

## Risk assessment and management template - Excursions

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 template - Excursions

<b>Service Name</b>	<b>The Kids' Castle</b>
Excursion details	
<p><b>Date (s) of excursion.</b></p> <p>If it is a regular outing include a description of when children are to be taken on regular outings.</p>	Friday 4 <sup>th</sup> October, 2024
<p><b>Proposed activities.</b></p> <p>List all activities that will take place during the excursion.</p>	<ul style="list-style-type: none"> <li>• Bus to Ice Zoo</li> <li>• Ice skating</li> <li>• Bus to The Kids' Castle</li> </ul>
<p><b>Pick up location and destination (s).</b></p> <p>List each location travelled to and from as part of the excursion.</p> <p>E.g., the museum, park for lunch and service.</p>	<p>Pick up at The Kids' Castle – cnr Rosebridge Ave &amp; Kendall Rd, Castle Cove NSW 2069</p> <p>Pick up at Ice Zoo – 689 Gardeners Rd, Alexandria NSW 2015 (Access is off Gardeners Road entry to M8)</p>
<p><b>Estimated departure and arrival times and duration of the excursion.</b></p> <p>E.g., from the service to each destination and returning to the service.</p>	<p>9am Departure at the Kids' Castle</p> <p>9:45am Arrival at the Ice Zoo</p> <p>9:45am to 12noon at the excursion site – Ice Zoo (689 Gardeners Rd, Alexandria NSW 2015)</p> <p>12:30pm Departure at the Ice Zoo</p> <p>1:15pm Arrival at The Kids' Castle</p>

## Proposed route

You can include an image of the route sourced online.

The image displays two screenshots of Google Maps showing driving routes between 'The Kids' Castle, Corner of Kendall Road C' and 'Ice Zoo Sydney, 689 Gardeners Rd, Alexandria'.

**Top Screenshot:** Shows a route via M1 (23.7 km, 31 min) and via Eastern Valley Way and M1 (20.0 km, 31 min). The route via M1 is marked as the best route but includes tolls. The route via Eastern Valley Way and M1 is 20.0 km and 31 min.

**Bottom Screenshot:** Shows a route via M1 (20.9 km, 31 min) and via Bradfield Hwy (20.1 km, 35 min). The route via M1 is marked as the best route but includes tolls. The route via Bradfield Hwy is 20.1 km and 35 min.

Both screenshots show the route highlighted in blue on a map of Sydney, Australia, with various landmarks and road names visible. The interface includes search bars, transport mode icons, and route options.

<p><b>Means of transport</b> E.g., public bus, private bus, coach, private car, taxi, tram</p>	<p>North Sydney Bus Charter</p>
<p><b>Requirements for seatbelts or safety restraints in your state or territory have been met.</b></p>	<p>Yes</p>
<p><b>Number and full names of each adult involved in the excursion.</b> E.g., service staff, family members, volunteers</p>	<p>1. Roy Faulkner (Director/Responsible person on duty) 2. Vivien Wickham (Assistant Director) <b>OTHER STAFF TBC</b></p>
<p><b>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</b> E.g. for children’s individual needs.</p>	<p>Qualified first aiders: 1. Roy Faulkner (Director/Responsible person on duty) 2. Vivien Wickham (Assistant Director) <b>OTHER STAFF TBC</b></p>
<p><b>The number of children involved in the excursion.</b></p>	<p>Maximum 50 (<b>FINAL NUMBER TBC</b>)</p>
<p><b>Any water hazards during the excursion, including any risks associated with water-based activities?</b> If yes, detail in the risk assessment table below.</p>	<p>No</p>
<p><b>Educator to child ratio, including whether this excursion warrants a higher ratio.</b></p>	<p>1:10, plus director who is not included in the ratio.</p>

Provide details in the risk assessment table below.

