



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 – Inflatable world St Marys

Service Name	Lapstone Activity Centre (LAC)
Excursion details	Inflatable world
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Thursday 1 st October 2026
Proposed activities. List all activities that will take place during the excursion.	- Bus travel - Jumping/climbing/running through inflatable obstacles and jumping castles
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 Inflatable world, St Marys, located at 20 Forthorn Place, St Marys, 2760. 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 10am Arrive at Inflatable world 10:30am Depart Inflatable world 12:00pm Return to LAC at 12:30pm
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 – Southern Cross Buses

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 Kim Salmon Ethan Downward 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.	3- 4 Minimum 1 first aid trained staff member
The number of children involved in the excursion.	20-30
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.

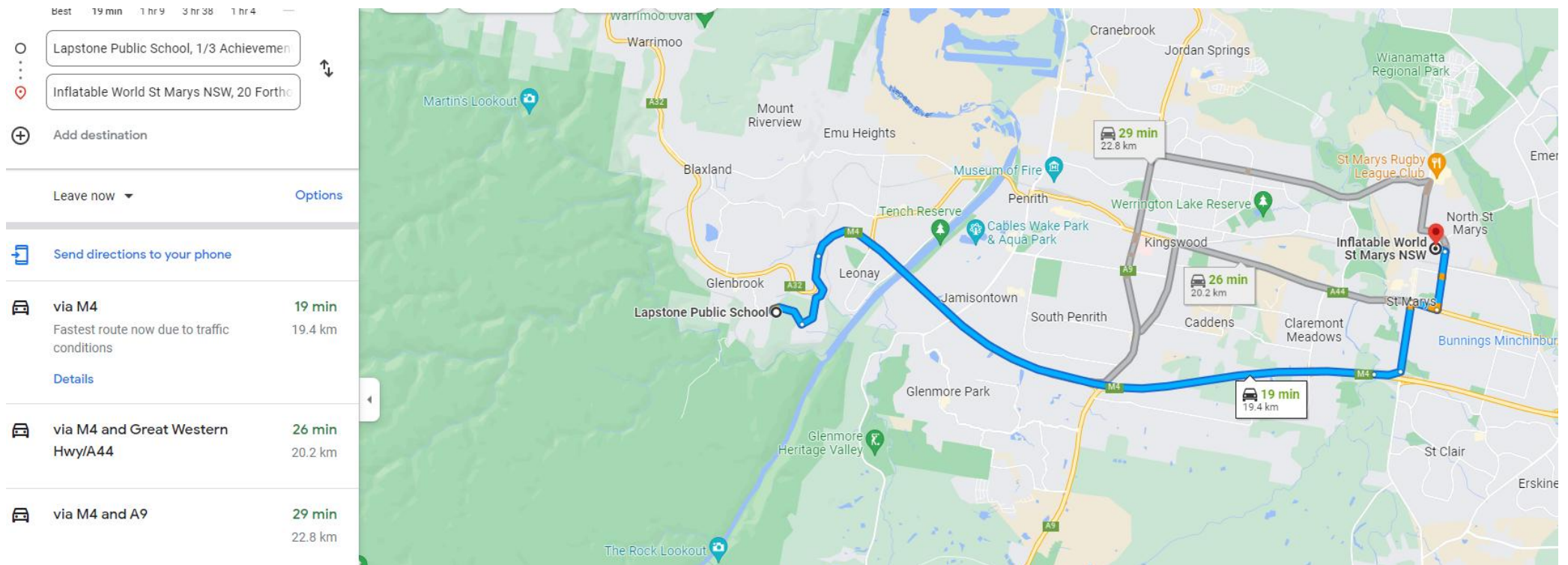
A Head Count will be conducted by other Educators to ensure the number of children disembarking corresponds with the number of children lining up after disembarking.

