

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.

Beresford Road Activity Centre - Risk assessment – Australian Museum

Service Name	Beresford Road Activity Centre
Excursion details	Australian Museum 1 William St, Darlinghurst NSW 2010
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 th July 2024
Proposed activities. List all activities that will take place during the excursion.	Travel to venue via chartered bus, to visit the galleries in the Museum, and return to service via chartered bus. 9:30 to 10:15 Recess at Hyde Park (Roll call and Headcount) 10:30 am Australian museum entry Visiting : First Nations Gallery, Dinosaurs Gallery, and Surviving Australia Gallery Approximate 45 mins each gallery 1:30 pm Exit from Australian museum 1:30 to 2:15 pm Lunch break at Hyde Park
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.	Toongabbie West Activity Centres will be involved in this Excursion alongwith Beresford Road Activity Centres. <ul style="list-style-type: none"> – Toongabbie West Activity Centre (TWAC) - 83 Ballendella Road Toongabbie 2145, then to – Beresford Road Activity Centre (BRAC) - 74 Beresford Road Greystanes 2145, then to – Australian Museum Upon return : <ul style="list-style-type: none"> – Australian Museum then to – Beresford Road Activity Centre (BRAC) - 74 Beresford Road Greystanes. then to – Toongabbie West Activity Centre (TWAC) - 83 Ballendella Road Toongabbie 2145

<p>Estimated departure and arrival times and duration of the excursion.</p> <p>E.g., from the service to each destination and returning to the service.</p>	<p>Travel times are approximate as depends on route taken.</p> <p>Pick up at TWAC – 8:30am</p> <p>Pick up at BRAC – 8:45am</p> <p>Arrival at College St (Drop point)– 9:30am</p> <p>Arriving at Hyde Park – 9:40 am</p> <p>Walk to Australian Museum – 10:15 am</p> <p>Arriving at Australian Museum (Group Entry Gate on William St) – 10:30am</p> <p>Departure from Australian Museum – 1:30pm</p> <p>Arriving at Hyde Park - 1:45pm</p> <p>Walk to College St (Pick up point) – 2:15pm</p> <p>Departure from College St (Pick up point) – 2:30pm</p> <p>Drop off at BRAC – 3.10pm</p> <p>Drop off at TWAC – 3.20pm</p> <p>Total duration of Excursion – approx. 7 hours</p>
<p>Proposed route</p> <p>You can include an image of the route sourced online.</p>	<p>Refer to maps attached</p>
<p>Means of transport</p> <p>E.g., public bus, private bus, coach, private car, taxi, tram</p>	<p>Chartered bus – Baxters Bus Company</p>
<p>Requirements for seatbelts or safety restraints in your state or territory have been met.</p>	<p><input checked="" type="radio"/> Yes / No</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>Educators on excursion will be determined as per the Roster for the day</p> <p><i>(Please write the names of Educators involved in the excursion below)</i></p> <hr/> <hr/>
<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>6 (total number of Educators from 2 Services –TWAC & BRAC).</p>
<p>The number of children involved in the excursion.</p>	<p>48 (total of 2 Services –TWAC & BRAC)</p> <p>TWAC : 18 BRAC : 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 <input checked="" type="radio"/> No <input type="radio"/></p> <p>Comment:</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>1:8 (Medium risk excursion)</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>Children will allocated a group number which is to be written on wristband. There will be a total of 3 groups with each group having 2 educators. Educator will be provided with a list of children in the group.</p> <p>A Roll Call will be conducted before leaving the Centre.</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 out of the Service and along the footpath next to the Canteen and past the School Office, then up the steps next to Office, along footpath and out to the front of the School.

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.

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.

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 up the steps next to Office, walk past the School Office, walk along the footpath next to the Canteen to reach the Service.

Children Signed In and Out of Transport document will record 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"/> Group allocated and list given to educator	<input type="checkbox"/> Permissions received for all children involved in the excursion
<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 – 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

RISK BENEFITS LINKED TO MY TOP OUTCOMES: -

Play is great for children’s well-being and development. When Planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up the risks and benefits.

Outcome 1 – Children have a strong sense of Identity = Through going to galleries in the Australian Museum children will be open to new challenges, discoveries and experiences, and be able to confidently explore the environment, assisting us to establish and maintain respectful and trusting relationships with peers and educators. This allows children to ‘develop their autonomy, interdependence, resilience and sense of agency’ (1.2) and ‘children develop knowledgeable and confident self-identities’ (1.2). Children will be free to express thoughts, feelings and discoveries with peers and educators. It will allow children to spend a large portion of their time with their peers, in a large group situation. This allows children to ‘learn to interact in relation to others with care, empathy and respect’ (1.4).

