

Risk assessment and management – Lapstone 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.

Risk assessment and management template - Excursions

Service Name	Beresford Road Activity Centre
Excursion details	Visiting our sister Centre (Lapstone Activity Centre) for a day in Bushland And Participate in an Inflatable Obstacle Course
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Thursday 3 rd October 2024
Proposed activities. List all activities that will take place during the excursion.	Visiting our Lapstone Centre (Lapstone Activity Centre) for an experience of school located in the Bushland and participate in <ul style="list-style-type: none"> - programmed and spontaneous activities - Recess and Lunch at Lapstone Activity Centre - Programmed activities <i>at Lapstone Activity Centre (LAC) :</i> <ul style="list-style-type: none"> <i>Playing on Inflatable Obstacle Course : Dry Activity (Mega Marble Radical Jnr Obstacle Course)</i> <i>Fire pit activity subject to weather conditions</i> <i>Adventure Playground play</i> <i>Oval & Court play</i>
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.	Pickup : Beresford Road Activity Centre (BRAC) - 74 Beresford Road, Greystanes NSW 2145. Destination : Lapstone Activity Centre (LAC) – Explorers Road, Lapstone NSW 2773
Estimated departure and arrival times and duration of the excursion. E.g., from the service to each destination and returning to the service.	Lapstone Activity Centres will be involved in this Excursion alongwith Beresford Road Activity Centres. For LAC this is an Incursion and In Service Day

	<p>Travel times are approximates as depends on route taken.</p> <p>Pick up at BRAC – 9:20am</p> <p>Arrival at LAC (Drop point)– 10:00am</p> <p>Departure from LAC – 2:30pm</p> <p>Drop off at BRAC – 3:05pm</p> <p>Total duration of Excursion – approx. 6 hours</p>
<p>Proposed route</p> <p>You can include an image of the route sourced online.</p>	<p>Refer to maps attached</p> <p>(Route is subject to change as it depends on travel conditions.)</p>
<p>Means of transport</p> <p>E.g., public bus, private bus, coach, private car, taxi, tram</p>	<p>Chartered bus – Baxters Bus Company</p>
<p>Requirements for seatbelts or safety restraints in your state or territory have been met.</p>	<p><input checked="" type="radio"/> Yes / No</p> <p>Comment: If seatbelts are fitted they will be used</p>
<p>Number and full names of each adult involved in the excursion.</p> <p>E.g., service staff, family members, volunteers</p>	<p>Educators on excursion will be determined as per the Roster for the day</p> <p><i>(Please write the names of Educators involved in the excursion below)</i></p> <p>_____</p> <p>_____</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>4 (total number of Educators from BRAC)</p>

The number of children involved in the excursion.	35
Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below.	Yes <input checked="" type="radio"/> No Comment:
Educator to child ratio, including whether this excursion warrants a higher ratio. Provide details in the risk assessment table below.	1:10 (Medium risk excursion)

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. Children will be split into 2 groups and 2 educators assigned to each group. 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 out of the Service and along the footpath next to the Canteen and past the School Office, then up the steps next to Office, along footpath and out to the front of the School.

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.

On arrival at the venue, educators will explain to the children :

- the location of safe boundaries of play and
- about staying with their assigned educator

Headcount will be maintained throughout the day

A Roll Call and headcount will be conducted before leaving LAC.

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 through the pedestrian gate and walk along the footpath down the steps next to Office, walk past the School Office, walk along the footpath next to the Canteen to reach the Service.

A Roll Call and headcount will be conducted on arrival at 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/disembarking the Bus and time and signature of Educator accounting for children embarking/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/unboard the Bus.

Embarking process :

When embarking the children will walk up 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 all the children have boarded the bus.

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

Disembarking process :

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.

