

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.

Lapstone Activity Centre- Risk assessment – Travelling to Gipps Street Park – Excursion

Service Name	Lapstone Activity Centres
Excursion details	Gipps street park
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Wednesday 22 nd of January
Proposed activities. List all activities that will take place during the excursion.	<ul style="list-style-type: none"> - Travelling to the park - Playing in the park (water play, pump track, oval, slides) - Eating a packed lunch
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.	<p>Pick up from Lapstone Public school, 65 Explorers road, Lapstone, 2773</p> <p>Drop off at 34 Gipps St, Claremont Meadows NSW 2747</p>
Estimated departure and arrival times and duration of the excursion. E.g., from the service to each destination and returning to the service.	<p>Depart LAC aprox 10.00 am</p> <p>Arrive at Gipps street aprox 10.30 am</p> <p>Depart Gipps street park at aprox 1.30 pm</p> <p>Arrive at LAC aprox 2.00 pm</p>
Proposed route You can include an image of the route sourced online.	Refer to maps attached
Means of transport E.g., public bus, private bus, coach, private car, taxi, tram	Chartered bus – Penrith mini bus
Requirements for seatbelts or safety restraints in your state or territory have been met.	<p>Yes</p> <p>Comment: If seatbelts are fitted, they will be used</p>

<p>Number and full names of each adult involved in the excursion.</p> <p>E.g., service staff, family members, volunteers</p>	<p>As per Roster</p>
<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>Jessie McCulloch</p> <p>Grace Salmon</p> <p>Sean Higgins</p> <p>Ethan Downward</p>
<p>The number of children involved in the excursion.</p>	<p>30</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>Yes / 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>1:10</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>Children will be provided with their blue Excursion T-shirt and coloured wristband with services mobile phone number upon arrival at the Centre.</p> <p>A Roll Call will be conducted before leaving the Centre.</p> <p>Once all children are accounted for, the children will line up and walk with Educators (one Educator must be at the front of the group, one Educator must be at the back of the group and the rest of the Educators to walk spaced throughout the group of children). The children and Educators will walk along the assigned footpath in School grounds next to the Canteen and out of small front gate to where the Bus will be waiting at the front of the School. If the group needs to walk up to the Bus, the children must walk on the footpath and not on the council strip to the Bus. The Educators must be spaced out between the group of children and walk closest to the road.</p> <p>When leaving the Service the time and Educator's signature will be recorded on the Children's Signed In and Out of Transport Document as the children embark.</p> <p>When they arrive at the Venue, the time and Educator's signature will be recorded on the Children's Signed In and Out of Transport Document as the children disembark.</p>	

When leaving the Venue, the time and Educator’s signature will be recorded on the Children’s Signed In and Out of Transport Document as the children embark.

Upon returning to the Service the time and Educator’s signature will be recorded on the Children Signed In and Out of Transport Document as the children disembark. The group will enter the small side gate and walk along the footpath next to the Canteen to reach the Service.

Children Signed In and Out of Transport document will record the day, date, child’s name, time and signature of Educator accounting for children embarking the Bus and time and signature of Educator accounting for children disembarking the Bus.

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

Each child will be accounted for when embarking and disembarking the Bus by an Educator marking them off on the Children Signed In and Out of Transport document. The time, name and signature of the person who accounted for the children who embarked and disembarked appears on this document.

When embarking the children will line up at the Bus and as the Educator writes the time and their signature next to the child’s name the child will then board the Bus.

When disembarking the children will walk down the Bus steps one child at a time as the Educator writes the time and their signature next to the child’s name.

The children will line up in designated area until the process has been completed and the Bus has been checked.

A Head Count will be conducted by other Educators to ensure the number of children disembarking corresponds with the number of children lining up after disembarking.