Outcome 2 – Children are aware of fairness = This excursion will allow children to broaden their understanding of the world in which they live through learning about the animals that we share our planet with, the environment that they live in, learn about prehistoric environment, impact on the environment and what we can do to minimise our impact on them and their habitats. It will allow children to express opinions and engage in discussions that will allow them to investigate ideas, complex concepts and ethical issues that are relevant to their lives and the local community. This will allow ‘children to develop a sense of belonging to groups and communities and understanding of the reciprocal rights and




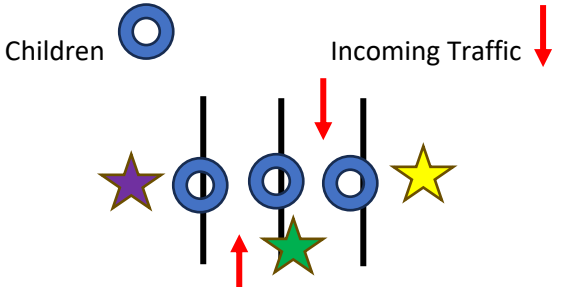
responsibilities necessary for active participation (2.1). In addition to this Children will be able to 'become socially responsible and show respect for the environment' (2.4). The Australian Museum will provide an opportunity for the children to gain knowledge and respect for our natural environment & culture and gain an understanding of the impact that humans can have on other living things. It will allow children to show an appreciation for the natural environment and understand how they can better assist to keep these environments healthy for all living things.

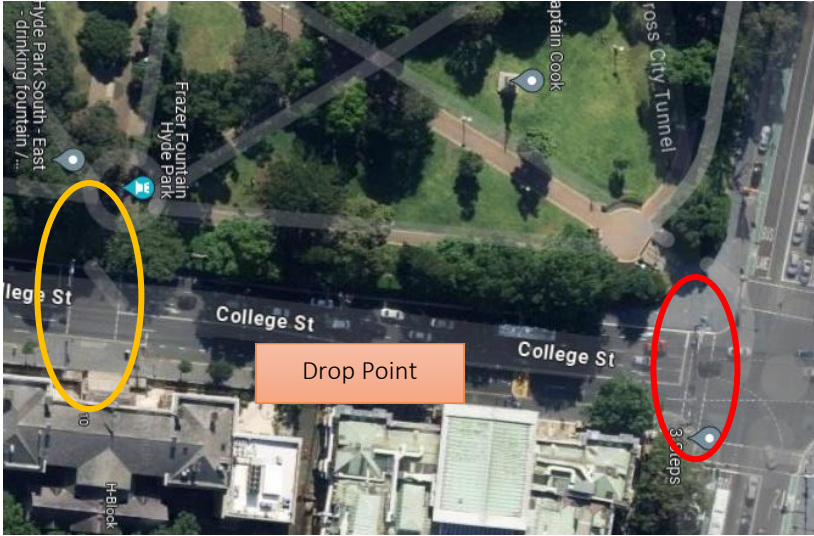
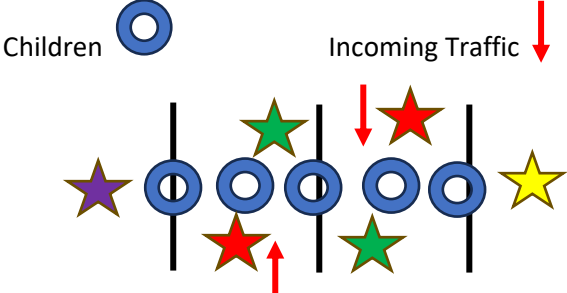
Outcome 4 – Children are confident and involved learners = The Australian Museum will allow 'Children to develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity' (4.1) as well as allow 'Children to use a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating' (4.2). The venue will provide an environment that is flexible and open ended, allowing children to experience a positive sense of self and sense of belonging, developing confidence that will allow children to experiment and explore new ideas not just at the venue but in everyday life. Children will be involved in a variety of experiences that will allow them to investigate and explore new ideas and physical abilities. Children will be provided with opportunities to demonstrate and develop leadership skills amongst their peers. Children will be able to make choices and take control of activities and experiences that they wish to see and engage in as a group. We will be able to make predictions and generalisations about some daily activities they may undertake and what impact that will have on other living things environments. It will provide children with an opportunity to engage in reflective thinking to consider why things happen and what can be learnt from these experiences. The excursion will also enable Children to transfer and adapt what they have learned from last terms about Dinosaurs and Birds while viewing the Dinosaur and Surviving Australia galleries (4.3)

Outcome 5 – Children are effective Communicators = The Australian Museum will allow children the opportunity to interact verbally and non-verbally with others for a range of purposes (5.1) through providing an opportunity for children that will promote social interaction with one another, and allow interaction with others to share new ideas, contribute ideas and join in small and large group discussions. It will provide opportunities for children to engage in sustained conversation with peers and educators about new experiences and Ideas as well as allow them to convey and construct messages with one another for a purpose, with growing confidence.