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):

At arrival:

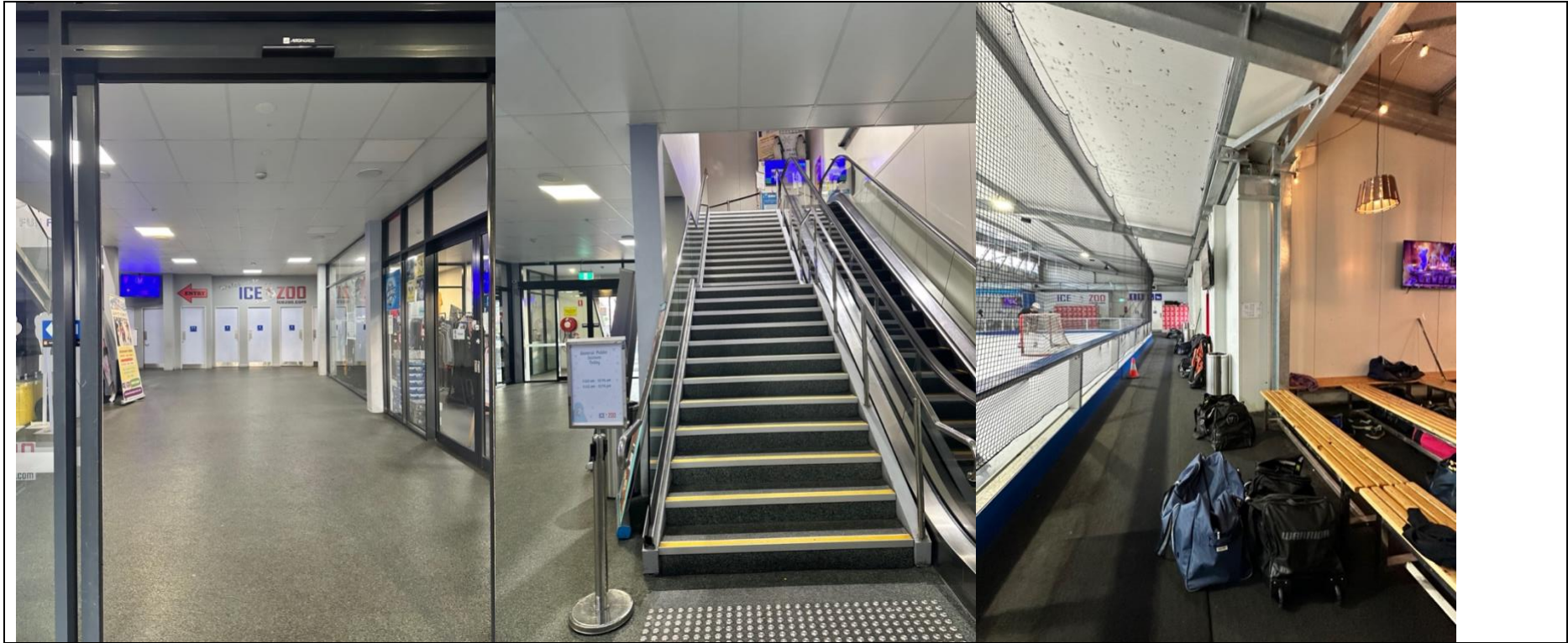
- Bus will stop on Gardeners Road near the Ice Zoo car park, preferably closest to the front entrance of Ice Zoo.
- One educator will get off the bus and walk towards the venue front entrance at the ramp – to direct children to line up in 2.
- One educator will get off the bus and stand at the bus door – 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 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.
- The group will enter the venue and walk up the stairs to be directed by Ice Zoo staff to the designated seating area. Educators will do a roll call and make sure all children are accounted for before commencing with the activity. Ice Zoo staff will address children and fit with skates.

