	<p>Educator</p>	<p>Prior to activities and during activities.</p>
<p>Kids world play centre (under 5 years old)</p> 	<ul style="list-style-type: none"> Grazes, cuts, and bruises due to slips and falls. 	<p>Moderate</p>	<ul style="list-style-type: none"> Only children under 5 years old to play in this area. Children must sit down, facing forward on slides and one person at a time. Children to wear grip socks during activities. Educators to provide assistance and show children how to use the play equipment. Remind children to walk inside the venue. 	<p>Educator</p>	<p>Prior to activities and during activities.</p>

			<ul style="list-style-type: none"> Educators to scan the venue and actively supervise their groups. 		
<p>Other facilities (e.g bumpy car zone)</p> 	<ul style="list-style-type: none"> This zone is not included in our excursion package. Children might attempt to use the facility. 	<p>Low</p>	<ul style="list-style-type: none"> Educator to brief the children before activity start. Educators to scan the venue and actively supervise their groups. Educator to redirect children away from this area. 	<p>Educator</p>	<p>Prior to activities and during activities.</p>
<p>Toilets (upstairs & downstairs)</p> 	<ul style="list-style-type: none"> Stranger danger 	<p>High</p>	<ul style="list-style-type: none"> Educator to check toilets for hazards and remove them. Children go to toilet in groups accompanied by an educator. 	<p>Educator</p>	<p>At time</p>
<p>Venue opens to the other vacation care groups and general public.</p>	<ul style="list-style-type: none"> Stranger danger 	<p>High</p>	<ul style="list-style-type: none"> Ensure the children are aware of other members of the public. 	<p>Educator</p>	<p>Prior to activities and</p>

			<ul style="list-style-type: none"> • Appropriate ratios are enforced. • Roll call, head counts, buddy systems, checklists to be conducted regularly. • Adequate supervision at all times including during activity 		during activities.
<p>Staircase between play area (downstairs) and party room area (upstairs)</p> 	Slips and falls	High	<ul style="list-style-type: none"> • One direction at the staircase - one side to go up and the other side to go down. • Children should only go up/down at the time before/after the play time. • If needed, children must go up/down in a group & accompany by an educator. 		
<p>Lunch at party room/assigned table and chair at upstairs.</p> 	<ul style="list-style-type: none"> • Allergic reaction due to food left behind by other groups. • Slips and falls 	High	<ul style="list-style-type: none"> • Educator to make sure area is clean. • Educate child not to share food. • Educator to direct children to wash hands before eating. • First aider and medication (Epipen and other allergy medication) available to 	Educator	All time

			children who have medical condition.		
<p>Area behind trampolines and play equipment.</p> 	<ul style="list-style-type: none"> Children might go to out of bounds areas (see photo) 	High	<ul style="list-style-type: none"> Adequate supervision at all times including during activity. 	Educator	All time
<p>Emergency exist.</p> 	<ul style="list-style-type: none"> Children might leave the premise via emergency exist (next to bumpy car zone) 	Moderate	<ul style="list-style-type: none"> Adequate supervision at all times including during activity. 	Educator	All time

(Press tab to add more rows)

Risk Matrix

Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

Plan and Review			
Plan prepared by:	Full name: Anna So Signature: Role/Position: Coordinator	Date: 10 November 2023	
Prepared in consultation with:	Full name: Roy Faulkner Signature: Role/Position: Director		
Communicated to all relevant staff:	Yes Comment if needed:		
Vehicle safety information reviewed and attached:	Yes Comment if needed:		
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a ' <i>regular outing</i> ', a risk assessment must be undertaken <i>at least</i> annually.	Date: 10 November 2024		