

## 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 – Glenbrook Park

<b>Service Name</b>	Lapstone Activity Centre (LAC)
Excursion details	Glenbrook Park
<b>Date (s) of excursion.</b> If it is a regular outing include a description of when children are to be taken on regular outings.	Tuesday 1st October 2024
<b>Proposed activities.</b> List all activities that will take place during the excursion.	- walking to and from destination - Playing at the park (swings, slide, climbing, ripline)
<b>Pick up location and destination (s).</b> 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 to Park Street, Glenbrook.
<b>Estimated departure and arrival times and duration of the excursion.</b> E.g., from the service to each destination and returning to the service.	Travel times are approximates Leave LAC @ roughly 9:30am (pending children arriving on time), walk roughly 15mins to park Return to LAC at roughly 1:30pm
<b>Proposed route</b> You can include an image of the route sourced online.	Refer to maps attached
<b>Means of transport</b> E.g., public bus, private bus, coach, private car, taxi, tram	Walking
<b>Requirements for seatbelts or safety restraints in your state or territory have been met.</b>	Yes / <input checked="" type="radio"/> No Comment:

<p><b>Number and full names of each adult involved in the excursion.</b></p> <p>E.g., service staff, family members, volunteers</p>	<p>Jessie McCulloch Ethan Downward Sean Higgins</p>
<p><b>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</b></p> <p>E.g. for children's individual needs.</p>	<p>3 Minimum 1 first aid trained staff member</p>
<p><b>The number of children involved in the excursion.</b></p>	<p>20-30</p>
<p><b>Any water hazards during the excursion, including any risks associated with water-based activities?</b></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><b>Educator to child ratio, including whether this excursion warrants a higher ratio.</b></p> <p>Provide details in the risk assessment table below.</p>	<p>1:10</p>
<p><b>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):</b></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 arrival at the park.</p>	

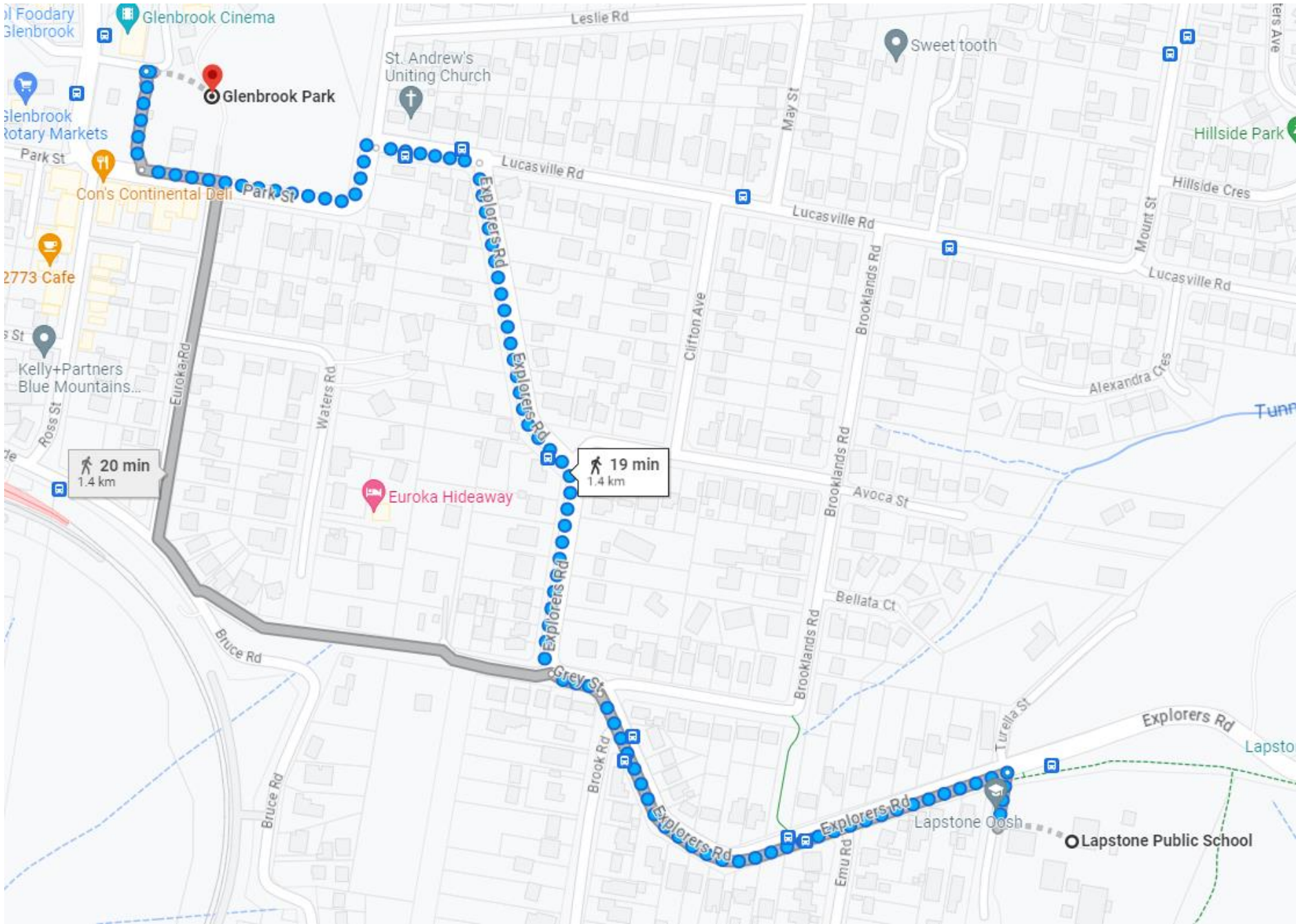
Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):