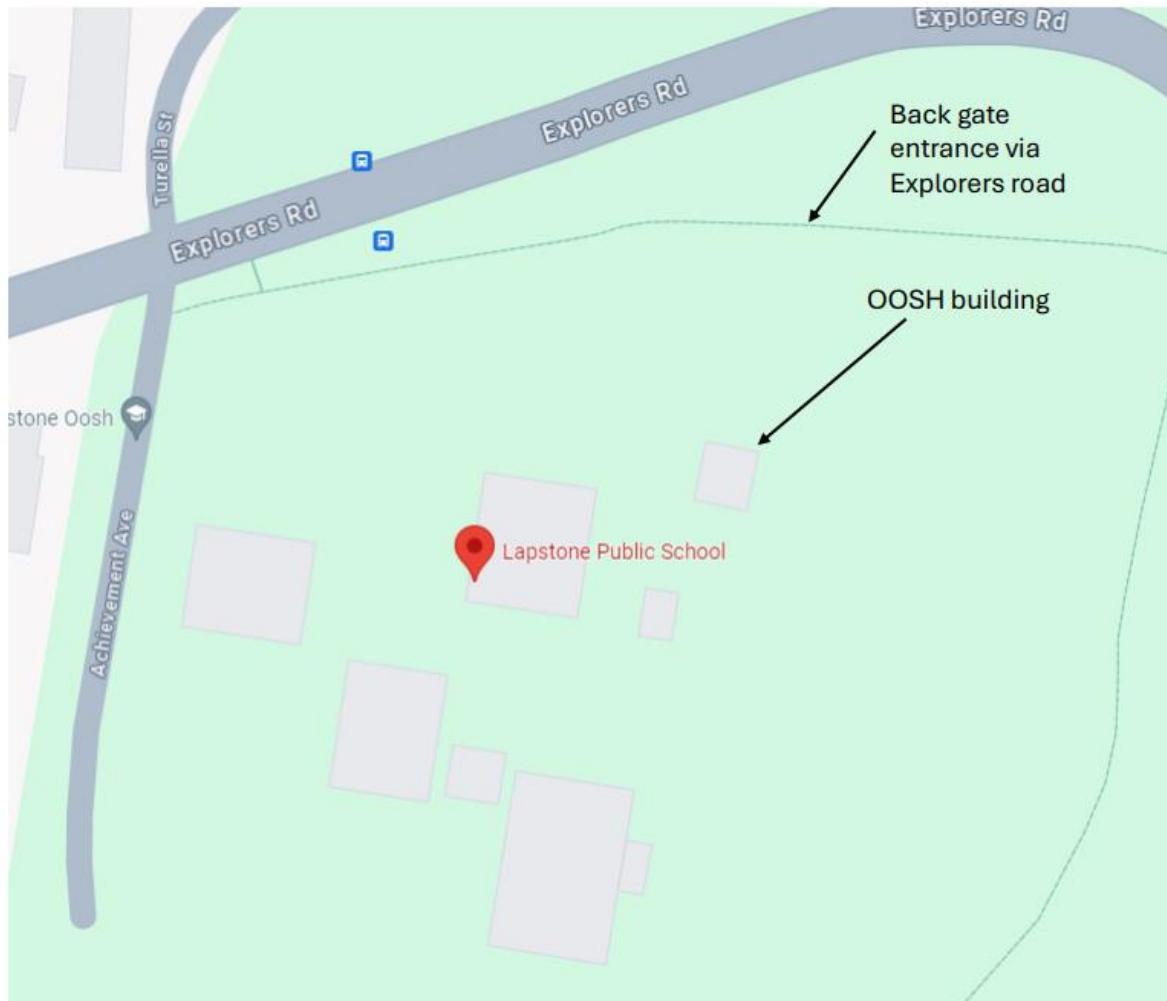
A Head Count will be conducted by other Educators to ensure the number of children disembarking corresponds with the number of children lining up after disembarking.

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"/> Group assigned and list given to educator	<input type="checkbox"/> Permissions received for all children involved in the excursion
<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 – 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

Map of Lapstone Activity Centre :



RISK BENEFITS LINKED TO MY TOP OUTCOMES: -

Play is great for children's well-being and development. When Planning and providing play opportunities, the goal is not to eliminate risk, but to weigh up the risks and benefits.