At departure:

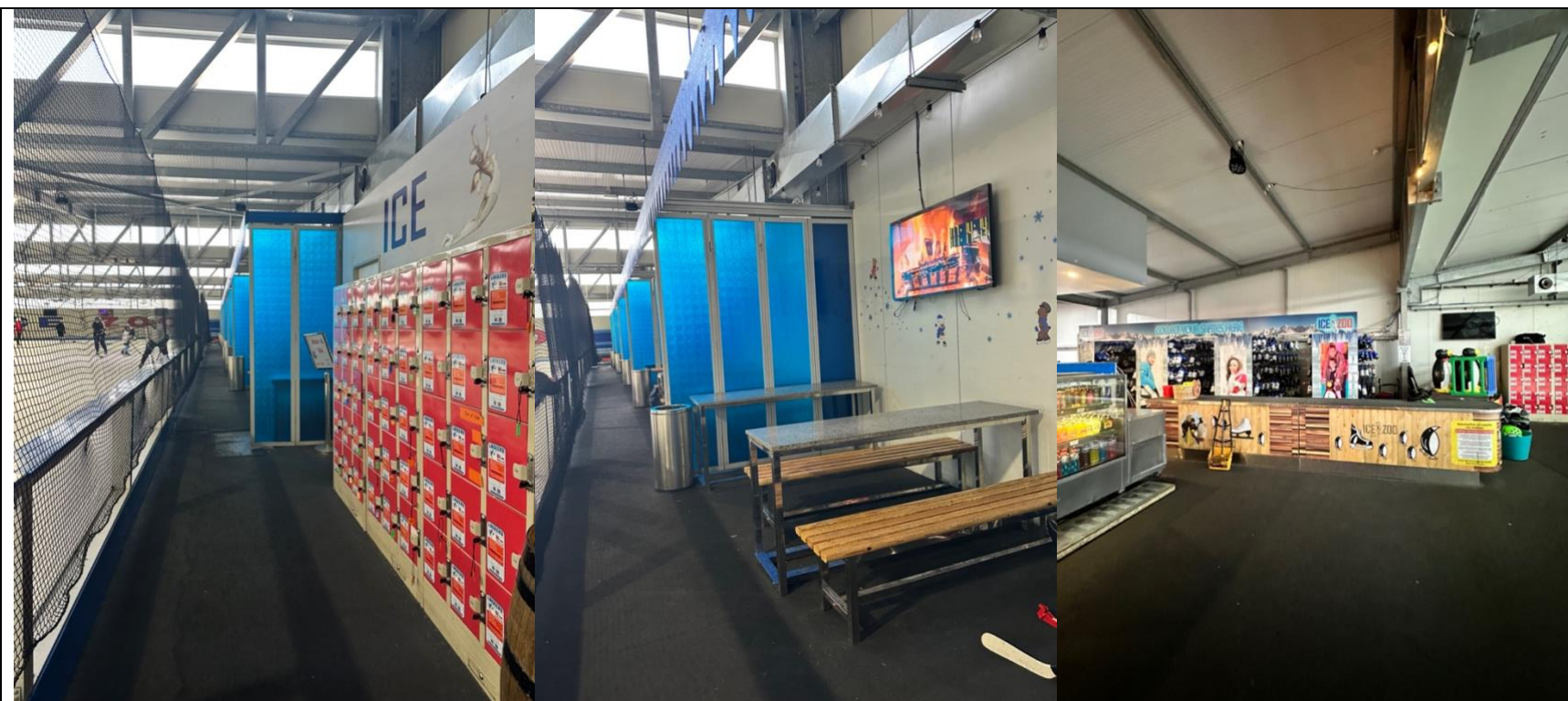
- Ice Skating ends at 11:30am, children will do final toilet runs and roll call.
- At 12pm, one educator to confirm the parking location of the bus. This educator will check the interior of the bus and report to the responsible person on duty. This educator will wait for the group at the bus door and 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. The educator at the front will lead the group to walk downstairs, exit the venue and walk toward the bus.
- The last educator to leave the undercover area must check there is no children or personal belongings left behind.
- The children will follow the educators to the bus. After all children are onboard, the educators must do a final roll call before the bus departs.







