

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 – Dark Commons Bushwalk

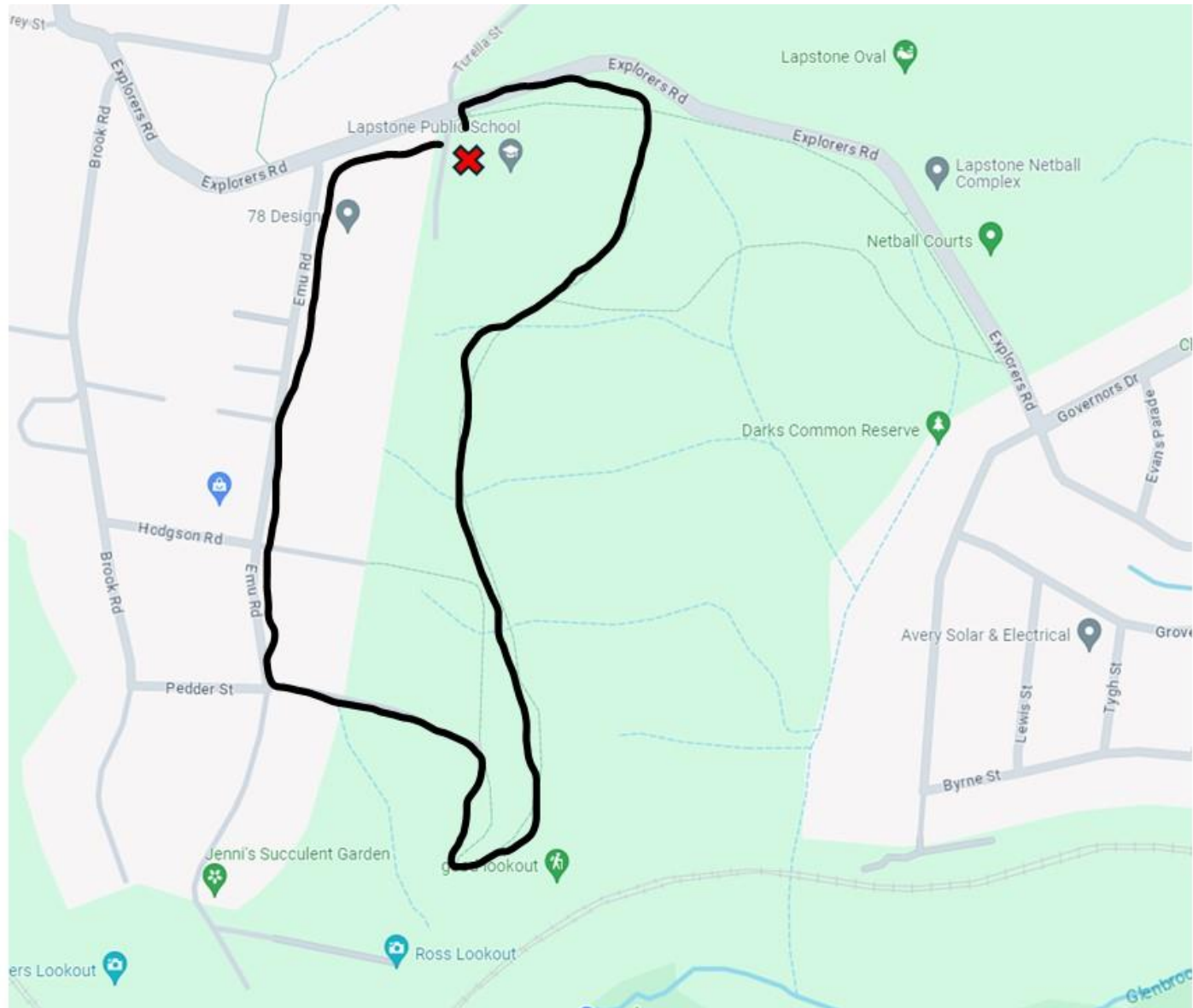
Service Name	Lapstone Activity Centre (LAC)
Excursion details	Dark Commons Bushwalk
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Wednesday 24 th April, 2024
Proposed activities. List all activities that will take place during the excursion.	- walking through the Dark Commons reserve bushwalking track - Stopping at the lookout/ observing nature
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.	Begin at Lapstone Public school and walk through the dark commons reserve bushwalking track and loop back to Lapstone Public school (route attached for clarity)
Estimated departure and arrival times and duration of the excursion. E.g., from the service to each destination and returning to the service.	Travel times are approximates Leave LAC @ roughly 10:30am Return at approximately 12:00pm (pending childrens walking speed)
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	Walking
Requirements for seatbelts or safety restraints in your state or territory have been met.	<input checked="" type="radio"/> Yes / No Comment: Seat belts are not required as we are walking

