

Risk assessment and management – Clifton Gardens

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.

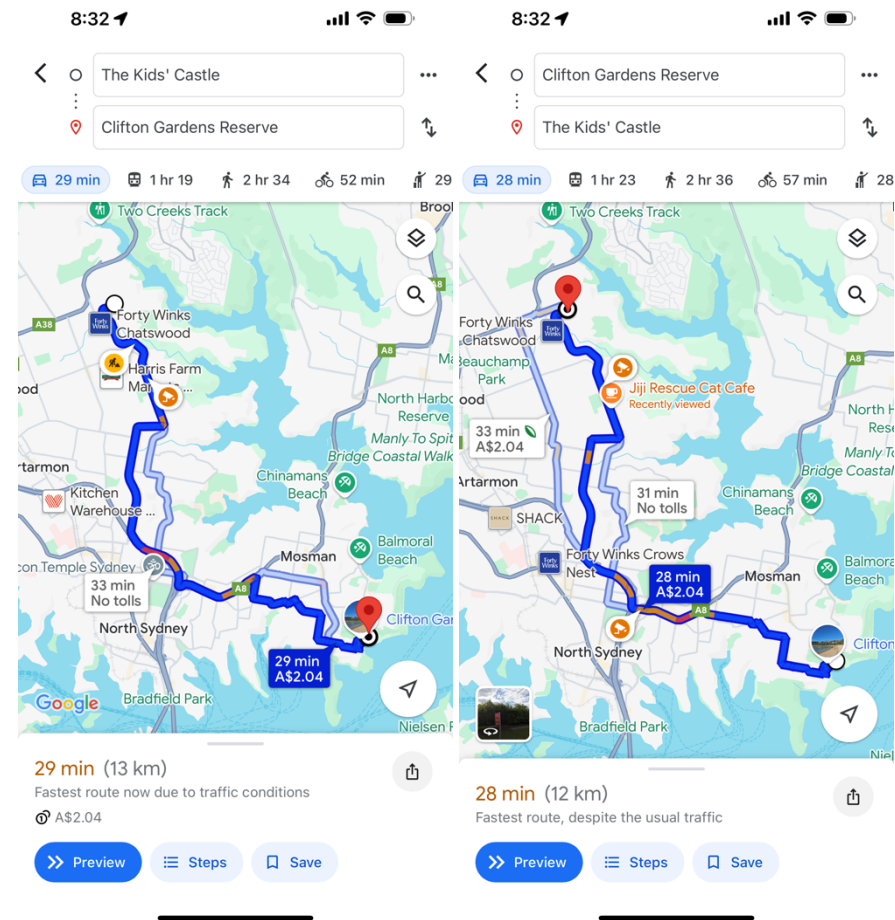
Risk assessment and management template - Excursions

Service Name	The Kids' Castle
Excursion details	Clifton Gardens
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Tuesday 7 th January, 2025
Proposed activities. List all activities that will take place during the excursion.	Clifton Gardens Facilities: Shallow water play Sand play Basketball Beach cricket and games Playground Area play Picnic
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.	9:30am Pick up at The Kids' Castle – cnr Rosebridge Ave & Kendall Rd, Castle Cove NSW 2069 2pm Pick up at Clifton Gardens – Morella Rd, Mosman NSW 2088
Estimated departure and arrival times and duration of the excursion.	9:30am Departure from The Kids' Castle, 10am estimated arrival at Clifton Gardens 2pm Departure from Clifton Gardens, 2:30pm estimated arrival at The Kids' Castle

E.g., from the service to each destination and returning to the service.

Proposed route

You can include an image of the route sourced online.