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.

Transport To Venue Australian Museum or Service

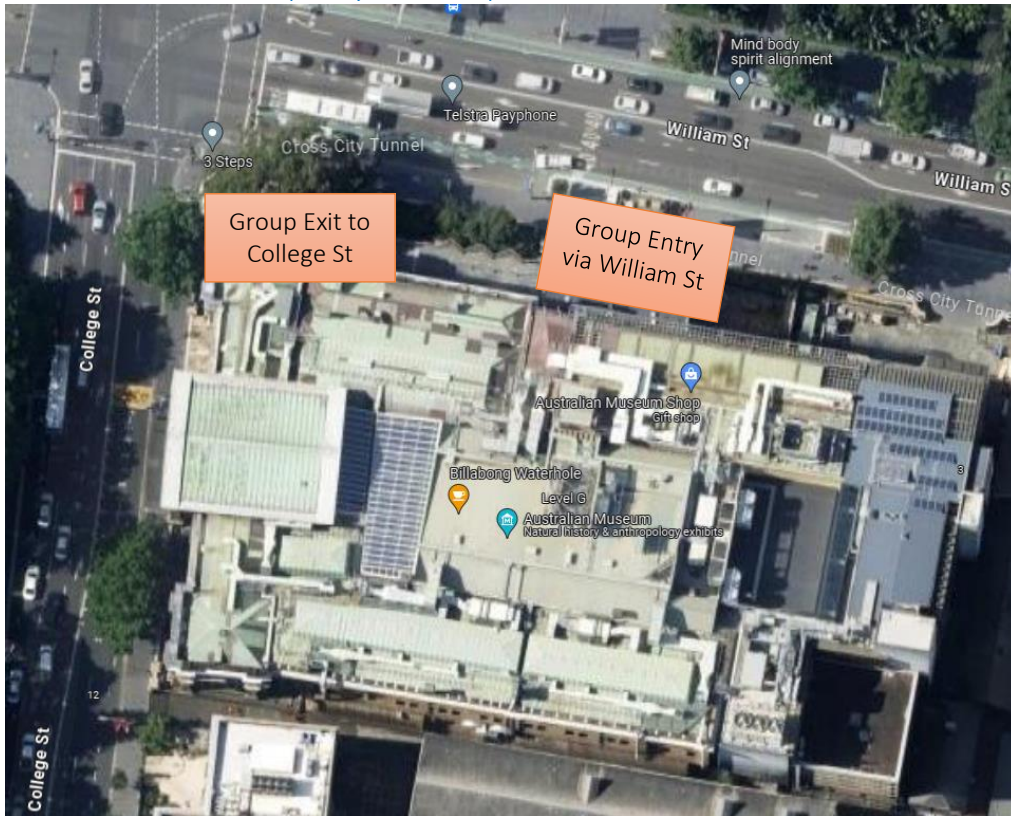
Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Walking to and from bus.	Struck by car / bus on road	Medium	<ul style="list-style-type: none"> ✓ Ensure enough adults attending to supervise excursion. ✓ Children to be assigned group number and educator is given a list of children in their group ✓ Brief children on rules and behaviour prior to excursion. ✓ Brief children on rules for crossing the lights prior to excursion. 	Vac Care Coordinator Vac Care Coordinator All Educators All Educators	Prior excursion Prior excursion Prior Excursion Prior Excursion
Walking to and from bus to Venue / Park	Trip on uneven footpath	Medium	<ul style="list-style-type: none"> ✓ Educators actively supervise and monitor footpaths for hazards while walking 	All Educators	While walking to and from bus
Walking to and from bus to Venue / Park	Struck by car / bus on road	Medium	<ul style="list-style-type: none"> ✓ Remain on pedestrian pathways and crossing at all times. ✓ Depending on distance to Australian Museum from Hyde Park the Red / Yellow crossing path is to be determined on the day ✓ When walking on crossing Educators will position themselves as follows - <ul style="list-style-type: none"> - 3 Educators to cross at a time with a group of 10 - 16 children (size of the group of children to be determined on the day by Coordinator depending on timing of the crossing light) - The children walk in pairs. -  One Educator will lead the group from the front. -  One Educator will assist in the middle of the group. This educator to assist all groups while crossing and is to be identified before the first group crosses. -  One Educator will follow up at the rear of the group. - Educators to cross when the crossing light is green. <p>See Diagram and Map :</p> 	All educators Vac Care Coordinator Coordinator All educators	On excursion On excursion On excursion

Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
			 <p>Another method for all children crossing together in one group if possible depending on time of crossing light</p> <ul style="list-style-type: none"> - The children walk in pairs. - ★ Educators stand in lane of incoming traffic, they walk out first to stop the traffic - ★ One Educator will lead the group from the front. - ★ Educators to assist in the middle of the group. This educator to space themselves throughout the group of children . - ★ One Educator will follow up at the rear of the group. - Educators to cross when the crossing light is green. <p>See Diagram and Map :</p> 		

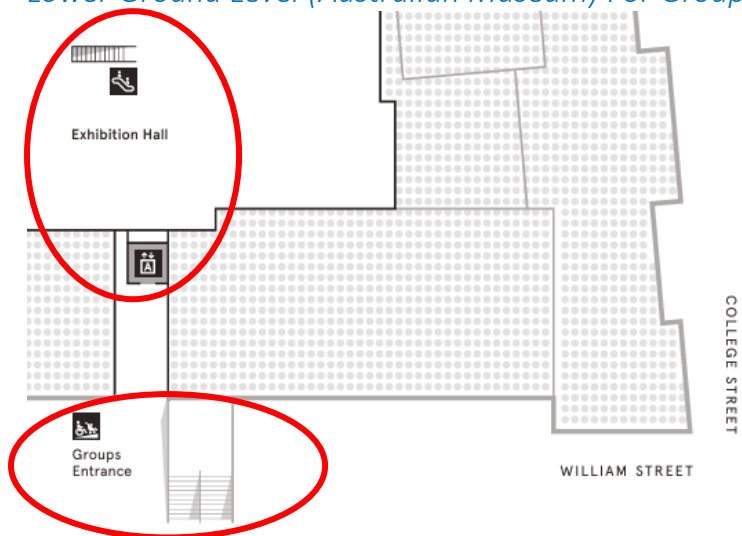
Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Embarking & disembarking	Trips/falls	Low	<ul style="list-style-type: none"> ✓ Educators physically assist children to embark where required. 	All Educators	While embarking / disembarking
Wearing of seatbelts if applicable	Injury due to non-use or incorrect use of seatbelt	Medium	<ul style="list-style-type: none"> ✓ Educators visually monitor and check that children are correctly wearing seat belts. ✓ If child is not wearing seat belt whilst bus is in motion, the bus will be stopped until seat belt is correctly worn. 	All Educators All Educators	Before journey begins During journey
Road Accident on route to venue or service	Injuries to passengers	Medium	<ul style="list-style-type: none"> ✓ If the condition of the bus or the driver are considered dangerous we will not proceed with the excursion. ✓ Nobody is to move around the bus when the bus is in motion. ✓ Children are not to distract the driver while the bus is in motion. ✓ Educators to ensure children remain seated at all times. ✓ Educators are to supervise children at all times to ensure rules are being followed. 	Vac Care Coordinator All educators All educators All educators All educators	Prior to Excursion On excursion On excursion On excursion On excursion
		Medium	<p><i>If the accident is not serious:</i></p> <ul style="list-style-type: none"> ✓ On regular road keep children safe by staying on the bus if it is safe to do so. ✓ If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic. ✓ Contact centre and Manager as soon as possible. 	All Educators All Educators Responsible Person	On Excursion On Excursion On Excursion
		High	<p><i>If the accident is serious:</i></p> <ul style="list-style-type: none"> ✓ Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time. ✓ Assess casualties and administer first aid as best you can until emergency help arrives. ✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive. ✓ Contact centre and Manager as soon as possible. – Educator at service will begin contacting parents. 	All Educators All Educators Responsible Person Responsible Person	On Excursion On Excursion On Excursion On Excursion

Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Mechanical Breakdown	Location of Traffic accident or moving children and staff to safety	Low	<ul style="list-style-type: none"> ✓ Keep children safe by staying on the bus if it is 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. 	All Educators All Educators All Educators	On Excursion On Excursion On Excursion
Following ACI Transport Policy-Safe Transportation of Children when children <u>embark & disembark</u> the vehicle	Child becomes lost during Transition from one point to another.	Low	<ul style="list-style-type: none"> ✓ 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 educators in maintaining supervision. ✓ Provide children with a wristband with services mobile phone number. ✓ Mark each child's name off the Children Signed In and Out of Transport document as children embark and disembark the vehicle ✓ Record time of the child embarking and Educator's signature ✓ Conduct headcount on a regular basis especially when we are moving and boarding bus. 	Responsible Person Responsible Person Responsible Person Responsible Person Responsible Person All Educators	Prior excursion Prior excursion Prior excursion Embarking & Disembarking the bus Embarking & Disembarking the bus Embarking & Disembarking the bus
Documentation not completed and signed off by Educator	Child becomes lost during Transition from one point to another	Medium	<ul style="list-style-type: none"> ✓ Educator must complete all required documentation as per ACI Transport Policy-Safe Transportation of Children 	Responsible Person or designated Educator	After Embarking & Disembarking have been completed and all children have been accounted for
Children being left on their own or not correctly supervised	Child protection issues	High	<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. 	All Educators	On excursion