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



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 –

Transport

- Bus and Driver – qualified and vehicle registered
- Travelling in the Vehicle
- Children embarking and disembarking
- Documentation not completed correctly

Risk Rating Key

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

Risk	Control Measure	Who
	– As per our Policies and Procedures, Education and Care Services National Regulations and Law and WHS Regulations and Law –	
* Driver is unqualified	– Bus company provides correctly qualified driver for size of vehicle.	Bus company
* Bus is unregistered	– Ensure Bus is registered	Bus Company & Coordinator Bus Company
* Safety equipment is not operational	– Every fire extinguisher fitted in a commercial vehicle will be of a type with a hose to assist in gaining access to awkward locations	
* Onboard fire	– 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.	Driver and Educators
# Walking to Bus	– Educators ensure children walk along footpath in single line to Bus to make embarking Bus smoother.	Educators
! Trips/falls when embarking	– Educators actively supervise children and monitor footpath for hazards while walking together along footpath.	Educators

! Trips/falls when embarking ! Injury due to non-use or incorrect use of restraint # Vehicle breakdown or malfunction ! Crash involvement	– Educators physically assist children to embark where required. – 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. – Keep children on bus if 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. – 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. – 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 and Educators will assist all passengers safely off the Bus. – Educators will move children to a safe area (if able to move children). – Educator will provide First Aid (if required). – Educator to contact Emergency Services (if required). – Bus Driver to contact Bus Company. – Educator to contact Service as soon as practicable to report incident. – Service to contact Head Office ASAP.	Educators Educators Educators & Child Educators Educators Educators, Bus Driver & Service
! Trips/falls when disembarking	– Educators physically assist children to disembark where required.	Educators
! Educators do not follow ACI Transport Policy-Safe Transportation of Children when children <u>embark</u> the vehicle	– Procedures to be carried out by Educators when children embark the vehicle Educators will: ✓ mark each child's name off the Children Signed In and Out of Transport document as children embark the vehicle ✓ record time of the child embarking and Educator's signature ✓ conduct headcount	Educators

! Educators do not follow ACI Transport Policy-Safe Transportation of Children when children <u>disembark</u> the vehicle	– Procedures to be carried out by Educators when children disembark vehicle Educators will: ✓ mark each child's name off the Children Signed and Out of Transport document as children disembark the vehicle ✓ record time of the child disembarking the vehicle and Educator's signature ✓ conduct head count ✓ conduct vehicle check to ensure no child remains in the vehicle	Educators
Documentation not completed and signed off by Educator	– Educator must complete all required documentation as per ACI Transport Policy-Safe Transportation of Children	Educator completing documents

Identified Hazard –

Inflatable world

- Child Protection Issues
- Medical emergencies
- Inflatable world safety
- Children inappropriate behaviour

Risk Rating Key

!! Very High

! High Risk

Medium Risk

* Low Risk

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Paramount Consideration – Entire Excursion	Failure to adequately consider the safety, wellbeing and best interests of children	HIGH	• The safety, wellbeing and best interests of every child are the paramount consideration. • Educators take all reasonable and practicable steps to prevent foreseeable risks and harm. • Active supervision is maintained at all times. • Educators continually assess children's needs, venue conditions, public interactions and emerging hazards. • Activities are modified, paused or ceased where risks cannot be adequately controlled.	Responsible Person / All Educators	Before and throughout the excursion