Risk assessment and management template - Excursions



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)**

First aid kit


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
Walking between the bus and Ice Zoo	<ul style="list-style-type: none"> <li>Car movement in the carpark</li> </ul>	High	<ul style="list-style-type: none"> <li>Children will be reminded of road safety prior to the excursion and are only to be in the carpark</li> </ul>	Educators	Prior to excursion and during excursion.

			whilst an educator is walking directly with the group.		
<p style="text-align: center;">Ice Skating Arena</p> 	<ul style="list-style-type: none"> <li>• Children fall on top of each other, collisions</li> <li>• Head/neck/back/joints/arms/hands/fingers/legs/ankle/injuries</li> <li>• Grazes, cuts, and bruises due to slips and falls, skate blades or skate laces</li> <li>• Temperature extremes – cold environment, frostbite, hypothermia</li> </ul>	High	<ul style="list-style-type: none"> <li>• Explain the rules and expectations to children and educators prior to activities. Ice Zoo staff assistants and educators to assist with ice skating.</li> <li>• Children and educators briefed by Ice Zoo staff on iceskating instructions.</li> </ul>	Educators	Prior to activities and during activities.

			<ul style="list-style-type: none"><li>• Children can take breaks with allocated staff member at designated seating area.</li><li>• Children and parents will be highly encouraged to wear warming clothing to prevent any sickness or injuries</li><li>• Educators to scan the venue and actively supervise group.</li><li>• Educators will be positioned in the</li></ul>		
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			<p>various areas of the arena whilst skating with the children. One staff to be positioned in designated seating area to supervise children on rest/water breaks and toilet runs.</p> <ul style="list-style-type: none"> <li>• Follow BE Sharp/SCAN supervision techniques</li> <li>• All staff to have communication devices for quick contact</li> </ul>		
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			<ul style="list-style-type: none"> <li>• Staff First Aid trained</li> <li>• First Aid Kits available</li> <li>• Educate children about appropriate behaviour before arrival</li> <li>• Staff are educated about the facilities they will be visiting at staff meetings prior to the holidays to ensure that maximum supervision is achieved.</li> <li>• Ensure walkways are inspected</li> </ul>		
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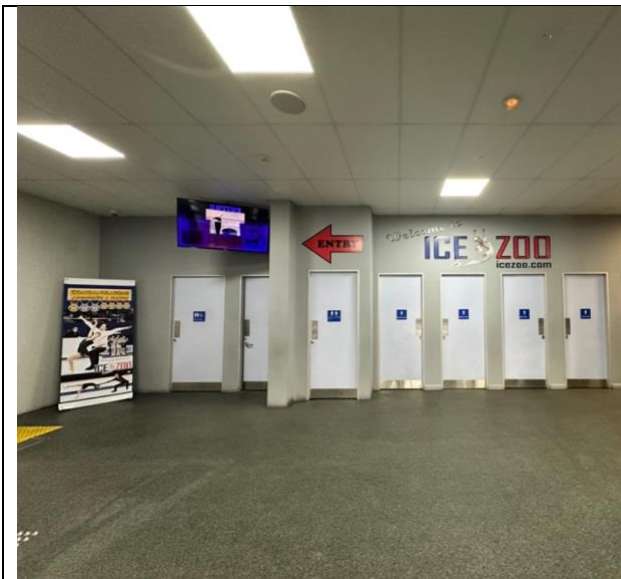


			for hazards before use <ul style="list-style-type: none"> <li>• “Penguins” available for children to assist in skating if necessary.</li> <li>• One-way skating around arena to avoid collisions.</li> </ul>		
Venue open to other vacation care groups and general public	<ul style="list-style-type: none"> <li>• Stranger safety</li> </ul>	High	<ul style="list-style-type: none"> <li>• Ensure the children are aware of other members of the public</li> <li>• Appropriate ratios are enforced.</li> <li>• Roll call, head counts, buddy systems, checklists to be</li> </ul>	Educator	Prior to activities and during activities.