Australian Museum (Entry and Exit)



Lower Ground Level (Australian Museum) For Group Entry via Stairs from William St



Ground Level (Australian Museum) [45 mins at this level](#)

Use **Lift A** or Escalator from Lower ground level to go to Ground Level ([visit First Nations Gallery for NAIDOC Week](#))

Toileting on this level



Level 2 (Australian Museum) [45 mins each for both galleries at this level](#)

Use **Lift A or B** from Ground Level to go to Level 2 ([visit Gallery Dinosaurs and Surviving Australia](#))

Toileting on this level before heading to Hyde Park for Lunch

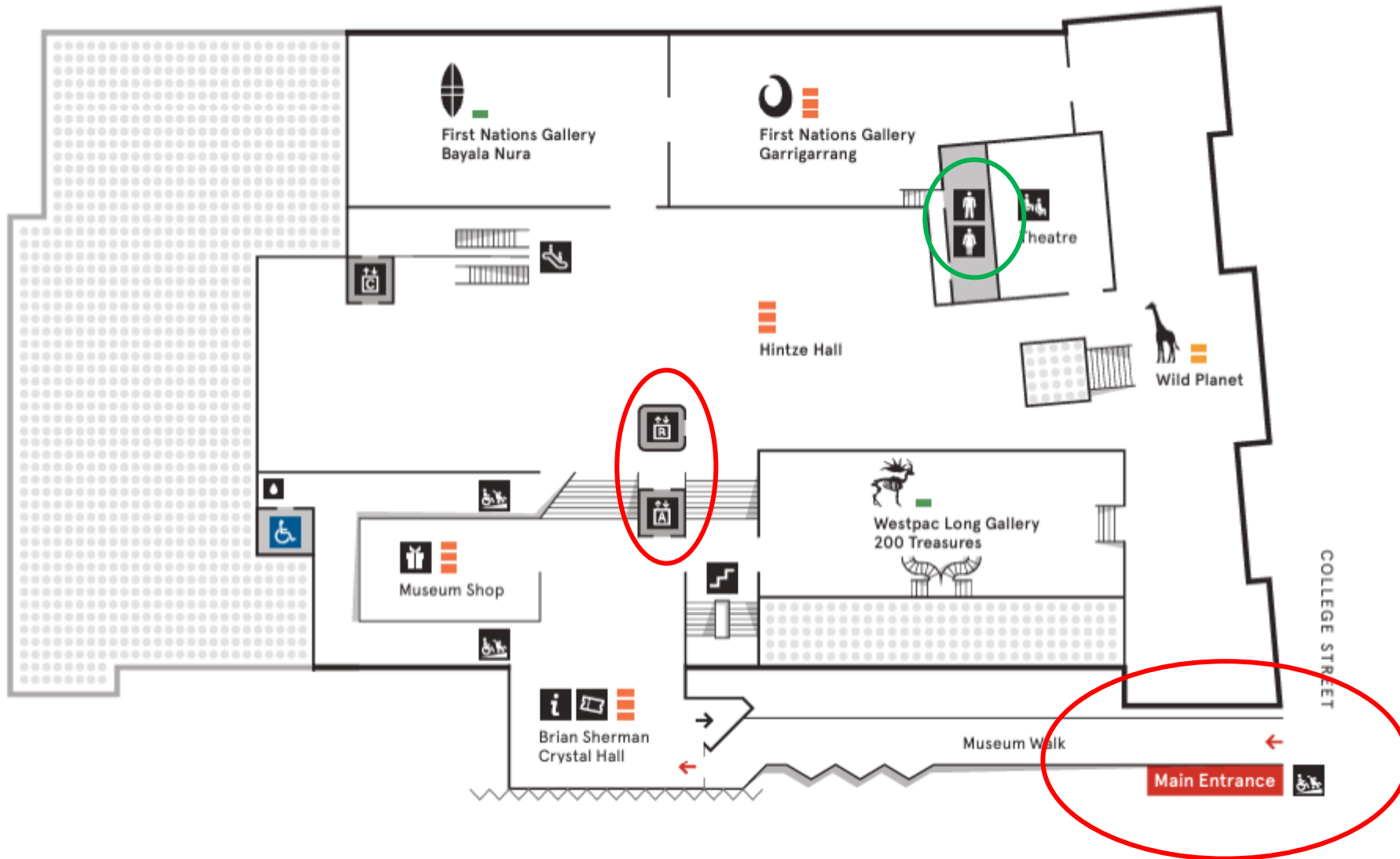


Ground Level (Australian Museum)