Outcome 1 – Children and young people have a strong sense of Identity = Play in bushland will give children an opportunity to face new challenges, discoveries and experiences, and be able to confidently explore the environment, assisting us to establish and maintain respectful and trusting relationships with peers and educators. This allows children to 'develop their autonomy, interdependence, resilience and sense of agency' (1.2) and 'children develop knowledgeable and confident self-identities' (1.2). Children will be free to express thoughts, feelings and discoveries with peers and educators. It will allow children to spend a large portion of their time with their peers, in a large group situation. This allows children to 'learn to interact in relation to others with care, empathy and respect' (1.4).

Outcome 2 – Children and young people are connected and contribute to their world = This excursion will allow children to get involved with children from a different school. This will allow 'children to develop a sense of belonging to groups and communities and understanding of the reciprocal rights and responsibilities necessary for active participation (2.1). Children and young people become aware of fairness while use of different play equipment, use of obstacle course. (2.3) In addition to this Children will be able to 'become socially responsible and show respect for the environment' (2.4). The Play in bushland will provide an opportunity for the children to gain knowledge and respect for our natural environment & culture and gain an understanding of the impact that humans can have on other living things. It will allow children to show an appreciation for the natural environment and understand how they can better assist to keep these environments healthy for all living things.

Outcome 3 – Children and young people have a strong sense of wellbeing = This excursion involves interaction with children from a different school, thereby building their social and emotional skills. (3.1) The play on adventure playground, obstacle course will enable children to take care of their physical learning and wellbeing. (3.2) In addition it will enable children create awareness of and develop strategies to support their own mental and physical health and personal safety (3.3)

Outcome 4 – Children and young people are confident and involved learners = The play in various areas will allow 'Children to develop dispositions such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity' (4.1) as well as allow 'Children to use a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating' (4.2). The venue will provide an environment that is flexible and open ended, allowing children to experience a positive sense of self and sense of belonging, developing confidence that will allow children to experiment and explore new ideas not just at the venue but in everyday life. Children will be involved in a variety of experiences that will allow them to investigate and explore new ideas and physical abilities. Children will be provided with opportunities to demonstrate and develop leadership skills amongst their peers. Children will be able to make choices and take control of activities and experiences that they wish to see and engage in as a group. We will be able to make predictions and generalisations about some daily activities they may undertake and what impact that will have on other living things environments. It will provide children with an opportunity to engage in reflective thinking to consider why things happen and what can be learnt from these experiences.

Outcome 5 – Children and young people are effective Communicators = The venue will allow children the opportunity to interact verbally and non-verbally with others for a range of purposes (5.1) through providing an opportunity for children that will promote social interaction with one another, and allow interaction with others to share new ideas, contribute ideas and join in small and large group discussions. It will provide opportunities for children to engage in sustained conversation with peers and educators about new experiences and Ideas as well as allow them to convey and construct messages with one another for a purpose, with growing confidence.

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.

Transport To Venue Lapstone Activity Centre (LAC) or Service					
Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Walking to and from bus.	Struck by car / bus on road	Medium	<ul style="list-style-type: none"> ✓ Ensure enough adults are attending to supervise excursion. ✓ Children to be assigned group numbers (if needed) and educator is given a list of children in their group ✓ Brief children on rules and behaviour prior to excursion. 	Vac Care Coordinator Vac Care Coordinator All Educators	Prior excursion Prior excursion Prior Excursion
Walking to and from bus to Venue / Park	Trip on uneven footpath	Medium	<ul style="list-style-type: none"> ✓ Educators actively supervise and monitor footpaths for hazards while walking 	All Educators	While walking to and from bus
Embarking & disembarking	Trips/falls	Low	<ul style="list-style-type: none"> ✓ Educators physically assist children to embark where required. 	All Educators	While embarking / disembarking
Wearing of seatbelts if applicable	Injury due to non-use or incorrect use of seatbelt	Medium	<ul style="list-style-type: none"> ✓ 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. 	All Educators All Educators	Before journey begins During journey
Road Accident on route to venue or service	Injuries to passengers	Medium	<ul style="list-style-type: none"> ✓ If the condition of the bus or the driver are considered dangerous we will not proceed with the excursion. ✓ Nobody is to move around the bus when the bus is in motion. ✓ Children are not to distract the driver while the bus is in motion. ✓ Educators to ensure children remain seated at all times. ✓ Educators are to supervise children at all times to ensure rules are being followed. 	Vac Care Coordinator All educators All educators All educators All educators	Prior to Excursion On excursion On excursion On excursion On excursion
		Medium	<p>If the accident is not serious:</p> <ul style="list-style-type: none"> ✓ On regular road keep children safe by staying on the bus if it is safe to do so. ✓ If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic. ✓ Contact centre and Manager as soon as possible. 	All Educators All Educators Responsible Person	On Excursion On Excursion On Excursion