Means of transport

North Sydney Bus Charter

E.g., public bus, private bus, coach, private car, taxi, tram	
Requirements for seatbelts or safety restraints in your state or territory have been met.	Yes
Number and full names of each adult involved in the excursion. E.g., service staff, family members, volunteers	Staff TBC
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required. E.g. for children's individual needs.	Qualified first aiders: TBC
The number of children involved in the excursion.	Maximum 35
Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below.	Yes

<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>1:5, plus responsible person on duty 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 bus stop on Morella Rd, near the stairs that lead to Clifton Gardens Reserve. - One educator will get off the bus and walk towards the start of the stairs – to direct children to line up in 2 along the path next to the stairs. - 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. Last educators onboard must check the bus and make sure there is no children or personal belongings left behind. - Educators will do a roll call and make sure all children are accounted for. - Once all children are accounted for, the group will walk down the stairs to Clifton Gardens Reserve. - The group will be lead to a shaded area for the children to put their belongings and set up a base. This will either be a sheltered bench area (if available) or under a shaded tree. - Educators will do a roll call and make sure all children are accounted for, <p>At departure:</p> <ul style="list-style-type: none"> - At 1pm, children will eat lunch in an undercover area and have free play for 30 minutes. - At 1:30pm, children will have final toilet runs and educators will do a final roll call and headcount to make sure all children are accounted for before leaving the area. - Meanwhile, one educator will 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. - Children will line up in 2 with one educator at the front of the line and one at the end, other educators in the middle. Educator at the front will lead the group up the stairs, to the bus located at the bus stop. - The last educator to leave the sheltered location 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. 	



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
Travel on coach/bus	<ul style="list-style-type: none"> Traffic/bus accident Injury to child/staff whilst riding bus Injury to child/staff whilst getting on and off the bus 	High	<ul style="list-style-type: none"> Walking when on public transport Hold onto handles where available Remain seated with seatbelt on whilst vehicle is in motion Staff first aid trained First aid kits available Educate children before leaving the centre about appropriate behaviour 	Educators	At morning roll call & at time

			<ul style="list-style-type: none"> • Children advised to take extra care when boarding/disembarking the bus • Do not exceed the maximum allowance for people on the bus 		
Walking around Clifton Gardens	<ul style="list-style-type: none"> • Grazes, cuts and bruises due to slips and falls 	Moderate	<ul style="list-style-type: none"> • Running only in appropriate areas designated by staff • Staff First Aid trained • First Aid Kits available • Educate children about appropriate behaviour before arrival • Staff are educated about the facilities they will be visiting at staff meetings prior to the holidays to ensure that maximum supervision is achieved. • Ensure walkways are inspected for hazards before use • Follow BE Sharp/SCAN supervision techniques. • All staff to have communication devices for quick contact 	Educator	All time

Sun Protection	<ul style="list-style-type: none"> • Sunburn, sun stroke, heat stroke 	Moderate	<ul style="list-style-type: none"> • All children and staff to apply sunscreen before leaving the centre • All children and staff to wear appropriate clothing eg. Hats, covered shoulders • All children and staff to regularly apply sunscreen throughout the day, especially reapplying after water play. • Spend as much time in the shade as possible ie. Lunch time, whilst waiting for activities. 	Educator	All time
Dehydration	<ul style="list-style-type: none"> • Children/staff become dehydrated through lack of water and prolonged heat, sun exposure 	Moderate	<ul style="list-style-type: none"> • Ensure all children and staff have a drink bottle or access to drinking water • Encourage regular water intake by stopping activities for a drink • Refill water bottles at water refill station located near wharf. 	Educator	All time

					
<p style="text-align: center;">Toilets</p> 	<ul style="list-style-type: none"> • Stranger safety • Lost or missing child 	<p>High</p>	<ul style="list-style-type: none"> • Educator to check toilets before children enter to ensure they are clean and have sufficient toilet paper • Educator to check toilets for hazards and remove them. • Educators not to leave children alone with members of the public in the bathroom • Children go to toilet in groups accompanied by an educator 	<p>Educator</p>	<p>At time</p>