Use **Lift A or B** from Level 2 to go to Ground Level

Toileting on this level too (if required)

exit via Main Entrance on College St for lunch to Hyde park (**No toilets at Hyde Park**)



Venue – Australian Museum

Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Visiting Galleries - Australian Museum	Lost child at the Venue	High	<ul style="list-style-type: none"> ✓ Children should be informed of the rules, to stay with educators at all times and what to do if they become separated from the group. ✓ All children need to have their blue Excursion T-shirt visible at all times. ✓ Children will also wear coloured wrist band to identify which service they belong to and phone number on it. ✓ Educators will be provided with a list of children who are in their group. ✓ Due to the high level of people in this area all educators need to be diligent in watching the centres children that they don't get lost in the crowd. ✓ Ensure all children are in the group at all times/seated at the venue while waiting ✓ Headcount to be done when moving through different galleries ✓ Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for. 	Responsible Person Responsible Person Responsible Person Responsible Person All educators All educators All educators	Prior excursion Prior excursion Prior excursion Prior excursion On Excursion On Excursion On Excursion
	Child protection issues	High	<ul style="list-style-type: none"> ✓ Supervision at all times to ensure that at no time 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 Responsible Person – always maintain active supervision. 	All Educators All Educators All Educators All Educators	On Excursion On Excursion On Excursion On Excursion
	Trip Hazards	Medium	<ul style="list-style-type: none"> ✓ Inside the Museum – there are lot of steps, all educators need to remind all children not to push others and watch where they are walking. ✓ Ensure children take care while walking around venue. ✓ Inform venue of any slip/trip/fall hazards 	All educators All educators Responsible Person	On Excursion On Excursion On Excursion
	Stairs	Medium	<ul style="list-style-type: none"> ✓ Ensure children walk in groups and take care on stairs through supervision and reinforcing the no running rule. 	All educators	On excursion
	Distress at some items in the museum	Medium	<ul style="list-style-type: none"> ✓ If child becomes distressed remove child straight away. 	All Educators	On Excursion

Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
	Child experiencing Medical emergency	Medium	<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 Responsible Person All Educators All Educators All Educators	Prior Excursion Prior Excursion On Excursion On Excursion On Excursion

Venue – Hyde Park					
Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Recess and Lunch at Park	Lost child at the Venue	High	<ul style="list-style-type: none"> ✓ Children should be informed of the rules, to stay with educators at all times and what to do if they become separated from the group. ✓ All children need to have their blue Excursion T-shirt visible at all times. ✓ Children will also wear coloured wrist band to identify which service they belong to and phone number on it. ✓ Educators will be provided with a list of children who are in their group. ✓ Due to the high level of people in this area all educators need to be diligent in watching the centres children that they don't get lost in the crowd. ✓ Ensure all children are in the group at all times and seated at the venue while eating ✓ Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for. 	Responsible Person Responsible Person Responsible Person Responsible Person All educators All educators All educators	Prior excursion Prior excursion Prior excursion Prior excursion Prior excursion On Excursion On Excursion On Excursion
	Trip Hazards	Medium	<ul style="list-style-type: none"> ✓ Walking to the Park – there are lot of steps, all educators need to remind all children not to push others and watch where they are walking. ✓ Ensure children take care while walking to and from venue. 	All educators All educators	On Excursion On Excursion

Plan prepared by:	Full Name: Margaret Saldanha	Date: 6/6/2024
	Signature:	
	Role/Position: Beresford Road Educational Leader	
Prepared in consultation with:	Full Name: Natasha Foenander	
	Signature:	
	Role/Position: Service Support Coordinator	
Communicated to relevant staff:	Yes/No	
Write names of Educators communicated to	Comment if needed:	
Vehicle safety information reviewed and attached		
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 'regular outing'*, a risk assessment must be undertaken at least annually.		Next Vacation Care period the Service is visiting Australian Museum

Route from BRAC to Australian Museum (College St)

Beresford Road Public School

74 Beresford Rd, Greystanes NSW 2145

- Get on M4 in South Wentworthville from Old Prospect Rd, Ettalong Rd and Great Western Hwy/A44

