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 – Flip Out Penrith	
Service Name	Lapstone Activity Centre (LAC)
Excursion details	Flip out
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Tuesday 2nd February 2027
Proposed activities. List all activities that will take place during the excursion.	- Bus travel - Balancing on equipment, jumping into foam pits, trampolines.
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 too Flip Out, D/62-72 batt street, Penrith 2750. Return to Lapstone Public school
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 Pick up at LAC 9:30am Arrive at Flip Out at 10am Depart Flip Out at 12:30am Return to LAC at 1pm
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	Charted bus – Southern Cross Bus & Coach Charters 0409 586 553

Requirements for seatbelts or safety restraints in your state or territory have been met.	Yes / No Comment:
Number and full names of each adult involved in the excursion. E.g., service staff, family members, volunteers	Jessie McCulloch Ethan Downward Kim Salmon Leesa Mantzos Chris Mallas
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 Minimum 1 first aid trained staff member
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 Comment:
Educator to child ratio, including whether this excursion warrants a higher ratio. Provide details in the risk assessment table below.	1:8

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 and out of small back gate to where the Bus will be waiting in the small back carpark. 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 on the 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.

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 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.

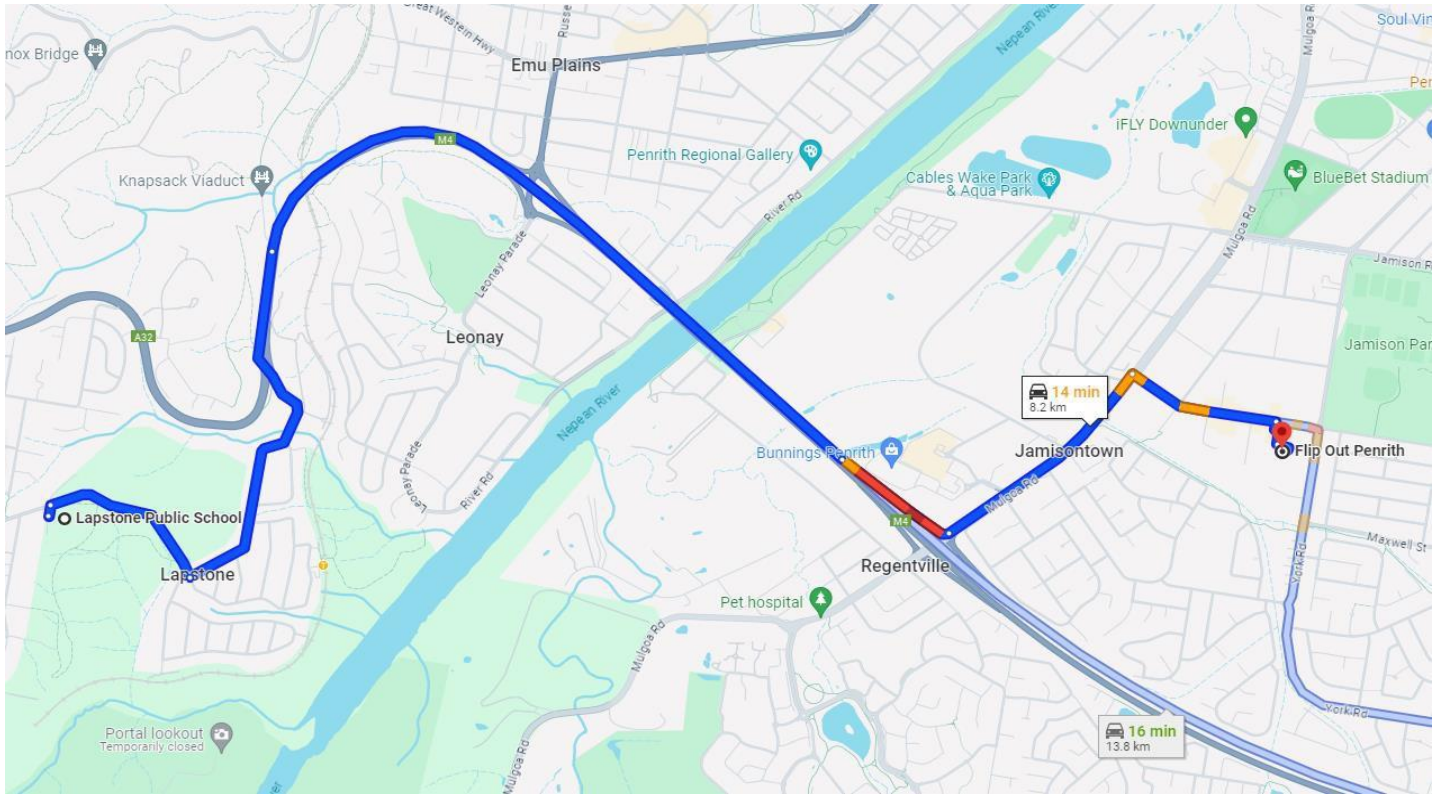
A Head Count will be conducted by other Educators to ensure the number of children disembarking corresponds with the number of children lining up after disembarking.