<p>Beach is open to general public.</p>	<ul style="list-style-type: none"> • Stranger safety • Lost or missing child 	<p>High</p>	<ul style="list-style-type: none"> • Ensure children are aware of other members of the public • Appropriate ratios are enforced. • All children wearing TKC excursion hats and hi-vis vests with centre name and contact details clearly marked. • Roll call, head counts, buddy systems, checklists to be conducted regularly. • Adequate supervision at all times. 	<p>Educator</p>	<p>All time</p>
<p>Morning tea, lunch and snacks.</p> 	<ul style="list-style-type: none"> • Allergic reaction to food left behind by other groups • Choking 	<p>High</p>	<ul style="list-style-type: none"> • Educator to make sure area is clean and inspect for potential allergen contamination in the area • Educate children not to share food. • Educator to direct children to wash hands before eating. • First aider and medication (EpiPen and other allergy medication) available to children who have medical conditions. • Children to sit down whilst eating. 	<p>Educator</p>	<p>At time</p>

<p>Playground Area</p> 	<ul style="list-style-type: none"> • Grazes, cuts, and bruises due to slips and falls. • Head/neck/joints/ankle/arm injuries • Hazardous rubbish eg. Syringes, glass, etc. 	<p>High</p>	<ul style="list-style-type: none"> • Educators are educated about the facilities they will be visiting at staff meeting prior to the excursion to ensure that maximum supervision is achieved • Explain the rules and expectations to children and educators prior to playground play. • Educator to provide assistance and show children how to use the play equipment. • Remind children to walk. • Educators to scan the playground and actively supervise the children. • Ensure playground equipment is inspected for hazards before use • Safely remove/block off identified rubbish that may be considered dangerous • One educator to position near the water play area and direct children to play away from that section • Head count and roll call before leaving play area 	<p>Educator</p>	<p>At time</p>
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			<ul style="list-style-type: none"> • Educators to position themselves around play equipment, with one educator to position near the area closest to the beach and direct children to play away from that section • Shoes to be worn at all times 		
General	<ul style="list-style-type: none"> • Participant welfare issues such as: Toilets, shade, clean water 	Moderate	<ul style="list-style-type: none"> • Familiarise children with site • Toilets available • Staff accompany children to bathrooms - at least two children at a time • Check bathrooms before enter to ensure they are clean and have sufficient toilet paper • Staff not to leave the children alone with members of the public in bathroom • Water refill bubbler station available near wharf (staff to refill water bottles) 	Educators	At time
Animals (dogs)	<ul style="list-style-type: none"> • Dog charge/bite/bark 	High	<ul style="list-style-type: none"> • All children to have the rules and expectations of the excursion explained to them before setting off. 	Educators	At all times


<p>Note: Mosman Council permits dogs off-leash on the beach before 9am and after 6pm during weekdays in Summer. Dogs are also permitted off-leash on the grass before 9am and after 4pm during weekdays.</p> <p>As per these regulations, there should be no dogs off-leash during the excursion.</p>			<ul style="list-style-type: none"> • Emphasise that there will be no chasing of any dogs • No touching dogs or other actions that may cause distress to the animals and thus result in the animal retaliating. • Children to be actively supervised at all times. • Educators first aid trained\ • First aid kits available 		
Animals (snakes)	<ul style="list-style-type: none"> • Snake bite 	High	<ul style="list-style-type: none"> • All children to have the rules and expectations of the excursion explained to them before setting off. • Emphasise that there will be no chasing of any animals • No touching animals or other actions that may cause distress to the animals and thus result in the animal retaliating. • Children to be actively supervised at all times. • Stay a recommended distance from long grass and sand dune areas during warmer months 	Educators	At all times


			<ul style="list-style-type: none"> • Educators first aid trained • First aid kits available 		
Animals (insects and plants)	<ul style="list-style-type: none"> • Insect bite/sting • Ingestion of or reaction to plant/other material (eg. Sea creature or allergic reaction) 	High	<ul style="list-style-type: none"> • All children to have the rules and expectations of the excursion explained to them before setting off. • Protective clothing eg. Shoes to be worn at all times • Children to be actively supervised at all times. • Educators first aid trained • First aid kits available • First aider and medication (Epipen and other allergy medication) available to children who have medical conditions. 	Educators	At all times
Animals (Birds)	<ul style="list-style-type: none"> • Birds bite child/eat their food 	High	<ul style="list-style-type: none"> • All children to have the rules and expectations of the excursion explained to them before setting off. • Protective clothing eg. Shoes to be worn at all times • Educators first aid trained • First aid kits available • Children to sit down and eat lunch in designated area 	Educators	At all times


