



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 – Blaxland Riverside Park – Excursion

Service Name	Lapstone Activity Centre
Excursion details	Blaxland Riverside 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 8 th October 2025
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, oval, slides, climbing equipment) - Eating a packed lunch - Sports on the oval - Viewing Paramatta River
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.	Pick up from Lapstone Public school, 65 Explorers road, Lapstone, 2773 Drop off at Jamieson St, Sydney Olympic Park NSW 2127
Estimated departure and arrival times and duration of the excursion. E.g., from the service to each destination and returning to the service.	Depart LAC approx. 9:30 am Arrive at Blaxland Riverside Park approx. 10.15am Depart Blaxland Riverside park at approx. 2:20pm Arrive at LAC approx. 3:00pm
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.	Yes Comment: If seatbelts are fitted, they will be used
Number and full names of each adult involved in the excursion. E.g., service staff, family members, volunteers	Jessie McCulloch- 0407 115 782 Sean Higgins- 0473 206 052 Ethan Downward- 0427 598 585 Mackenzie Tod- 0499 336 778
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.	4 educators with 2 being First Aid trained
The number of children involved in the excursion.	30
Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below.	Yes / No
Educator to child ratio, including whether this excursion warrants a higher ratio. Provide details in the risk assessment table below.	1:10
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): Children will be provided with their blue Excursion T-shirt and coloured wristband with services mobile phone number upon arrival at the Centre. A Roll Call will be conducted before leaving the Centre. 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.	

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 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.

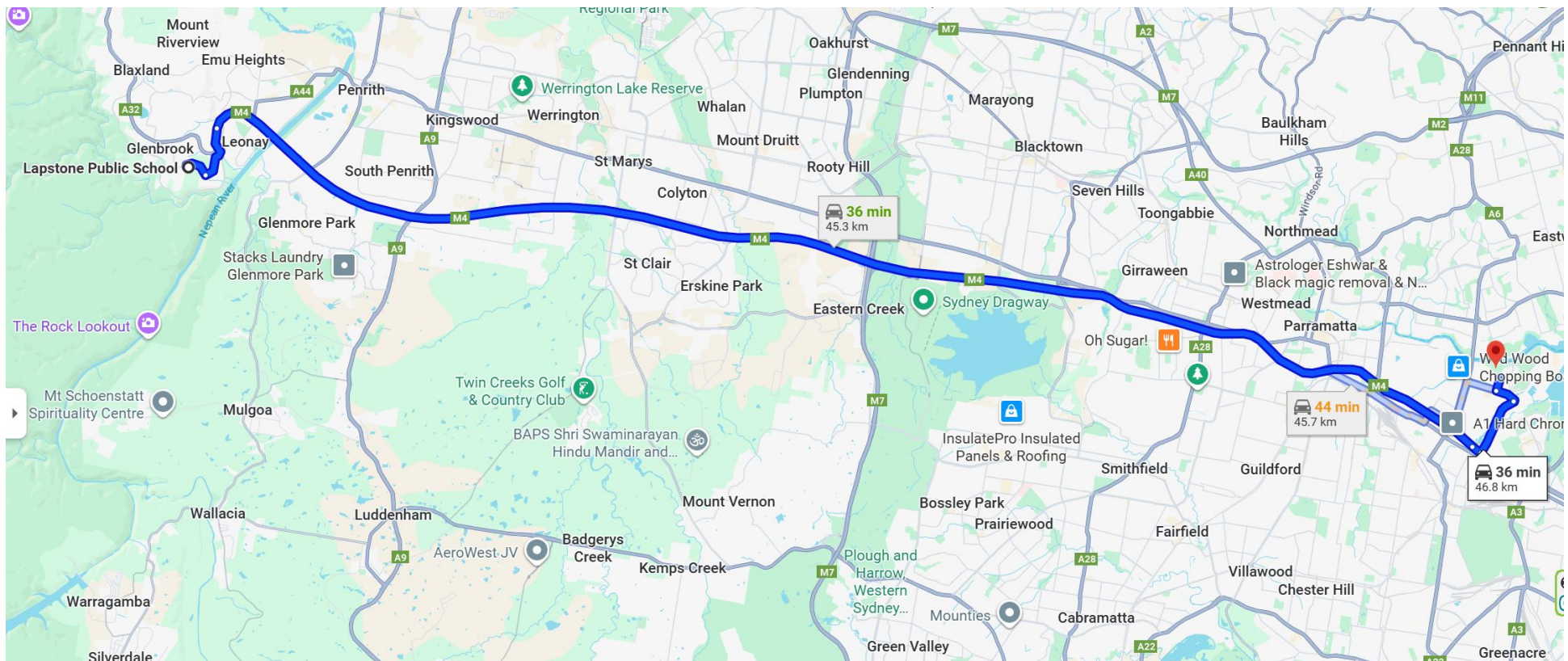
A Head Count will be conducted by other Educators to ensure the number of children disembarking corresponds with the number of children lining up after disembarking.