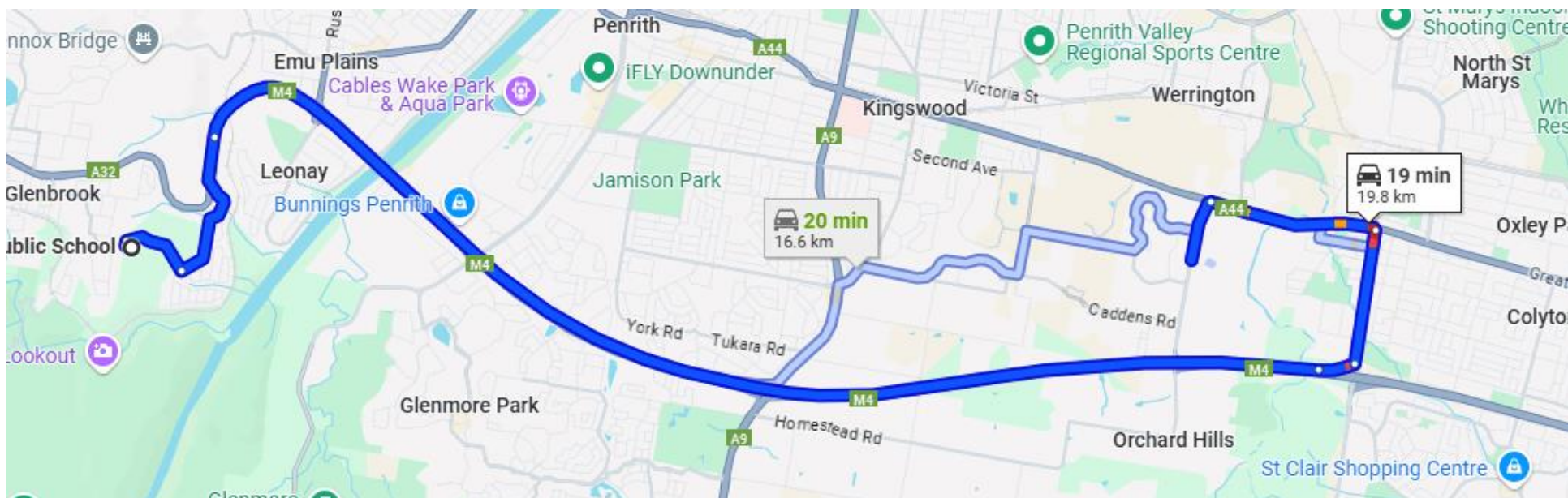
Excursion checklist – items to be readily available during the excursion

(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"/> Medical Management Plans, Medication & RMP for individual children	<input type="checkbox"/> Other items, please list <ul style="list-style-type: none"> – 4G Ipad – Transport Policy – Safe Transportation of Children. – First Aid Policy. – Emergency Policy. – Accurate current attendance records. – Risk Assessment and Management - Single Trip Transportation of Children Safety Checklist

- Risk Assessment and Management – Children Embarking and Disembarking the Vehicle for Single Trip Transportation

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.



Identified Hazard –

Transport

- Bus and Driver – qualified and vehicle registered
- Travelling in the Vehicle
- Children embarking and disembarking
- Documentation not completed correctly

Risk Rating Key

- !! Very High
- ! High Risk
- # Medium Risk
- * Low Risk

Risk	Control Measure	Person Responsible for taking required action	Timeframe for addressing action
* Driver is unqualified	– As per our Policies and Procedures, Education and Care Services National Regulations and Law and WHS Regulations and Law –	Bus company	
* Bus is unregistered	– Bus company provides correctly qualified driver for size of vehicle.		
* Safety equipment is not operational	– Ensure Bus is registered	Bus Company & Coordinator	
* Onboard fire	– Every fire extinguisher fitted in a commercial vehicle will be of a type with a hose to assist in gaining access to awkward locations	Bus Company	
# Walking to Bus	– If a fire occurs, Bus Driver must immediately stop the Bus and with Educators get all passengers safely off the Bus. Driver will assess situation and if safe, will use fire extinguisher. Educator to contact Service as soon as practicable to report incident. Service to contact Head Office ASAP.	Driver and Educators	
! Trips/falls when embarking	– Educators ensure children walk along footpath in single line to Bus to make embarking Bus smoother.	Educators	
	– Educators actively supervise children and monitor footpath for hazards while walking together along footpath.	Educators	
! Trips/falls when embarking	– Educators physically assist children to embark where required. – Educators visually monitor and check that children are correctly wearing seat belts.	Educators	