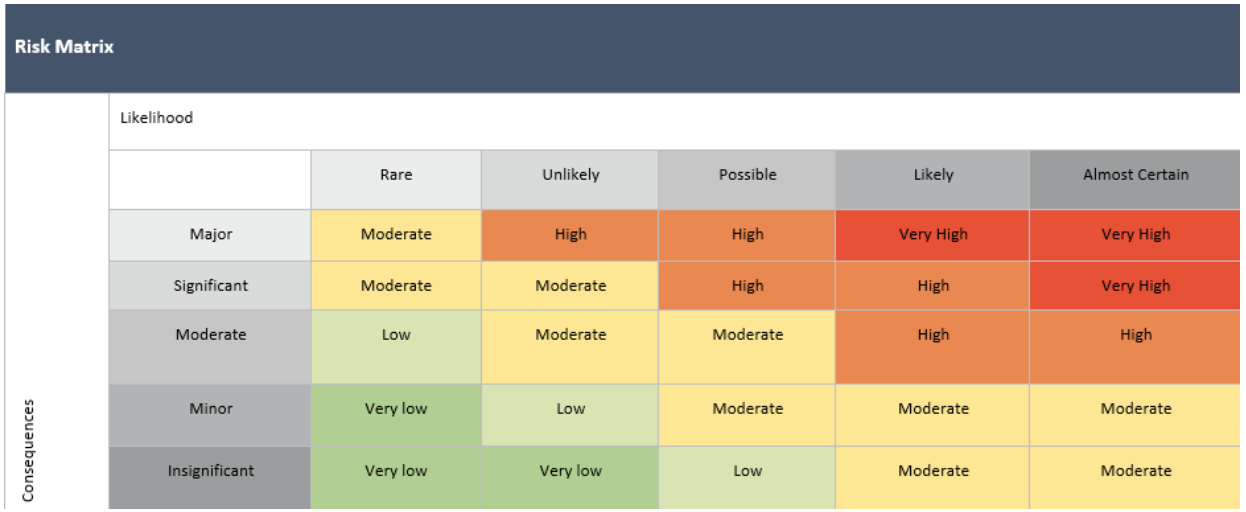
Excursion checklist – items to be readily available during the excursion

(Please tick)

☐ First aid kit	☐ List of adults involved in the excursion
☐ List of children involved in the excursion	☐ Contact information for each adult
☐ Contact information for each child	☐ Mobile phone / other means of communicating with the service & emergency services
☐ Medical Management Plans, Medication & RMP for individual children	☐ 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


Emu Plains
Penrith Regional Gallery
Knapsack Viaduct
Leonay
Nepean River
Lapstone Public School
Lapstone
Portal lookout
Temporarily closed
Bunnings Penrith
Regentville
Pet hospital
Jamisontown
14 min
8.2 km
Flip Out Penrith
iFLY Downunder
Cables Wake Park & Aqua Park
BlueBet Stadium
16 min
13.8 km
M4
A32
Mulgoa Rd
River Rd
Leonay Parade



Risk Matrix						
	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequences	Major	Moderate	High	High	Very High	Very High
	Significant	Moderate	Moderate	High	High	Very High
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

Risk Matrix

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

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Bus transportation	Unqualified driver or unregistered vehicle	High	• Ensure the bus company provides an appropriately licensed and qualified driver. • Confirm the bus is registered and suitable for transporting children. • Confirm appropriate safety equipment is available and operational.	Bus Company, Coordinator	Prior to excursion
Bus transportation	Fire or emergency onboard the bus	High	• Driver to stop the vehicle safely and evacuate passengers when required. • Educators to assist children to a safe location away from traffic. • Contact emergency services on 000 where required. • Notify the service and ACI management as soon as practicable. • Maintain active supervision and conduct headcounts.	Bus Driver, All Educators, Responsible Person	During transportation and in an emergency
Walking to bus	Trips, slips or falls while walking to or boarding the bus	Moderate	• Educators actively supervise children walking to the bus. • Children walk in an orderly manner along designated footpaths. • Educators identify potential hazards and assist children when boarding • Conduct headcounts before boarding.	All Educators	Before and during boarding
Bus transportation	Injury from incorrect or non-use of seatbelts	High	• Educators visually check all children are wearing seatbelts correctly. • Children remain seated with seatbelts fastened while the vehicle is moving. • Request the driver stop safely if a child removes their seatbelt. • Resume travel only once restraints are correctly secured.	All Educators, Bus Driver	Throughout transportation
Bus transportation	Vehicle breakdown or mechanical malfunction	High	• Keep children onboard if it is safe to do so. • If evacuation is required, move children to a safe area away from traffic. • Maintain active supervision and conduct headcounts. • Ensure drinking water and emergency contact details are available.	Bus Driver, All Educators, Responsible Person	As required