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.



Risk Rating Key

Very High/ High Risk/ Medium Risk/ Low Risk

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Transporting children on private bus	Driver is unqualified	Low	<ul style="list-style-type: none"> - Bus company provides correctly qualified driver for size of vehicle. Documentation is received 	Responsible Person	At all times
	Bus is not registered	Low	<ul style="list-style-type: none"> - Ensure Bus is registered and documentation is received 	Responsible Person	At all times
	Bus safety equipment is not operational	Medium	<ul style="list-style-type: none"> - Every fire extinguisher fitted in a commercial vehicle will be of a type with a hose to assist in gaining access to awkward locations 	Penrith Mini bus	At all times
	Onboard fire	Medium	<ul style="list-style-type: none"> - 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. 	Bus driver & All educators	During event
	Vehicle breakdown or malfunction	Low	<ul style="list-style-type: none"> - Keep children on bus if safe to do so. If not move children to a safe location protected from oncoming traffic, sun and heat. 	All educators	During event
			<ul style="list-style-type: none"> - Educators to supervise children to avoid danger until problem is fixed or replacement bus arrives. 	All educators	At all times
			<ul style="list-style-type: none"> - 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. 	Responsible Person	When safe to do so
	Involved in vehicle crash	High	<ul style="list-style-type: none"> - 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. 	Bus driver & educators Responsible Person Responsible Person	Prior to leaving Prior to leaving At all times

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
	Injury due to non-use or incorrect use of restraint	High	<ul style="list-style-type: none"> - If driver appears to be driving unsafely, educators will intervene and if needed, contact 000 - 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. 	<p>All educators</p> <p>All educators</p> <p>Educators & bus driver</p>	<p>As needed</p> <p>Throughout transport</p> <p>As needed</p>
Children walking to and from bus and embarking/ disembarking	Trips/falls when walking to bus/ embarking/ disembarking	Medium	<ul style="list-style-type: none"> - Educators actively supervise children and monitor footpath for hazards while walking together along footpath. - Educators ensure children walk along footpath in single line to Bus to make embarking Bus smoother. - Educators physically assist children to embark where required. - First Aid kit fully stocked and readily available - Fully charged service phone available for use 	<p>All educators</p> <p>All educators</p> <p>All educators</p> <p>Responsible Person</p> <p>Responsible Person</p>	<p>At all times</p> <p>During event</p> <p>As needed</p> <p>Prior to leaving</p> <p>Prior to leaving</p>
Supervision issues whilst transporting	Children absconding	High	<ul style="list-style-type: none"> - Maintain correct staff-to-child ratios as per regulations. - Use walkie talkies to communicate - Discuss rules with children prior to leaving for the excursion - Complete a head count prior to leaving, once we are on the bus and once, we arrive at venue - Complete appropriate transport documentation as required - Children that may be identified as “flight risks” prior to excursion will be allocated to a staff member for closer supervision. A plan will be put in place and discussed with all staff - Children will wear a blue ACI excursion shirt for easier identification - Fully charged service mobile to be taken on excursion with emergency contacts 	<p>Responsible Person</p> <p>All educators</p> <p>All educators</p> <p>All educators</p> <p>Responsible Person</p> <p>All educators</p> <p>Responsible Person & children</p> <p>Responsible Person</p>	<p>At all times</p> <p>During event</p> <p>Prior to event</p> <p>As needed</p> <p>As needed</p> <p>Prior to leaving</p> <p>Prior to leaving</p> <p>Prior to leaving</p>
Child protection issues whilst at park	Children being abducted/leaving location	Very High	<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 staff in maintaining supervision. - Head count taken on a regular basis especially when moving around. 	<p>Responsible Person</p> <p>Responsible Person</p> <p>Responsible Person</p>	<p>Prior to leaving</p> <p>Prior to leaving</p> <p>As needed</p>