<p>! Injury due to non-use or incorrect use of restraint</p> <p># Vehicle breakdown or malfunction</p> <p>! Crash involvement</p>	<ul style="list-style-type: none"> - If child is not wearing seat belt whilst bus is in motion, the bus will be stopped until seat belt is correctly worn. - Keep children on bus if safe to do so. If not move children to a safe location protected from oncoming traffic, sun and heat. - Educators to supervise children to avoid danger until problem is fixed or replacement bus arrives. - Educator to contact Service as soon as practicable. Service to contact Head Office ASAP. Children encouraged to have full water bottles in case of an incident. - Objects are safely stowed and secured in vehicle to minimise movement in a crash. - Charged mobile phone and contact numbers carried on board. - Educators have current first aid, asthma and anaphylaxis training. 	<p>Educators Educators & Child</p> <p>Educators</p> <p>Driver and Educators</p>	
<p>! Trips/falls when disembarking</p> <p>! Educators do not follow ACI Transport Policy-Safe Transportation of Children when children <u>embark</u> the vehicle</p> <p>Educators do not follow ACI Transport Policy-Safe Transportation of Children when children <u>disembark</u> the vehicle</p>	<ul style="list-style-type: none"> - Bus Driver and Educators will assist all passengers safely off the Bus. - Educators will move children to a safe area (if able to move children). - Educator will provide First Aid (if required). - Educator to contact Emergency Services (if required). - Bus Driver to contact Bus Company. - Educator to contact Service as soon as practicable to report incident. - Service to contact Head Office ASAP. - Procedures to be carried out by Educators when children embark the vehicle Educators will: <ul style="list-style-type: none"> ✓ mark each child's name off the Children Signed In and Out of Transport document as children embark the vehicle ✓ record time of the child embarking and Educator's signature ✓ conduct headcount - Educator must complete all required documentation as per ACI Transport Policy-Safe Transportation of Children 	<p>Educators</p> <p>Educators</p>	

Identified Hazards –

Gipps street park

- Child Protection Issues
- Medical emergencies
- Children inappropriate behaviour
- Scooter and skateboard safety
- Water feature safety

Risk Rating Key

- !!** Very High
- !** High Risk
- #** Medium Risk
- *** Low Risk

Risk	Control Measure	Who	Timeframe for addressing action
<p>!! Children being abducted/leaving location</p>	<ul style="list-style-type: none"> – As per our Policies and Procedures, Education and Care Services National Regulations and Law and WHS Regulations and Law – – Children informed prior to leaving the service of what to do if they become lost from the group. – Children all provided with a blue excursion shirt which has service contact details on it, to assist staff in maintaining supervision. – Head count taken on a regular basis especially when moving around. – Coloured wrist bands provided to identify which service the child belongs to. – Educators to be stationed where they can safely observe the environment. – Search immediate area. – Coordinator/Educators to coordinate searchers and search area. – Notify Emergency Services e.g., police, fire, ambulance. – If missing child not found within reasonable time contact Head Office. – Head Office to notify parents. 	<p>Responsible Person</p> <p>All Educators Responsible Person</p> <p>“ ”</p> <p>Head office tea</p>	<p>Immediately</p> <p>Once notified</p>
<p>! Children becoming separated from group</p>	<ul style="list-style-type: none"> – Children will be informed to stay with educators at all times and what to do if they become separated from the group. – Educators not to leave children unattended at venue and to ensure all children stick together in their group. – All children will be in blue Excursion T-shirt – this shirt must be visible – which has centre phone number on it. 	<p>Responsible Person</p> <p>All Educators</p>	<p>Prior to excursion</p> <p>At all times</p>