			<p>conducted regularly.</p> <ul style="list-style-type: none"> <li>• Adequate supervision at all times including during the activity.</li> </ul>		
General	<ul style="list-style-type: none"> <li>• Lost child</li> </ul>	High	<ul style="list-style-type: none"> <li>• Children wear high-vis excursion vests and hats with centre name and contact details</li> <li>• Staff do regular head counts to ensure all children are accounted for</li> <li>• Staff spread themselves out</li> </ul>	Educator	All time

			<p>amongst children to ensure that maximum supervision is achieved</p> <ul style="list-style-type: none"> <li>• Follow BE Sharp/SCAN supervision techniques</li> <li>• All staff to have communication devices for quick contact</li> <li>• Establish a meeting point if a child gets separated</li> </ul>		
Dehydration	<ul style="list-style-type: none"> <li>• Children/staff become dehydrated through lack of water and overexertion</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>• Ensure all children and staff have a drink bottle or</li> </ul>	Educator	All time


			access to drinking water <ul style="list-style-type: none"> <li>• Encourage regular water intake by stopping activities for a drink</li> </ul>		
Toilets (upstairs & downstairs)	<ul style="list-style-type: none"> <li>• Stranger safety</li> </ul>	High	<ul style="list-style-type: none"> <li>• Educator to check toilets before children enter to ensure they are clean and have sufficient toilet paper</li> <li>• Educator to check toilets for hazards and remove them.</li> <li>• Educators not to</li> </ul>	Educator	At time



leave children alone with members of the public in the bathroom

- Children go to toilet in groups accompanied by an educator



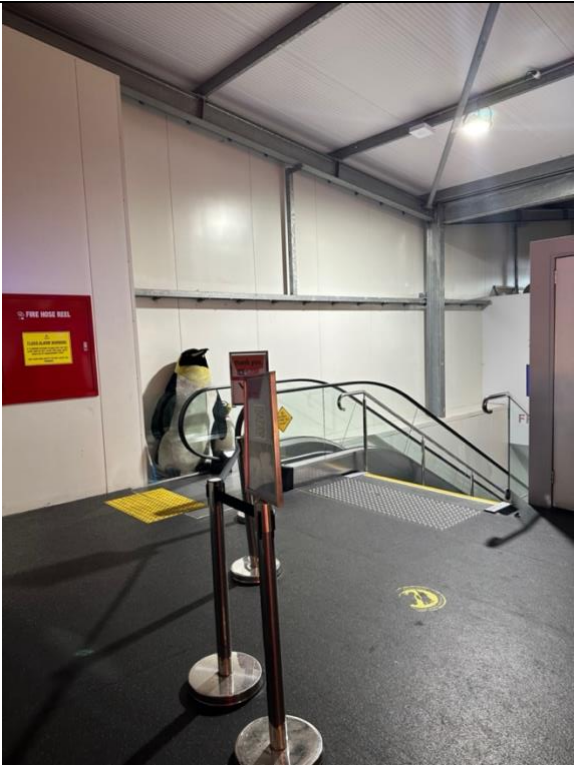
					
<p>Venue opens to the other vacation care groups and general public.</p>	<ul style="list-style-type: none"> <li>• Stranger safety</li> </ul>	<p>High</p>	<ul style="list-style-type: none"> <li>• Ensure the children are aware of other members of the public.</li> <li>• Appropriate ratios are enforced.</li> </ul>	<p>Educator</p>	<p>Prior to activities and during activities.</p>

			<ul style="list-style-type: none"> <li>• Roll call, head counts, buddy systems, checklists to be conducted regularly.</li> <li>• Adequate supervision at all times including during activity.</li> </ul>		
<p align="center"><b>Staircase &amp; Elevator</b> (At front entrance between ground floor and upstairs area)</p>	<ul style="list-style-type: none"> <li>• Slips and falls</li> </ul>	High	<ul style="list-style-type: none"> <li>• Stand to left side when walking up and down stairs and elevator.</li> <li>• Hold onto handrails when going up and down.</li> <li>• Children should only go up/down</li> </ul>	Educator & children	Prior to activities and at time.



when entering and exiting the venue.

- If needed, children must go up/down in a group & accompanied by an educator.
- Automated escalators will be monitored by staff throughout the excursion - these areas will be out of bounds and explained to the children on arrival however will be observed.