		High	<p>If the accident is serious:</p> <ul style="list-style-type: none"> ✓ Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time. ✓ Assess casualties and administer first aid as best you can until emergency help arrives. ✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive. ✓ Contact centre and Manager as soon as possible. – Educator at service will begin contacting parents. 	All Educators All Educators Responsible Person Responsible Person	On Excursion On Excursion On Excursion On Excursion
Mechanical Breakdown	Location of Traffic accident or moving children and staff to safety	Low	<ul style="list-style-type: none"> ✓ Keep children safe by staying on the bus if it is 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. 	All Educators All Educators All Educators	On Excursion On Excursion On Excursion
Following ACI Transport Policy-Safe Transportation of Children when children embark & disembark the vehicle	Child becomes lost during Transition from one point to another.	Low	<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 educators in maintaining supervision. ✓ Provide children with a wristband with services mobile phone number. ✓ Mark each child's name off the Children Signed In and Out of Transport document as children embark and disembark the vehicle ✓ Record time of the child embarking and Educator's signature ✓ Conduct headcount on a regular basis especially when we are moving and boarding bus. 	Responsible Person Responsible Person Responsible Person Responsible Person Responsible Person All Educators	Prior excursion Prior excursion Prior excursion Embarking & Disembarking the bus Embarking & Disembarking the bus Embarking & Disembarking the bus
Documentation not completed and signed off by Educator	Child becomes lost during Transition from one point to another	Medium	<ul style="list-style-type: none"> ✓ Educator must complete all required documentation as per ACI Transport Policy-Safe Transportation of Children 	Responsible Person or designated Educator	After Embarking & Disembarking have been completed and all children have been accounted for
Children being left on their own or not correctly supervised	Child protection issues	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. 	All Educators	On excursion

Venue – Lapstone Activity Centre (LAC)

Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Playing in Adventure playground	Lost/absconding children	High	<ul style="list-style-type: none"> ✓ LAC Staff to accompany to BRAC staff to ensure that staff are leading the children safely looking out for any potential dangers ✓ Staff to wear high visibility safety jacket at all times ✓ Children to be supervised at all times and when going to toilet or drink breaks staff to accompany children at all times ✓ Roll to be taken and headcounts to be completed; if child cannot be located, the 'missing child' procedure will be enacted ✓ Children who may be deemed to abscond will be closely supervised at all times ✓ Children will be spoken to before leaving for Adventure play about appropriate behaviour and remaining with educators at all times ✓ A minimum of two staff members to attend so that if a child does abscond, one educator can run after them if needed ✓ Mobile phone to be taken and/ or walkie talkies is there is an educator back at the oosh building 	<p>LAC staff</p> <p>All educators</p> <p>All educators</p> <p>All educators</p> <p>All educators</p> <p>All educators</p> <p>All educators</p> <p>All educators</p>	<p>On activity</p> <p>On activity</p> <p>On activity</p> <p>On activity</p> <p>On activity</p> <p>On activity</p> <p>On activity</p> <p>On activity</p>
Playing in Adventure playground	Trips/falls/bruises/sprains on the walk to and from playground	Low	<ul style="list-style-type: none"> ✓ At least one staff member in attendance must hold a current first aid certificate ✓ First aid kit must be taken on every trip ✓ LAC Staff to accompany BRAC staff to ensure staff are leading the children via a safe route and on the look out for any potential tripping hazards ✓ One staff member to walk at the front of the children and one at the back of the group 	<p>All Educators</p> <p>All Educators</p> <p>LAC staff</p> <p>All Educators</p>	<p>On activity</p> <p>On activity</p> <p>On activity</p> <p>On activity</p>
Playing in Adventure playground	Spider/ insect bites and/or allergic reactions	High	<ul style="list-style-type: none"> ✓ LAC Staff to do a check around playground prior to children playing ✓ Ensure that staff are supervising children and directing them to keep their hands out of holes and small spaces ✓ Staff to be trained in first aid / dealing with Spider bites ✓ First aid kit and mobile phone to be taken 	<p>LAC Staff</p> <p>All Educators</p> <p>All Educators</p> <p>LAC Staff</p>	<p>Prior to activity</p> <p>On activity</p> <p>On activity</p> <p>On activity</p>
Playing in Adventure playground	snake bites/ poison	High	<ul style="list-style-type: none"> ✓ Staff to beware of dangerous/ poisonous snakes ✓ Ensure that staff are supervising children directing them and keep their hands out of holes small places ✓ Staff to be trained in first aid / dealing with snake bites ✓ LAC Staff to do Area check before allowing children to play ✓ Avoid area if a snake has been sighted ✓ Have poison hotline saved in OOSH phone 	<p>All educators</p> <p>All educators</p> <p>All educators</p> <p>All educators</p> <p>All educators</p> <p>Responsible Person</p>	<p>On activity</p> <p>On activity</p> <p>On activity</p> <p>On activity</p> <p>On activity</p> <p>Prior to Activity</p>

Playing in Adventure playground	Broken limbs/ cuts/ bruises/ sprains/ running into other children (injuries in general)	High	✓ Children are not allowed to climb/ sit on top of monkey bars at any time.	All educators	On activity
			✓ Staff to be positioned to adequately supervise high risk areas	All educators	On activity
			✓ One at a time down the slide	All educators	On activity
			✓ No running up the slide	All educators	On activity
			✓ Ensure that bottom of slide is kept free	All educators	On activity
			✓ Supervise Children being spun on the spinning poles and ensure they are not being spun too hard	All educators	On activity
			✓ Assist children if needed on the rock wall and ensure it is age appropriate for children's use	All educators	On activity
✓ Children who are being unsafe with the equipment or are not following educators instructions will miss out on playtime	All educators	On activity			

Venue – Lapstone Activity Centre (LAC)					
Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Play on oval and courts	Child/Educator is bitten by spiders/snakes or another animal	Medium	<ul style="list-style-type: none"> ✓ First aid kit to be taken ✓ Walkie talkies to be used and service mobile phone (Bus phone) to also be taken ✓ Children are not to wonder off into the bush area near adventure ✓ Stay away from the fence line when able ✓ LAC staff to do Safety checklist on area prior to its use ✓ If a snake/animal is seen, children are to return to the building immediately 	All Educators All Educators All Educators All Educators LAC staff	On activity On activity On activity On activity Prior to activity
	Child/Educator injured by sharp object while playing	Medium	<ul style="list-style-type: none"> ✓ Follow all EPM guidelines for stick injuries ✓ LAC Staff to accompany BRAC staff to ensure that staff are leading the children safely looking out for any potential dangers 	All Educators All Educators LAC staff	On activity On activity On activity
Play on oval and courts	Children leaving the area – child protection issues	Medium	<ul style="list-style-type: none"> ✓ Phones, Walkie Talkies and Ipads to be charged for each Session. ✓ Educators are to supervise following PAT – Position, Awareness & Teamwork ✓ Educator to be aware of number children at all times ✓ Discuss with children about the boundaries for play throughout the session and before the use of the area. ✓ Children unable to follow set rules/instructions/boundaries may be asked to leave the area. ✓ Children will be reminded to tell an Educator when leaving an area. When children are in transit from one area to another whenever needed, Educators are to ensure effective communication is used – notifying and acknowledging children have arrived in each area. 	All Educators All Educators All Educators All Educators All Educators All Educators	On activity On activity On activity On activity On activity On activity