Travel, Arrival & Departure	Child separation, traffic, incorrect head count, child leaving location	HIGH	• Children are briefed prior to departure about safety expectations. • Children remain with their allocated group and educator. • Head counts are completed before departure, on arrival, during transitions and before returning. • Children wear blue excursion shirts displaying service contact details. • Coloured identification wristbands are provided. • Educators maintain active supervision and Position Awareness Teamwork (PAT). • Educators position themselves near entrances, exits and transition points.	Responsible Person / All Educators	Before departure, on arrival, throughout excursion and before return
Supervision within Venue	Child becoming lost, leaving location or abduction	HIGH	• Children are informed what to do if they become separated. • Educators maintain visual supervision at all times. • Regular head counts and roll calls are completed. • Educators are positioned near entrances/exits. • Children remain within designated areas. • Children cannot leave the venue without an educator. • Service mobile phones are carried by approved educators. • If a child is missing, the Responsible Person is notified immediately. • Immediate areas are searched while remaining children continue to be supervised. • Venue management/security and Emergency Services are contacted where required. • Head Office and parents/guardians are notified in accordance with service procedures.	Responsible Person / All Educators	Continuously
Group Activities	Children becoming separated from allocated group	HIGH	• Children are allocated to educator groups. • Each educator is provided with a current group list. • Regular head counts are conducted. • Children wear excursion shirts and wristbands. • Educators communicate when children move between areas. • Any change to group numbers is immediately reported. • Educators use Position Awareness Teamwork (PAT).	Responsible Person / All Educators	Throughout excursion and during transitions
Child Protection	Inappropriate interaction, grooming, unauthorised contact or exposure to unsafe persons	HIGH	• Active supervision is maintained at all times. • No member of the public is permitted to be alone with a child in the service's care. • Children remain within designated areas • Children are reminded about personal safety. • Educators remain alert to suspicious or inappropriate behaviour.	Responsible Person / All Educators	Continuously

			• Concerns are immediately reported to the Responsible Person. • Child Protection and reporting procedures are followed. • Emergency Services are contacted where immediate danger exists. • Educators do not confront a person where this may place children or staff at risk.		
Public Photography / Video	Members of the public photographing or recording children	HIGH	• Educators monitor people using cameras or mobile phones around children. • Children are not permitted to pose for or participate in photographs/videos with members of the public. • Concerning or deliberate recording is reported immediately to the Responsible Person. • Venue management/security may be approached for assistance. • Educators do not engage in confrontation that could place children or staff at risk. • Police may be contacted where behaviour is suspicious, threatening or persistent. • Significant concerns are documented and managed under Child Protection and incident procedures.	Responsible Person / All Educators	Continuously
Digital Usage – Service Devices	Unauthorised use, privacy breach, inappropriate photography or distraction from supervision	HIGH	• Only approved service devices are used for service-related purposes. • Devices are password protected. • Only approved educators may use service devices. • Devices remain under the control of authorised staff. • Devices are not left unattended. • Devices are used only for legitimate service purposes such as communication, emergency response and authorised photography/documentation. • Personal social media and unrelated personal use are prohibited while supervising. • Images are only taken where authorised and in accordance with consent and service procedures.	Responsible Person / Approved Educators	Throughout excursion
Digital Usage – Personal Devices	Unauthorised photography, storage or sharing of children's images/information	HIGH	• Personal devices are not used to photograph or record children unless specifically authorised. • Approved staff must complete and sign the Approved Staff Personal Device Waiver/Agreement. • Personal devices may only be used for the specific authorised purpose.	Responsible Person / Approved Educators	Throughout excursion