<p>Number and full names of each adult involved in the excursion.</p> <p>E.g., service staff, family members, volunteers</p>	<p>Jessie McCulloch- 0407 115 782</p> <p>Grace Salmon- 0410 414 442</p> <p>Ethan Downward- 0427 598 585</p> <p>Sean Higgins- 0473 206 052</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>3-4</p> <p>Minimum 1 first aid trained staff member</p>
<p>The number of children involved in the excursion.</p>	<p>20- 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="checkbox"/> No <input type="checkbox"/></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</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 and exit out of the back gate and walk along the pathway.</p> <p>Headcounts will be conducted on the walk and upon return to the service.</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"/> 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 –

- Uneven walking ground
- weather
- Children’s behavior
- Animals (Snakes/ insects etc.)
- Other bushwalkers
- Medical conditions

Risk Rating Key

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

Risk	Control Measure	Who
! Trips/falls/ fractures etc.	<ul style="list-style-type: none"> – Children must wear enclosed shoes to be able to attend (parents instructed via website and permission slip) – Fully stocked first aid kit to be taken – Safety discussion to be had with children prior to leaving; discussion will include ensuring we are aware of our surroundings and looking where we are walking and listening for educator instructions. – Educator to lead the bushwalk and instruct if there are any hazards within the path to be careful of. – Educator in the middle of the group and an educator at the back of the group. – Excursion kit to be taken that includes emergency contacts/ phone/ first aid kit etc. – Educators to be familiar with terrain. 	Children & Families Educators Educators & Children Educators
# Sun burn # Dehydration # Rain/ wet ground	<ul style="list-style-type: none"> - Children must wear sun safe shirt and hat and sunscreen will be applied prior to leaving. - All children will bring a water bottle with them and will be encouraged to drink throughout walk. - If weather is too hot, educators will decide if it is unsafe to attend the walk. - If it is raining or the ground is wet from previous rain, we will cancel due to unsafe conditions. 	Children & Families Children Educators Educators
! Children misbehaving/ not following safety rules ! Children absconding	<ul style="list-style-type: none"> – Safety discussion to be had with children prior to leaving; discussion will include safety rules and appropriate behaviour for bushwalk – Staff to be spaced out (front, middle, end) to ensure adequate supervision is always maintained. – If need be, families will be called if inappropriate behaviour continues. – Children who may pose a potential “flight risk” will be instructed to walk with an educator for the duration of the bushwalk. 	Educators & Children Educators Educators & Families Educators & Children

<p>! Snake bites</p> <p>! Insect bites</p>	<ul style="list-style-type: none"> - Fully stocked first aid kit will be taken that includes appropriate bandages for snake bites. - Children instructed to be mindful and on the look out for snakes and not too approach if they do see one, but to inform an educator. - Qualified first aid staff members will be in attendance on the bushwalk 	<p>Educators Educators & Children Coordinator</p>
<p># Interactions with other bush walkers/ Child protection</p>	<ul style="list-style-type: none"> - Children instructed in the safety discussion prior to leaving that they are not to engage with any strangers they may see on the track. - Educators to be evenly spaced throughout group. 	<p>Educators & Children Educators</p>
<p># Children or educators suffering from medical conditions (asthma etc.)</p>	<ul style="list-style-type: none"> - Children's individual medical plans and medication taken in the excursion bag. - Fully stocked first aid kit taken - Mobile phone taken 	<p>Educators & Families Educators Educators</p>

Plan prepared by:	Full Name: Jessie McCulloch	Date: 07/ 03/2024
	Signature: <i>Jessie McCulloch</i>	
	Role/Position: LAC Coordinator	
Prepared in consultation with:	Full Name: Kim Salmon	
	Signature:	
	Role/Position: LAC educational leader and RP	
Communicated to relevant staff:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Write names of Educators communicated to See communication page attached	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.	Another bushwalk	

Risk Assessment Communication Record for Dark Commons Bushwalk

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
Jessie McCulloch					
Kim Salmon					
Ethan Downward					
Sean Higgins					
Grace Salmon					
Rhys Higgins					
Mackenzie Tod					
Chris Mallas					
Kiera Thomas					

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.			