			<ul style="list-style-type: none"> ✓ Children will be sent to use the toilets located in the OOSH building. Educator to be aware of time children have been away from area and follow up their whereabouts if been away for a longer than expected amount of time. 	All Educators	On activity
Play on oval and courts	Trips, Sprains, broken bones, cuts, bumps and bruises	Medium	<ul style="list-style-type: none"> ✓ Educators on site are First Aid trained and First Aid Kits fully stocked. ✓ Children reminded of the Be Safe, Be Responsible & Be Respectful rules. ✓ Children to have shoes on at all times. ✓ Children will walk together as a group with the educator/s who are going with them, children are not to run off and must stay within the group ✓ Walkie talkies will be taken for easy communication between the two locations ✓ Evacuation bag to be taken ✓ Safety checklist to be completed before the use of oval/courts, this includes the walking route. Any hazards must be removed and if they cannot be, a different route will be taken or the trip postponed until the hazard can be dealt with ✓ If children's behaviour becomes inappropriate they will be asked to return to the OOSH building 	<p>All Educators All Educators All Educators All Educators</p> <p>All Educators All Educators LAC staff</p> <p>All Educators</p>	<p>On activity On activity On activity On activity</p> <p>On activity On activity On activity</p> <p>On activity</p>
Play on oval and courts	Sun burn/ heat exhaustion	Low	<ul style="list-style-type: none"> ✓ Educators and children must wear hats when UV is rated 3 and over. ✓ Educators and children must wear Sunscreen when UV is rated 3 and over. Applied and reapplied as per manufacturer's instructions. ✓ Children to have shoes on at all times. ✓ Water bottles to be taken or trips to the bubblers offered 	<p>All Educators All Educators</p> <p>All Educators All Educators</p>	<p>On activity On activity</p> <p>On activity On activity</p>

Venue – Lapstone Activity Centre (LAC)