N/A

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"><li>– 4G Ipad</li><li>– Transport Policy – Safe Transportation of Children.</li><li>– First Aid Policy.</li><li>– Emergency Policy.</li><li>– Accurate current attendance records.</li><li>– Water</li></ul>



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 –**

- Walking to and from Glenbrook park
- strangers
- Medical emergencies
- Safety at the park
- Supervision

**Risk Rating Key**

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

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

	<ul style="list-style-type: none"> <li>– 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.</li> <li>– Educators to have service mobile phones on them to ensure ongoing communication between groups.</li> <li>– Coloured wrist bands to have service mobile phone number on them</li> </ul>	<p>All Educators</p> <p>Responsible Person</p>
!! Child protection issues	<ul style="list-style-type: none"> <li>– 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.</li> <li>– Educator to accompany groups of children to toilets throughout the excursion – no child is to go unaccompanied.</li> <li>– Educators to check toilets prior to children entering to ensure there is no individuals lurking, etc....</li> <li>– Report any suspicious behaviour to Excursion Supervisor – always maintain active supervision.</li> </ul> <p>If approached –</p> <ul style="list-style-type: none"> <li>– Keep still and do not make sudden moves.</li> <li>– Do not use phone in perpetrator’s presence.</li> <li>– Obey perpetrator’s instructions.</li> <li>– Observe perpetrator’s appearance.</li> <li>– Allow perpetrator to leave but do not follow.</li> <li>– Educators are to ensure children stay in designated area and not engage in conversations with strangers.</li> <li>– Notify Emergency Services.</li> </ul>	<p>All Educators</p> <p>All Educators</p> <p>All Educators</p> <p>All Educators and children</p>
! Child experiencing Asthma, Allergic or Anaphylactic reaction	<ul style="list-style-type: none"> <li>– List of children with Medical Conditions is taken on Excursion.</li> <li>– Each child’s Medication Box to be taken which contains – Medical Management Plan, Medication Form and Medication.</li> <li>– Educators are to be aware which children have Medical Management Plans.</li> <li>– 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).</li> <li>– 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.</li> <li>– Food provided will be acceptable to be eaten by all children</li> </ul>	<p>Responsible Person</p> <p>All Educators</p> <p>All Educators</p> <p>All Educators</p>
! Concussion # Cuts # Bumps, bruises, sprains, and strains ! Fractures and Breaks	<ul style="list-style-type: none"> <li>– Safety Rules are discussed with children before the Excursion.</li> <li>– Educators are to supervise using Position Awareness Teamwork (PAT).</li> <li>– Hazards – eliminated, sectioned off or totally avoided.</li> <li>– Educators are to ensure children follow instructions from Event Organiser and Wanders Staff.</li> <li>– Children that have Medical Action Plans to Allergies, Asthma will have their Medication Box taken on Excursion.</li> <li>– Children to use the equipment at the park as intended.</li> </ul>	<p>Responsible Person</p> <p>All Educators</p> <p>Responsible Person</p>

	<ul style="list-style-type: none"> <li>- Parents to sign permission form that states their child is able to use the park equipment</li> <li>- If educators feel that a child may not have the appropriate skill level to complete a park activity, they will be supported to try or asked to move to a different activity if safety is a concern</li> </ul>	Coordinator All educators
<p>!! Children being hit by a car</p> <p>* Sunburn/ exhaustion from walking</p>	<ul style="list-style-type: none"> <li>- Educators to space themselves evenly throughout the group (front/middle/back) so to be able to access children easily and allow for safe crossing of roads</li> <li>- When roads need to be crossed, an educator will walk to the middle of the road and remain there and indicate when it is safe to cross.</li> <li>- Children who staff have identified as “risky” in regard to crossing roads will be stationed next to an educator throughout the duration of the walk</li> <li>- Children to wear sun protection (hats/ shirts with sleeves/ sunblock)</li> <li>- Children to pack a water bottle each</li> </ul>	Responsible Person All Educators
* Children misbehaving at the park	<ul style="list-style-type: none"> <li>- Discussion prior to excursion will touch on expectations at the park, i.e. being respectful of other people/children using the equipment, appropriate language used, respecting the space of other community member etc.</li> <li>- Children who are flagged as likely to “misbehave” will be closely monitored and if needed will miss out or parents will be called if inappropriate behaviour continues</li> </ul>	Responsible Person All Educators



Plan prepared by:	Full Name: Sean Higgins	Date: 26/08/2024
	Signature:	
	Role/Position: LAC educator	
Prepared in consultation with:	Full Name: Jessie McCulloch	
	Signature:	
	Role/Position: LAC Coordinator	
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 excursion to Glenbrook Movies	

# 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.			