8 min (4.2 km)

↑ Head west towards Beresford Rd

52 m

↶ Turn left onto Beresford Rd

i Go through 1 roundabout

500 m

↶ Turn left onto Old Prospect Rd

i Go through 1 roundabout

1.0 km

↶ Turn left onto Ettalong Rd

27 m

↑ Continue straight to stay on Ettalong Rd

i Go through 1 roundabout

700 m

↷ Turn right onto Great Western Hwy/A44

1.2 km

↷ Use the 2nd from the right lane to turn right onto Cumberland Hwy/Jersey Rd/A28

130 m

↗ Turn left to merge onto M4 towards Sydney

600 m

- Continue on M4 to Rozelle. Take the exit towards M4 from M4

16 min (22.1 km)

- Continue on M4 to Rozelle. Take the exit towards M4 from M4

16 min (22.1 km)

↗ Merge onto M4

3.3 km

↷ Keep right to stay on M4

▲ Toll road

16.1 km

↶ Use the left 3 lanes to take the exit towards M4

▲ Toll road

2.7 km

- Continue on Western Distributor/A4. Drive to William St in Sydney

- Continue on Western Distributor/A4. Drive to William St in Sydney

9 min (3.6 km)

↗ Merge onto Western Distributor/A4

2.0 km

↷ Use the right lane to take the Bathurst St exit towards City Centre/Darling Hbr