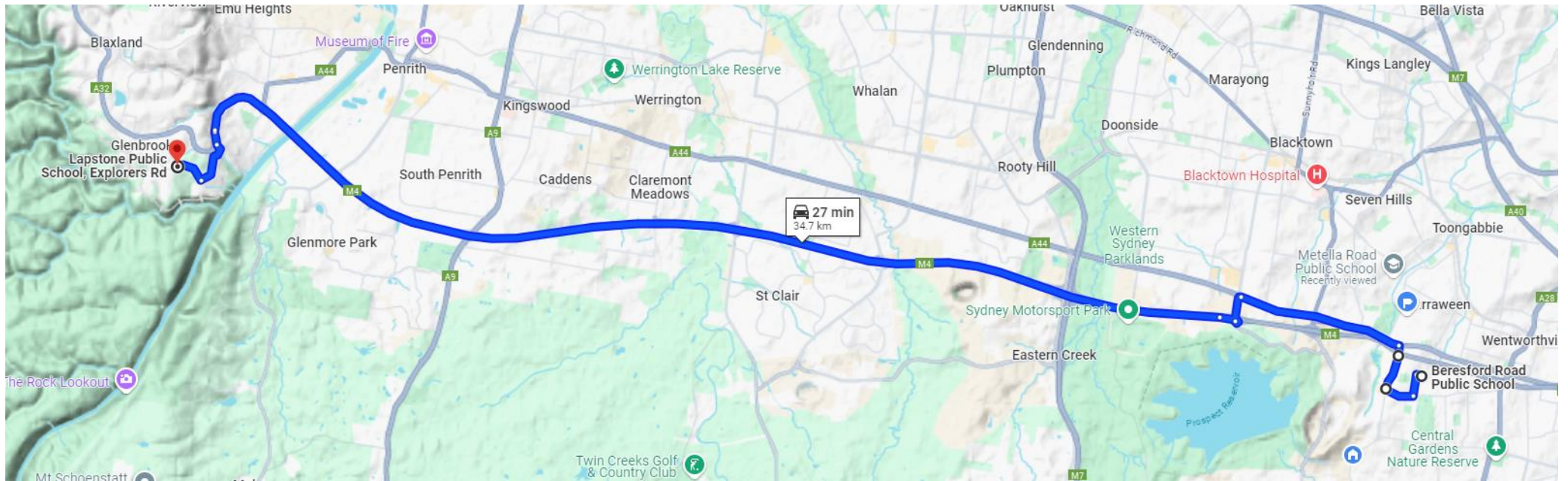
Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Fire pit	A child or educator being burned	Very High	✓ Supervision will be strict, with minimum of two staff members in attendance at all times, one in charge of fire, whilst other to strictly supervise. If attendance around fire exceeds 20 children, a third educator must be in attendance	All Educators	On activity
	Fire produces unnecessary smoke, smells and embers, could result in asthma flair ups and fires	Very High	✓ Strict rules will be set, e.g. a perimeter around the fire pit that cannot be crossed, if roasting marshmallows, only 3-4 kids at a time, if children run/ big movements they will be asked to move away.	All Educators	On activity
			✓ Rules will be spoken about prior to fire pit use, with children understanding they will be moved away instantly If they do not follow the rules	All Educators	On activity
			✓ First aid kit to be taken to fire pit area	All Educators	On activity
	the fire is not started and controlled safely	High	✓ A bucket of water or a hose will be available and close at all times the pit is in use	All Educators	On activity
			✓ Untreated wood to be used and small sticks. We WILL NOT USE leaves, grass clippings, treated wood	All Educators	On activity
	Trips/ falls	Medium	✓ The fire pit will not be used on windy days or on high risk bush fire days.	All Educators	On activity
			✓ Will check local RFS rating prior to use	All Educators	On activity
	Hosting a fire during unsafe weather (wind)	High	✓ The fire pit will not be used during summer	All Educators	On activity
			✓ Service to seek permission from families before allowing children to take part in fire pit zone	All Educators	On activity
		✓ Service to speak to Lapstone public school prior to fire pit usage	All Educators	On activity	
		✓ Local RFS to give advice on safe fire pit use (2022)	All Educators	On activity	
		✓ Only educators with experience of fire pits are to start and maintain fire pit	All Educators	On activity	
		✓ If weather turns during fire pit use, the fire will be put out immediately	All Educators	On activity	
		✓ Children with asthma will be closely monitored, and if smoke becomes too much they will move away	All Educators	On activity	

Venue – Lapstone Activity Centre (LAC)

Activity	Hazard	Risk <small>(use matrix)</small>	Risk Control	Who	When
Participate on Inflatable obstacle course (dry activity)	Trips, slips, falls – sprains, fractures, bruises	Medium	<ul style="list-style-type: none"> ✓ The activity will be setup in the area deemed safe by Responsible Person 	LAC Responsible Person	Prior to activity
	Bumps	Medium	<ul style="list-style-type: none"> ✓ Educators are to ensure Safety Check is completed for inflatable before commencement of activity. ✓ If area has obstruction or hazard, Educator must be able to remove before commencement of activity. ✓ If unable to remove obstruction or hazard, Educator must cordon off and report to Responsible Person. Hazard Report and Maintenance log completed and forwarded to appropriate person to be actioned. ✓ Educators on site are First Aid trained and First Aid Kits fully stocked. ✓ Children to be sent in groups to participate in the activity with 1 Educator : 10 children ✓ While accessing the equipment children are to stand in a line on one side. Entry and Exit points to be clearly explained to the children for the activity. ✓ Children are to access the equipment barefoot. Shoes to be lined up neatly in area designated for placing shoes. ✓ Children reminded of the Be Safe, Be Responsible & Be Respectful rules. ✓ Children unable to follow set rules may be asked to leave the activity. ✓ Educators are to supervise following PAT – Position, Awareness & Teamwork ✓ In case of Loss of air to inflatable item, Educator to stop play and notify Responsible person. ✓ Educators will explain the rules with children before activity begins. <ul style="list-style-type: none"> ○ <u>For slide :</u> <ul style="list-style-type: none"> – only 1 child at a time to climb up the stairs and down the slide. Children to wait for go from educator before sliding. Educator to position themselves near the end of slide area. Educator to assist child out of area if needed. – Children are always seated, and slide Feet first , Sitting down – Children are not jumping – No pushing up stairs to top of slide – No crowding at top of slide 	All Educators All Educators All Educators All Educators Vacation Care Coordinator All Educators All Educators All Educators All Educators All Educators All Educators All Educators All Educators	Prior to activity Prior to activity Prior to activity Prior to activity Prior to activity On activity On activity On activity On activity On activity On activity On activity On activity On activity On activity On activity On activity