			<ul style="list-style-type: none"> • Lunch boxes to be put back in bags after children have eaten and store any food with cover • Children to wash hands before eating food • Emphasise that there will be no chasing of any birds • No touching birds or other actions that may cause distress to the animals and thus result in the animal retaliating. • Children to be actively supervised at all times. 		
Animals (Sea Creatures)	<ul style="list-style-type: none"> • Poison/sting/bite 	High	<ul style="list-style-type: none"> • All children to have the rules and expectations of the excursion explained to them before setting off. • Protective clothing eg. Shoes to be worn at all times • Children to be actively supervised at all times. • Educators first aid trained • First aid kits available • First aider and medication (EpiPen and other allergy medication) available to children who have medical conditions. 	Educators	At time

			<ul style="list-style-type: none"> • During supervised water play, children advised not to touch ant sea life. • Educators to be conducting constant visual checks of ocean during supervised water play. 		
Stairs	<ul style="list-style-type: none"> • Slippery floors, trip hazards, fall hazards 	Moderate	<ul style="list-style-type: none"> • Walk carefully • Inform children about slippery conditions if relevant • Hold onto handrails when climbing up and down stairs • Stay to left side 	Educator	At time
Water body (beach)	<ul style="list-style-type: none"> • Drowning/near drowning • Slips and falls 	High	<ul style="list-style-type: none"> • Active supervision by all staff at all times • All staff first aid trained • First aid kits available • Regular headcounts of children by staff • During grass/sand play/playground play, one educator to always be stationed in area closest to water, and direct children away • Educator supervised water play during allocated times: 	Educators	At all times

			<ul style="list-style-type: none">- In shallow water, educators to create a semi-circle from shallow water to sand and children play in middle of circle to maximise supervision- Ensure 1:5 ratio is maintained• Educate children on water safety rules before water play• Children to wear protective clothing – high-vis vests, shoes		
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<p>Water body (Wharf)</p> 	<ul style="list-style-type: none"> • Drowning/near drowning • Slips and falls 	<p>High</p>	<ul style="list-style-type: none"> • Active supervision by all staff at all times • All staff first aid trained • First aid kits available • Regular headcounts of children by staff • During grass/sand play/playground play, one educator to always be stationed in area closest to water and wharf, and direct children away • Educate children on water safety rules • Children not to climb on fences/railings or jump off wharf 	<p>Educators</p>	<p>At all times</p>
<p>Grass/sand/basketball areas</p>	<ul style="list-style-type: none"> • Grazes, cuts, and bruises due to slips and falls. • Head/neck/joints/ankle/arm injuries • Hazardous rubbish eg. Syringes, glass, etc. 	<p>Moderate</p>	<ul style="list-style-type: none"> • Running only in appropriate areas designated by staff • Staff First Aid trained • First Aid Kits available • Educate children about appropriate behaviour before arrival • Staff are educated about the facilities they will be visiting at staff meetings prior to the holidays to ensure that maximum supervision is achieved. 	<p>Educators</p>	<p>At all times</p>

			<ul style="list-style-type: none"> • Ensure areas are checked for hazards before use • Follow BE Sharp/SCAN supervision techniques. • All staff to have communication devices for quick contact 		
Carpark	<ul style="list-style-type: none"> • Moving cars • Child/staff being hit by vehicle 	High	<ul style="list-style-type: none"> • Children will be reminded of road safety prior and during the excursion • Educator to follow BE Sharp/Scan techniques and conduct a visual 	Educators	At all times

			<p>check of areas at all times</p> <ul style="list-style-type: none"> • Headcounts to be conducted regularly • Boundary training for all children – they do not go near the car park 		
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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: Friday 15 th November, 2024	
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: Prior to next excursion to Clifton Gardens if it is more than 12 months from Friday 15 th November 2024		