			• Notify the service and arrange alternative transportation if required.		
Bus transportation	Motor vehicle accident or collision	High	• Ensure bags and loose objects are safely secured. • Educators carry charged mobile phones and emergency contact details. • Contact emergency services where required. • Provide first aid within educators' training and competence. • Evacuate only when necessary and safe. • Notify the service, ACI management and families in accordance with procedures.	Bus Driver, All Educators, Responsible Person	During transportation and following an incident
Disembarking bus	Trips, falls or children being left onboard	High	• Educators supervise children exiting the bus. • Physically assist children where required. • Mark children off the transportation attendance record. • Conduct headcounts and reconcile attendance records. • Complete a thorough vehicle check to ensure no child remains onboard.	All Educators, Responsible Person	At every disembarkation
Transportation documentation	Failure to follow ACI Safe Transportation of Children Policy	High	• Record each child's name when embarking and disembarking. • Record required times and educator signatures. • Conduct and document headcounts. • Complete vehicle checks and required transportation documentation. • Responsible Person to verify documentation is completed.	All Educators, Responsible Person	Before, during and after transportation
Excursion supervision	Child becoming separated from the group	High	• Discuss excursion boundaries and safety expectations with children. • Allocate children to designated educator groups. • Educators carry accurate attendance lists and service communication devices. • Conduct regular headcounts, particularly during transitions. • Children wear identifiable excursion shirts and wristbands where provided. • Immediately activate missing-child procedures if a child cannot be located.	All Educators, Responsible Person	Throughout excursion
Excursion supervision	Child leaving venue or potential abduction	High	• Maintain active supervision at all times. • Position educators strategically near entrances and exits. • Explain boundaries and procedures to children.	All Educators, Responsible Person	Throughout excursion

			• Monitor access points and interactions with unknown individuals .• Immediately initiate emergency procedures and contact police on 000 if a child is suspected abducted or cannot be located. • Notify management and families in accordance with policy.		
Child protection	Inappropriate interaction with members of the public	High	• Ensure children are never left unsupervised with unknown adults. • Educators accompany and supervise children accessing bathroom facilities while maintaining privacy and dignity. • Check bathroom areas for potential hazards before children enter. • Monitor suspicious behaviour and report concerns immediately • Follow ACI Child Safe policies and emergency procedures.	All Educators, Responsible Person	Throughout excursion
Medical conditions	Asthma, allergies or anaphylaxis	High	• Review children's medical management plans before departure • Ensure required medication and medical documentation accompany each child. • Ensure medication is accessible to appropriately trained educators. • Identify and minimise exposure to known allergens. • Follow medical management plans and emergency procedures. • Contact 000 when required.	Responsible Person, All Educators	Before and throughout excursion
Flip Out activities	Falls, collisions, concussion, fractures or soft tissue injuries	High	• Discuss activity-specific safety rules before participation. • Ensure children follow venue staff instructions. • Maintain active supervision using Position Awareness Teamwork (PAT). • Identify and avoid unsafe equipment or areas. • Ensure children participate in activities suitable for their age and ability. • Provide first aid and escalate injuries as required.	All Educators, Venue Staff	Throughout activity
Flip Out activities	Children failing to follow safety instructions	Moderate	• Explain behavioural expectations before entering the venue. • Reinforce venue safety rules throughout the excursion. • Ensure appropriate clothing and footwear are worn. • Redirect unsafe behaviour immediately.	All Educators, Responsible Person	Before and during activity

			• Remove children from an activity if their behaviour presents an ongoing safety risk. • Maintain a minimum 1:10 educator-to-child ratio as specified in the original assessment, increasing supervision where risks require.		
Flip Out activities	Unsupervised bathroom access	High	• Educators accompany children to bathroom facilities. • Check bathroom areas before children enter. • Maintain appropriate supervision while respecting children's privacy. • Conduct headcounts before and after bathroom transitions.	All Educators	As required
Excursion documentation	Incomplete risk assessment or excursion records	Moderate	• Complete the excursion risk assessment before obtaining required authorisations. • Confirm attendance lists, emergency contacts and medical plans are available. • Communicate identified hazards and control measures to educators. • Review the assessment following incidents, changes to arrangements or identified hazards.	Coordinator, Responsible Person	Before excursion and during review

Completed by: Leesa Mantzos **Signature:** **Date:** 10/11/26	**Approved by:** Jessie McColluch **Signature:** **Date:**

Risk Assessment Communication Record -					
Date of Review: **10.11.26**	**Person/s who completed Review:** **Leesa Mantzos**		**Date of Review:**	**Person/s who completed Review:**	
Changes Made: YES / NO			**Changes Made: YES / NO**		
Notes: Updated Format and Bus company			**Notes:**		
Educator/Staff Name	**I have read and understood this Risk Assessment (tick)**	**Date & Signature**	**Educator/Staff Name**	**I have read and understood this Risk Assessment (tick)**	**Date & Signature**