			• Staff comply with Privacy, Digital Technology, Photography and Child Protection policies. • Images are not uploaded to personal social media, messaging groups or unauthorised cloud storage. • Staff do not photograph children without appropriate consent and authorisation. • Personal device use must never interfere with active supervision. • Any accidental or unauthorised image is reported immediately to the Responsible Person.		
Inflatable Play	Concussion / head injury from falls or collisions	HIGH	• Safety rules are discussed before participation. • Children follow venue rules and educator instructions. • Rough play, pushing, tackling and unsafe behaviour are prohibited. • Educators maintain active supervision. • Any child experiencing a head injury is removed from the activity. • First aid procedures are followed. • Medical assistance is sought where required. • Parent/guardian is notified in accordance with incident procedures.	Responsible Person / First Aid Qualified Educator / All Educators	Before and throughout activity
Inflatable Play	Cuts / grazes from damaged equipment or falls	MEDIUM	• Venue and activity areas are checked for visible hazards. • Damaged equipment is not used and is reported to venue staff. • Children follow venue rules. • Appropriate clothing and footwear requirements are followed. • First aid kit is accessible. • Injuries are treated and documented according to service procedures.	All Educators / Responsible Person	Before and throughout activity
Inflatable Play	Bumps, bruises, sprains and strains	MEDIUM	• Safety expectations are discussed before participation. • Children participate according to their ability. • Educators maintain active supervision using PAT. • Unsafe or rough behaviour is stopped immediately. • Children follow venue instructions. • Rest and hydration breaks are provided. • Injuries are assessed and managed according to first aid procedures.	All Educators	Throughout activity
Inflatable Play	Fractures / broken bones from falls or collisions	HIGH	• Safety rules are discussed before participation. • Children follow venue rules and instructions. • Educators actively supervise children. • Unsafe behaviour is stopped immediately. • Hazards are reported to venue staff and avoided.	Responsible Person / All Educators	Throughout activity and immediately following an incident

			• First aid is administered by appropriately qualified staff. • Emergency Services are contacted for suspected serious injury. • Parents/guardians are notified according to service procedures.		
Inflatable World Activities	Children not following safety rules, rough play, pushing or inappropriate behaviour	HIGH	• Safety rules and OOSH expectations are discussed before participation. • Venue rules are explained clearly to children. • Educators continuously monitor behaviour. • Unsafe behaviour is addressed immediately. • A child may be removed from an activity where behaviour creates a risk. • Families may be contacted to collect a child where behaviour cannot be safely managed. • Supervision is increased where individual children's needs require it.	Responsible Person / All Educators	Before and throughout activities
Medical Conditions	Asthma, allergy or anaphylactic reaction	HIGH	• Current list of medical conditions is taken on excursion. • Medical Management Plans are taken where required. • Required medication is readily accessible. • Educators are aware of children with medical plans. • Appropriately trained educators are allocated responsibility for required medication. • Known allergens are avoided wherever reasonably practicable. • Children are monitored for symptoms. • Individual Medical Management Plans are followed. • Emergency Services are contacted where required.	Responsible Person / Appropriately Qualified Educators	Before departure and continuously
Physical Activity	Dehydration / overheating	MEDIUM	• Children are encouraged to drink water regularly. • Rest breaks are provided. • Educators monitor children for signs of dehydration or overheating. • Children are encouraged to stop participating if they feel unwell. • Educators monitor the venue environment and temperature.	All Educators	Throughout excursion
Bathroom Access	Child separation, inappropriate interaction, slips/falls or unsafe persons	HIGH	• Children are accompanied by an educator in accordance with service procedures. • Educator checks the immediate bathroom area where appropriate. • Appropriate privacy is maintained while ensuring supervision requirements. • Educator remains nearby and available • Suspicious behaviour is reported immediately.	All Educators	Whenever bathroom access is required

