

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.

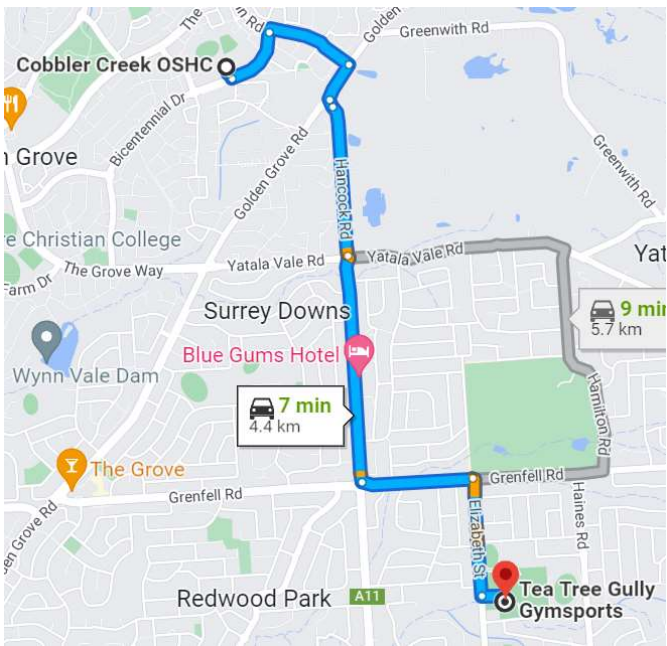
Regulation 101 of the Education and Care Services National Regulations includes the minimum risk assessment considerations for excursions, including specific considerations when an excursion involves transporting children.

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

Service Name	Cobbler Creek OSHC
Excursion details	Tea Tree Gully Gymnasium
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	25 th January 2023
Proposed activities. List all activities that will take place during the excursion.	Trampolines, balancing beams, foam pit, vault, bars
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.	Golden Grove Primary School – 140 Bicentennial Drive, Golden Grove, 5125 @ 8:30am Tea Tree Gully Gymnasium – 88 Elizabeth Street, Banksia Park, 5091
Estimated departure and arrival times and duration of the excursion. E.g., from the service to each destination and returning to the service.	Depart – Golden Grove Primary School @ 8:30am Arrive – Tea Tree Gully Gymnasium @ 9am Depart – Tea Tree Gully Gymnasium @ 12pm Arrive – Golden Grove Primary School @ 12.30pm

<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>Private Bus booked through LinkSA</p>
<p>Requirements for seatbelts or safety restraints in your state or territory have been met.</p>	<p>Yes / No</p> <p>Comment: One child per seat with seatbelt</p>
<p>Number and full names of each adult involved in the excursion.</p> <p>E.g., service staff, family members, volunteers</p>	
<p>The number of educators / responsible adults, appropriate to provide supervision, and</p>	<p>7</p>

<p>whether any adults with specialised skills are required.</p> <p>E.g. for children's individual needs.</p>	
<p>The number of children involved in the excursion.</p>	50
<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>Yes / No</p> <p>Comment: No water hazards</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>	1:8
<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>Roll calls conducted before entering and exiting the service and the pick-location/destination. At the time of hearing their name, children are provided with a identification wrist band.</p> <p>Children counted after lining up to make their way to the bus, counted while getting onto the bus, and again once seated (conducted by different staff to confirm appropriate numbers).</p>	
<p>Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):</p> <p>Students counted when embarking and disembarking bus. Children line up in a meeting spot when getting off the bus, to line up for counting. Once counted we move into location. Roll call once all students have settled inside venue (which is typically a separate space away from public).</p>	

Excursion checklist – items to be readily available during the excursion (Please tick)	
<input type="checkbox"/> First aid kit	<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
Roll Call	Missing Child	High	Roll calls conducted multiple times on excursion and children provided with a Cobbler Creek Wrist Band with relevant contact details.	OSHC Director/Assistant Director	Prior to departure Arrival at venue Time for departure Arrival back to OSHC

Transportation to offsite location	Transporting a large number of children	High	There will be a safety talk before boarding, hand sanitiser applied before and after as well as constant supervision by staff. The bus is fitted with seat belts that children must use during transport.	OSHC Director/Assistant Director	After roll calls
Venue/Public Expectation	Public Space/Interaction	High	Talk to children about the rules at Hoyts, toileting procedure, talk with the children about "Safe Play".	OSHC Director/Assistant Director	Before we leave and during excursion
Boarding the Bus	Tripping/Road Safety	Moderate	Remind children to be careful. Line children in single line to board bus. Count children as they board/disembark bus.	OSHC Staff	Before boarding and during disembarking
Walking through Car park and Entering Venue	Tripping/Car Accidents	Moderate	Always walk along a footpath, use crossing areas. Children reminded to walk from place to place. Take time being careful thinking about what they are doing.	All OSHC staff	Prior to boarding and disembarking bus
Venue	Absconding/Missing Child	High	OSHC staff to evenly spread throughout venue.	All OSHC Staff	All times that children are walking, moving etc
Public toilets	General public using the toilet as well	Moderate	OSHC staff to clear the toilet of General Public before OSHC children visit toilet. Take smaller, more manageable sized groups. Eg 1-6 children.	OSHC staff (Gender Specific)	Before children use toilets
Hygiene	Spread of and infection of Covid-19	Moderate	Venue to clean space prior to arrival. Children and staff to sanitise and/or wash hands regularly, especially before eating, after	Venue Staff OSHC Staff	Before getting on bus Before entering venue Before any food consumption

			going to the toilet and when returning to OSHC. Staff to encourage children to follow Covid-19 safe practices, with a focus on minimising interactions with the general public and leaving a safe 1.5 metre distance between themselves and others.		
Foam Pit	Accident/Injury	High	Front loading safety talk. OSHC staff and venue staff supervising children and equipment use at all times.	Venue Staff OSHC Staff	On arrival to venue During activities
Trampolines	Accident/Injury	High	Front loading safety talk. OSHC staff and venue staff supervising children and equipment use at all times.	Venue Staff OSHC Staff	On arrival to venue During activities
Balancing Beams	Accident/Injury	High	Front loading safety talk. OSHC staff and venue staff supervising children and equipment use at all times.	Venue Staff OSHC Staff	On arrival to venue During activities
Vault	Accident/Injury	High	Front loading safety talk. OSHC staff and venue staff supervising children and equipment use at all times.	Venue Staff OSHC Staff	On arrival to venue During activities
Bars	Accident/Injury	High	Front loading safety talk. Appropriate safety handles for children to grip with OSHC staff and venue staff supervising children and equipment use at all times.	Venue Staff OSHC Staff	On arrival to venue During activities

(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: Joseph Larking Signature: Role/Position: Assistant Director	Date: 16/8/22	
Prepared in consultation with:	Full name: Jasmina Dowden Signature: Role/Position: Director		
Communicated to all relevant staff:	Yes / No Comment if needed: Shared with staff and accessible to parents on OSHC website		
Vehicle safety information reviewed and attached:	Yes / No Comment if needed:		
Risk assessment to be evaluated and reviewed on: 16/8/22 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 'regular outing'*, a risk assessment must be undertaken <i>at least</i> annually.	Date: 16/8/22 - to be reviewed prior to visit		