			<ul style="list-style-type: none"> ○ <u>For obstacle course</u> <ul style="list-style-type: none"> – No flips, cart wheels, fighting etc. – No climbing on sides/mesh. – No diving into any inflatable obstacles – No summersaults or backflips ○ <u>Accessing/Exiting Inflatable</u> <ul style="list-style-type: none"> – Sitting down to exit inflatable – No Jumping off any steps that are on the inflatable – No diving into any inflatable obstacles located at entrance/exit – No summersaults/backflips when exiting or entering. – Matting set up around access points ✓ Educators to supervise children, any children showing any distress, are to be removed from the environment instantly. Wherever possible, reason for distress established and remove or resolve issue to allow child to re-enter play. 	All Educators	On activity
				All Educators	On activity
				All Educators	On activity
Participate on Inflatable obstacle course (dry activity)	sunburn, sunstroke and dehydration	Medium	<ul style="list-style-type: none"> ✓ Educators and children must wear hats when UV is rated 3 and over. ✓ Educators and children must wear Sunscreen when UV is rated 3 and over. Applied and reapplied as per manufacturer's instructions. 	All Educators All Educators	On activity On activity

Maps and Bus Route:



Beresford Road Public School

74 Beresford Rd, Greystanes NSW 2145

- Get on M4 in Prospect from Greystanes Rd and Great Western Hwy/A44

11 min (7.4 km)

↑ Head north

21 m

↶ Turn left towards Beresford Rd

56 m

↶ Turn left onto Beresford Rd

[Go through 1 roundabout](#)

500 m

↷ Turn right onto Old Prospect Rd

[Go through 1 roundabout](#)

650 m

↷ Turn right onto Greystanes Rd

1.1 km

↶ Use any lane to turn left onto Great Western Hwy/A44

3.9 km

↶ Turn left onto Reservoir Rd

650 m

⤴ Slight left to merge onto M4

600 m

⤴ Merge onto M4

15 min (25.1 km)

⤴ Merge onto M4

15 min (25.1 km)

↘ Take Governors Dr to Explorers Rd in Lapstone

3 min (2.2 km)

↑ Continue onto Great Western Hwy/A32

54 m

↶ Take the Governors Dr exit towards Lapstone

300 m

↷ Continue onto Governors Dr

1.1 km

↷ Turn right onto Explorers Rd

[Destination will be on the left](#)

750 m

Lapstone Public School, Explorers Rd

Lapstone NSW 2773

Plan and Review			
Plan prepared by:	Full name: Margaret Saldanha Signature: Role/Position: Educational Leader	Date: 29/8/20234	
Prepared in consultation with:	Full name: Cindy Millard Signature: Role/Position: Coordinator		
Communicated to all relevant staff:	Yes / No Comment if needed:		
Vehicle safety information reviewed and attached:	Yes / No Comment if needed:		
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 ' <i>regular outing</i> ', a risk assessment must be undertaken <i>at least</i> annually.	Date: Next vacation care when visiting Lapstone Activity Centre		

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.			

Risk Assessment Communication Record for Excursion to Lapstone Activity Centre

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