400 m

↗ Use the middle lane to take the slip road to Bathurst St

120 m

↑ Continue onto Bathurst St

500 m

↶ Turn left onto Pitt St

150 m

↷ Turn right at the 1st cross street onto Park St

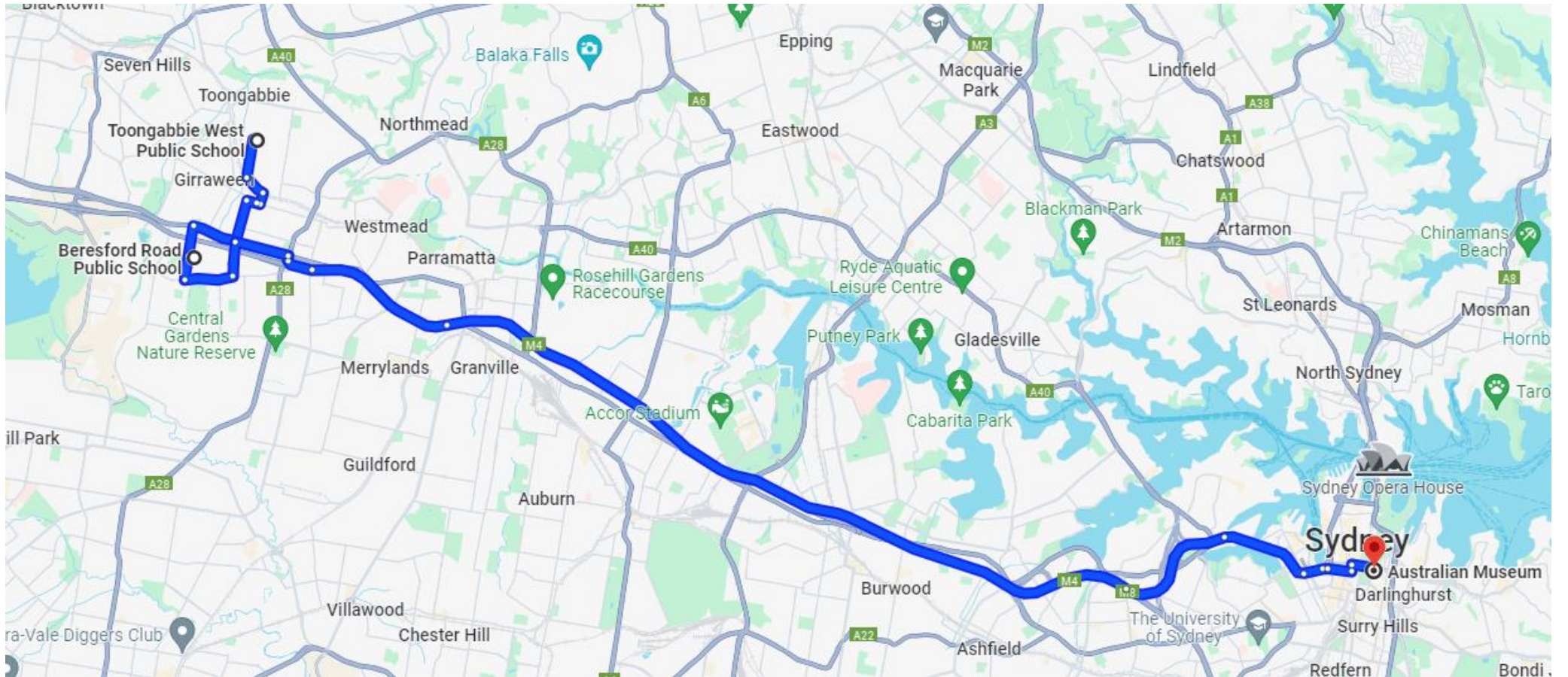
400 m

↑ Continue onto William St

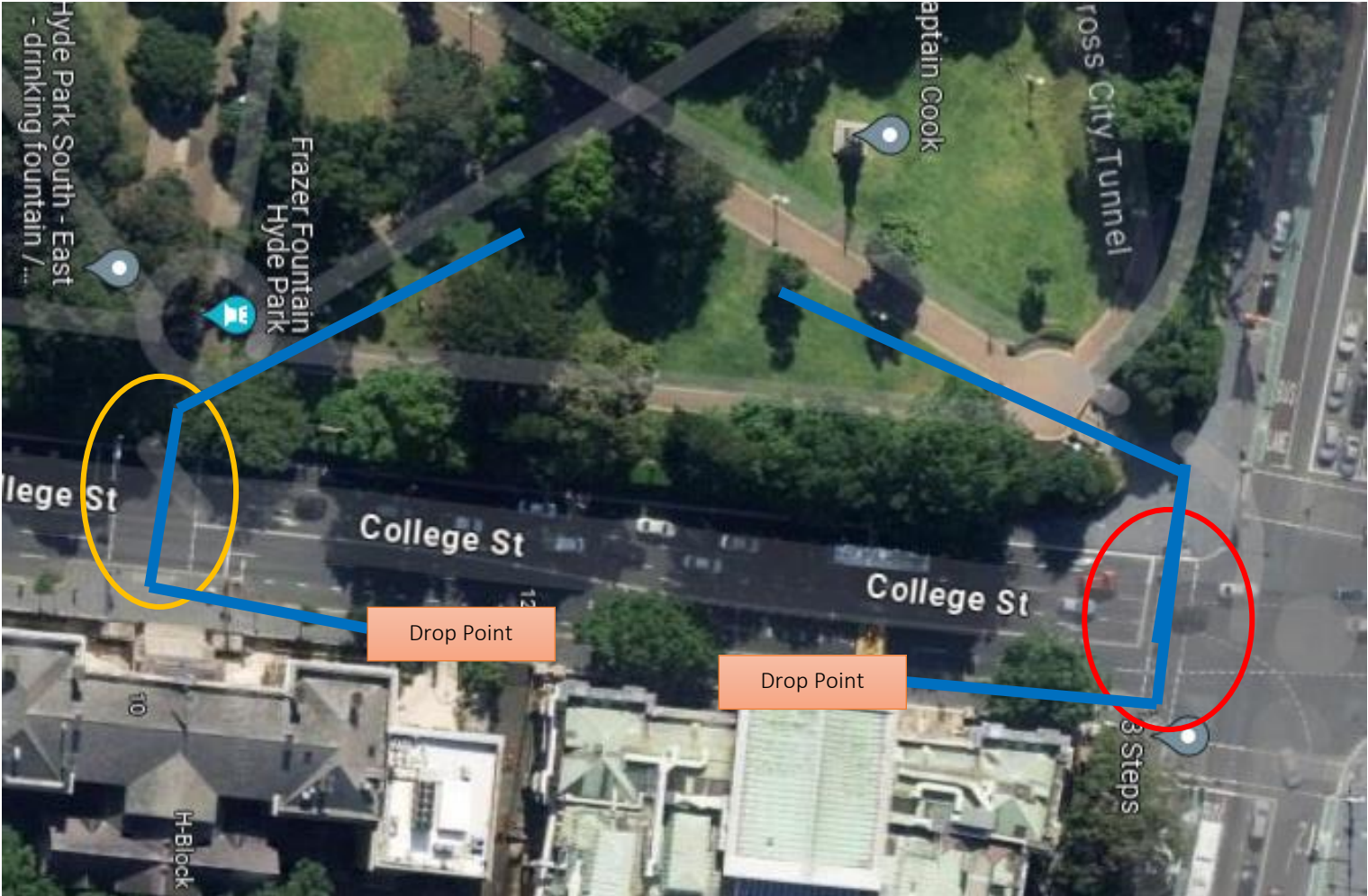
i Destination will be on the right

66 m

↷ Turn right Continue to College St (Drop Point)



Walking Route from Australian Museum (College St) to Hyde 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 Excursion to Australian Museum

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