	<ul style="list-style-type: none"> – Children will be in groups throughout the day, with Educators. All Educators will be provided with a list of children who are in their group. Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for. – Educators to have service mobile phones/walkie talkies on them to ensure ongoing communication between groups. – Coloured wrist bands to have service mobile phone number on them 	All Educators Responsible Person	Prior to excursion
!! Child protection issues	<ul style="list-style-type: none"> – Supervision at all times to ensure that at no time driver or member of public is alone with an individual or group of children in our care. – Educator to accompany groups of children to toilets throughout the excursion – no child is to go unaccompanied. – Educators to check toilets prior to children entering to ensure there is no individuals lurking, etc.... – Report any suspicious behaviour to Excursion Supervisor – always maintain active supervision. <p>If approached –</p> <ul style="list-style-type: none"> – Keep still and do not make sudden moves. – Do not use phone in perpetrator’s presence. – Obey perpetrator’s instructions. – Observe perpetrator’s appearance. – Allow perpetrator to leave but do not follow. – Educators are to ensure children stay in designated area and not engage in conversations with strangers. – Notify Emergency Services. 	All Educators All Educators All Educators All Educators and children	At all times As needed As needed Immediately
! Child experiencing Asthma, Allergic or Anaphylactic reaction	<ul style="list-style-type: none"> – List of children with Medical Conditions is taken on Excursion. – Each child’s Medication Box to be taken which contains – Medical Management Plan, Medication Form and Medication. – Educators are to be aware which children have Medical Management Plans. – Educator who is holding child’s medication is in the same group as child, and that this Educator has the appropriate qualifications to administer (Asthma/Anaphylaxis). – Ensure Educators are vigilant in minimising risk on the day and ensuring children are not, to the best of our ability, exposed to known allergens. 	Responsible Person All educators All Educators All Educators	Prior to excursion Prior to excursion At all times At all times

<p># Injury to persons</p> <p># Trips, slips, falls – sprains, fractures, bruises, Bumps, cuts</p> <p>! Concussion</p>	<p>Before and During Play</p> <ul style="list-style-type: none"> - While accessing the equipment children are to stand in a line on one side - only 1 – 2 child to use the equipment at a time. - Children reminded of moving safely from one equipment to another - No running / pushing - Educators will discuss the rules and guidelines of all areas of the park (including skatepark and water play with children before commencement of the activity. - Children unable to follow set rules may be asked to leave the activity - Educators are to supervise using Position Awareness Teamwork (PAT). - Hazards – eliminated, sectioned off or totally avoided. - Educators on site are First Aid trained and First Aid Kits fully stocked. - A ratio of 1 Educator : 10 children is to be followed. - Educator to reassess number of children based on ability and behaviour. Children to participate in groups if needed and rotated every 15 mins. - Children are constantly reminded of the Be Safe, Be Responsible & Be Respectful rules. - Helmets and safety gear must be worn at all times whilst children are at the skatepark 	<p>Responsible Person All Educators</p> <p>Responsible Person/ Educators</p>	<p>Prior to excursion</p> <p>At all times</p> <p>Prior to excursion</p> <p>At all times</p>
<p>! Heat stroke and sunburn</p>	<ul style="list-style-type: none"> - Educators make sure that children apply sunscreen before departure from Lapstone and once again every 2 hours while the uv is above 3 - Educators make sure children are drinking plenty of water and that they are sun safe. - If a child seems to be experiencing heat exhaustion they are to remain still in a shady area and a courtesy message is to be sent to the parent and/or guardian 	<p>Responsible Person</p> <p>All educators</p>	<p>Prior to excursion</p> <p>At all times</p>

Plan prepared by:	Full Name: Sean Higgins	Date:
	Signature:	
	Role/Position: Educator	
Prepared in consultation with:	Full Name: Jessie McCulloch	
	Signature:	
	Role/Position: Coordinator	
Communicated to relevant staff:	Yes/No	
Write names of Educators communicated to	Comment if needed:	
Vehicle safety information reviewed and attached		
<p>Risk assessment to be evaluated and reviewed on:</p> <p>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 at least annually.</p>	Next Vacation Care period the Service is visiting; Gipps street park	

Risk Matrix

Use the risk matrix to determine the Risk Rating for the activity or area being assessed.

		IMPACT				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium
Likelihood			Impact			
Almost Certain	Is expected to occur in most circumstances	Insignificant	Injuries not requiring first aid			
Likely	Will probably occur in most circumstances	Minor	First aid required			
Possible	Could Occur at some time	Moderate	Medical treatment required			
Unlikely	Not likely to occur in normal circumstances	Major	Hospital admission required			
Rare	May occur only in exceptional circumstances	Severe	Death or permanent disability to one or more persons.			

Risk Assessment Communication Record for Gipps street park excursion

Educator/Staff Name	I have read and understood the above mentioned Risk Assessment (please tick)	Date & Signature	Educator/Staff Name	I have read and understood the above mentioned Risk Assessment (please tick)	Date & Signature