					
<p style="text-align: center;">Cafeteria</p>	<ul style="list-style-type: none"> <li>• Allergic reaction due to food left behind by other groups.</li> <li>• Slips and falls</li> <li>• Alcohol service</li> </ul>	<p style="text-align: center;">High</p>	<ul style="list-style-type: none"> <li>• First aider and medication (EpiPen and other allergy medication ) available to children who have a</li> </ul>	<p style="text-align: center;">Educators</p>	<p style="text-align: center;">All times</p>



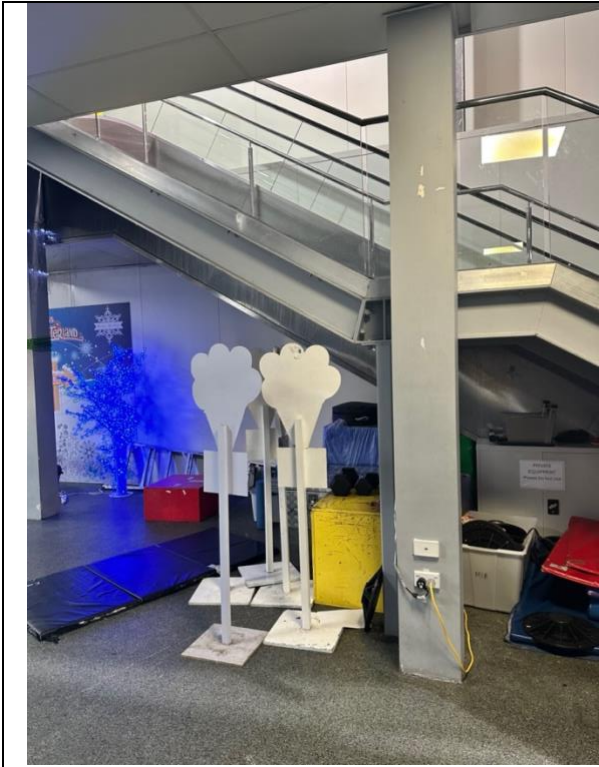
- medical condition.
- Walk only area
- Children to be accompanied by educator when passing through cafeteria to go to enter and exit the venue
- Adequate supervision by educators to ensure children are not unsupervised in this area
- Children will be kept away from the area. They will have their



			allocated area and designated seating a large distance away from the cafeteria.		
<p><b>Out of Bounds areas</b> (Area at the end of the ice rink, area on ground floor underneath stairs, area on ground floor near front entrance, balcony)</p>	<ul style="list-style-type: none"> <li>• Children might go to out of bounds areas (see photo)</li> <li>• Hazardous equipment and tripping hazards</li> <li>• Falling off balcony</li> </ul>	High	<ul style="list-style-type: none"> <li>• Adequate supervision at all times including during activity.</li> <li>• Ensure walkways are inspected for hazards before use</li> </ul>	Educator	All time




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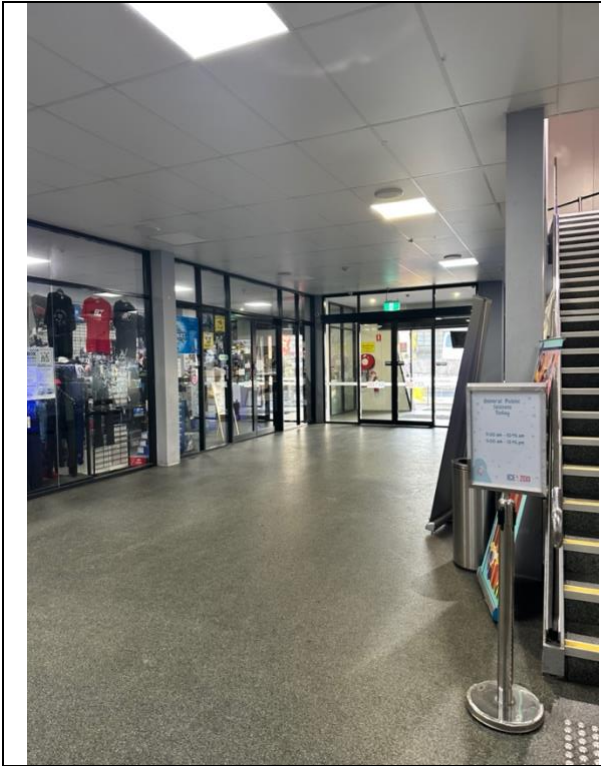