			• Head count is completed when children leave and return to the group.		
Emergency Evacuation	Fire, emergency, evacuation, panic or child separation	HIGH	• Responsible Person identifies emergency exits and assembly point before activities commence. • Children are informed of emergency expectations. • Educators maintain current group lists. • Head counts are completed during evacuation and at the assembly point. • Children remain with allocated educators. • Directions from venue management and Emergency Services are followed. • Emergency Services are contacted where required.	Responsible Person / All Educators	Before activities and during emergency
Movement Around Venue	Slips, trips and falls from wet floors, obstacles or running	MEDIUM	• Walkways are kept clear where possible. • Children are reminded to walk in designated areas. • Wet or hazardous areas are avoided and reported to venue staff. • Appropriate footwear is worn. • Educators maintain active supervision.	All Educators	Throughout excursion
Children with Additional Needs	Individual support needs not adequately accommodated	MEDIUM–HIGH	• Individual children's needs are considered during excursion planning. • Relevant support strategies are communicated to educators. • Additional supervision is provided where required. • Activities are modified where necessary. • Children are supported to participate safely and inclusively. • Educators monitor individual wellbeing throughout the excursion.	Responsible Person / All Educators	Before and throughout excursion
All Excursion Activities	Inadequate supervision or educator distraction	HIGH	• Appropriate educator-to-child ratios are maintained at all times. • Educators are allocated specific groups/areas. • Position Awareness Teamwork (PAT) is implemented. • Educators maintain visual awareness of allocated children. • Personal device use must never interfere with supervision. • Regular head counts are completed. • Changes to supervision arrangements are communicated immediately to the Responsible Person.	Responsible Person / All Educators	Continuously
Food / Meal Breaks	Food allergy, choking or cross-contamination	HIGH	• Children's allergy and medical information is reviewed before excursion. • Children are reminded not to share food or drinks. • Known allergens are avoided wherever reasonably practicable. • Educators supervise meal and snack times. • Required medication remains accessible. • Children are seated appropriately while eating.	Responsible Person / All Educators	During meal/snack periods

Manual Handling	Educator back strain, muscle injury or sprain	MEDIUM	• Educators use safe manual handling techniques. • Children are encouraged to move independently where safe. • Heavy equipment is not moved unless necessary and safe. • Venue staff are contacted for assistance where required. • Educators work together when assistance is required.	All Educators	As required
Emotional Wellbeing	Child distress, anxiety or refusal to participate	MEDIUM	• Children are informed about the excursion and activities beforehand. • Children are not forced to participate in activities they are uncomfortable with. • Educators provide reassurance and support. • A quiet/rest area is identified where possible. • Children are given appropriate opportunities to regulate and recover. • Parents/guardians are contacted where necessary.	All Educators / Responsible Person	Throughout excursion
Weather / Environmental Conditions	Heat, rain or adverse conditions affecting travel or activities	MEDIUM–HIGH	• Weather conditions are checked before departure. • Conditions are monitored throughout the day. • Appropriate clothing and sun protection are encouraged. • Hydration is maintained. • Outdoor movement/activity is modified where required. • Excursion may be postponed, modified or cancelled if conditions create an unacceptable risk.	Responsible Person	Before and throughout excursion
Venue Equipment	Damaged or unsafe inflatable/equipment	HIGH	• Activity areas are visually checked where practicable. • Children follow venue rules. • Damaged, deflated or unsafe equipment is not used. • Hazards are immediately reported to venue staff. • Children are removed from an affected area until it is deemed safe.	Responsible Person / All Educators / Venue Staff	Before and throughout activities
Excursion Completion / Return	Child left behind, incorrect head count or separation during departure	HIGH	• Full roll call is completed before leaving the venue. • Educators check designated areas, bathrooms and meeting points. • Children remain with allocated educators until safely transferred. • Final head count is completed upon return to the service. • Any discrepancy is immediately reported to the Responsible Person.	Responsible Person / All Educators	Before departure and upon return
Incident / Injury / Near Miss	Failure to respond or document appropriately	HIGH	• Incidents, injuries, hazards and near misses are immediately reported to the Responsible Person. • First aid and emergency procedures are implemented as required. • Incident documentation is completed in accordance with service policy and legislation. • Parents/guardians are notified where required.	Responsible Person / All Educators	Immediately and following excursion

Plan prepared by:	Full Name: Leesa Mantzos	Date:17/08/26
	Signature:	
	Role/Position: LAC Coordinator	
Prepared in consultation with:	Full Name: Jessie McCulloch	
	Signature:	
	Role/Position: Nominated Supervisor	
Communicated to relevant staff:	Yes /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 inflatable world	

Risk Matrix

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

Risk Matrix						
Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	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 Assessment Communication Record - Inflatable world	
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