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
	Children becoming separated from group	High	<ul style="list-style-type: none"> - 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. - Children will be informed to always stay with educators 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. - 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 	Responsible Person All educators All educators Responsible Person Responsible Person Responsible Person Head office team Responsible Person All educators Responsible Person All educators Responsible Person Responsible Person	Prior to leaving During event As needed As needed As needed As needed As needed At all times At all times Prior to leaving At all times At all times Prior to leaving
	Children being approached by strangers	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. - 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 – - Prior to excursion, a safety chat will occur with the children that covers stranger danger, what to do if approached, being out in public etc. 	All educators All educators All educators All educators Responsible Person	At all times As needed As needed As needed Prior to leaving

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Medical emergencies	Child experiencing Asthma, Allergic or Anaphylactic reaction	High	<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	Prior to leaving Prior to leaving
	Trips, slips, falls – sprains, fractures, bruises, Bumps, cuts	High	<ul style="list-style-type: none"> While accessing the equipment children are to stand in a line on one side Children reminded of moving safely from one equipment to another Educators will discuss the rules and guidelines of all areas of the park, including accessing the flying fox, climbing wall, swings, splash park etc. Children unable to follow set rules may be asked to leave the activity Educators are to supervise using Position Awareness Teamwork (PAT). Hazards identified in the park will be avoided, moving areas if needed 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. Enclosed shoes to be worn by all children 	All educators	Prior to leaving
				Responsible Person	Prior to leaving
				All educators	At all times
				Educators & children	As needed
				“ “	As needed
				All educators	Prior to play
				All educators & children	As needed
				All educators	At all times
				All educators	As needed
				Responsible Person Responsible Person All educators	Prior to leaving At all times As needed
				All educators	As needed
				Parents	Prior to leaving
				All educators	As needed
		Medium	<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. 	All educators	Throughout day

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
	Heat stroke and sunburn		<ul style="list-style-type: none"> - 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 - All children to be wearing sun safe clothes, including hat and a shirt with shoulders covered 	All educators Parents	As needed Prior to leaving
Children playing in splash park	Unprepared children	Low	<ul style="list-style-type: none"> - Send parent/carer info letters with what to bring: towels, swimwear, sunhat, sunscreen, water bottle, spare clothes. 	Responsible Person	Prior to excursion
	Inadequate supervision	Medium	<ul style="list-style-type: none"> - Always maintain 1:10 ratio - Educators to be stationed at key supervision points around the splash park - Educator will accompany children when they need to get dressed/ go to toilet etc. 	Responsible Person All educators All educators	At all times At all times As needed
	Slipping or falling	Medium	<ul style="list-style-type: none"> - Remind children to walk, not run. - Educators Inspect surfaces before allowing play. - Bring non-slip water shoes if allowed. - Fully stocked first aid kit available - Children who cannot follow safety rules will miss out on play 	All educators All educators Parents Responsible Person All educators & Children	As needed Prior to use Prior to excursion Prior to leaving As needed
	Drowning or injury	Very High	<ul style="list-style-type: none"> - Confirm water is zero-depth splash pad, not open pool. (no pool confirmed) - Ensure trained adults always watch children closely. - Maintain 1:10 ratio - Parents to complete permission slip prior to attendance - Children not acting in a safe manner will miss out on play 	Responsible Person Responsible Person Responsible Person Parents/ Responsible Person All educators & Children	Prior to excursion At all times At all times Prior to excursion As needed
Completed by: Jessie McCulloch Signature:			Approved By: Sean Higgins Signature:		
Date: 27/8/25			Date:		

Plan prepared by:	Full Name: Jessie McCulloch	Date: 27/8/25
	Signature:	
	Role/Position: Nominated Supervisor	
Prepared in consultation with:	Full Name: Sean Higgins	
	Signature:	
	Role/Position: Educator	
Communicated to relevant staff:	Yes/No	
Write names of Educators communicated to	Comment if needed: All educators	
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 Blaxland Riverside Park

Risk Matrix

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

	IMPACT					
Likelihood		Insignificant	Minor	Moderate	Major	Severe
	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 Blaxland Riverside 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