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<p>Lift</p>	<ul style="list-style-type: none"> <li>Children might go to out of bounds areas (see photo)</li> </ul>	<p>High</p>	<ul style="list-style-type: none"> <li>Adequate supervision at all times including during activity.</li> <li>Automated glass doors will be</li> </ul>	<p>Educator</p>	<p>All time</p>



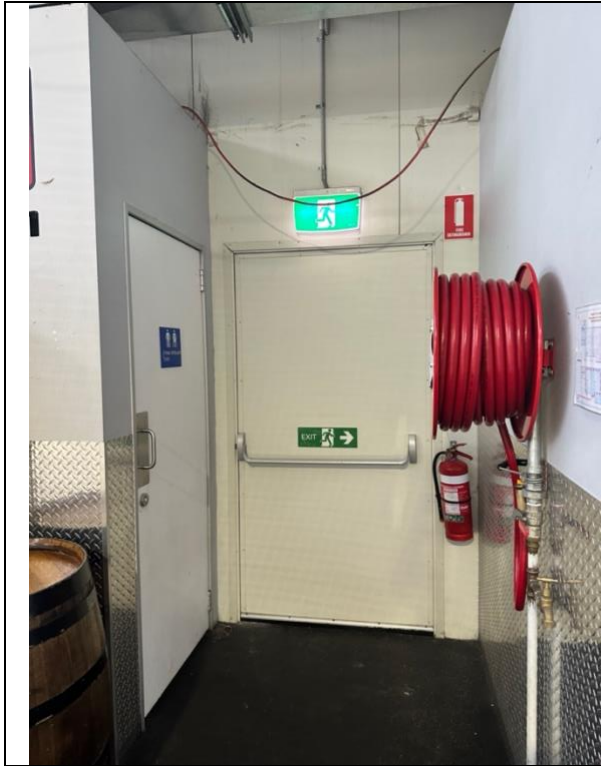
			<p>monitored by staff throughout the excursion - these areas will be out of bounds and explained to the children on arrival however will be observed.</p>		
<p>Emergency Exits (at front entrance, near toilets on ground floor, on the right side of ice rink upstairs)</p>	<ul style="list-style-type: none"> <li>Children might leave the premise via emergency exits (see photos)</li> </ul>	<p>Moderate</p>	<ul style="list-style-type: none"> <li>Adequate supervision at all times including during activities.</li> </ul>	<p>Educator</p>	<p>All time</p>




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<p>General</p>	<ul style="list-style-type: none"> <li>• Grazes, cuts, and bruises due to slips and falls</li> <li>• Head/neck/back/joints/arms/legs/foot/injuries</li> </ul>	<p>Moderate</p>	<ul style="list-style-type: none"> <li>• Children to walk inside venue.</li> <li>• Staff First Aid trained</li> <li>• First Aid Kits available</li> <li>• Educate children about</li> </ul>	<p>Educator</p>	<p>All time</p>

			<p>appropriate behaviour before arrival</p> <ul style="list-style-type: none"> <li>• Staff are educated about the facilities they will be visiting at staff meetings prior to the holidays to ensure that maximum supervision is achieved.</li> <li>• Ensure walkways are inspected for hazards before use</li> <li>• Follow BE Sharp/SCAN supervision techniques</li> </ul>		
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			<ul style="list-style-type: none"><li>• All staff to have communication devices for quick contact</li></ul>		
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## 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: Vivien Wickham Signature: Role/Position: Assistant Director	Date: 06-08-24	
Prepared in consultation with:	Full name: Anna So Signature: Role/Position: Administrative Director		
Communicated to all relevant staff:	Yes		
Vehicle safety information reviewed and attached:	Yes		
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: 06-08-2025		