

## 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.

## Beresford Road Activity Centre- Risk assessment – Monkey Mania

<b>Service Name</b>	Beresford Road Activity Centre (BRAC)
<b>Excursion details</b>	Monkey Mania
<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.	Wednesday 8/10/2025
<b>Proposed activities.</b> List all activities that will take place during the excursion.	- Bus travel - Using the Monkey Mania play equipment
<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.	Pick up from Beresford Road Public school, 74 beresford Road, Greystanes NSW 2145 Arrive at Monkey Mania , level 1/40 Second Ave, Blacktown NSW 2148 Return to Beresford Road Public school
<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 Pick up at BRAC – 9:15am Arrive at Monkey mania – 9:45am Pick up from monkey mania 2:00pm Return to BRAC at 2:30pm Total duration of Excursion – approx. 5 hours & 15 mins
<b>Proposed route</b> You can include an image of the route sourced online.	Refer to maps attached (subject to changes depending on road / traffic conditions on the day)
<b>Means of transport</b>	Chartered bus – Baxters Bus Company

E.g., public bus, private bus, coach, private car, taxi, tram	
Requirements for seatbelts or safety restraints in your state or territory have been met.	<input checked="" type="radio"/> Yes / <input type="radio"/> No Comment:
<b>Number and full names of each adult involved in the excursion.</b> E.g., service staff, family members, volunteers	Educators on excursion will be determined as per the Roster for the day <i>(Please write the names of Educators involved in the excursion below)</i> <hr/> <hr/>
<b>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</b> E.g. for children's individual needs.	5 (including 1 inclusion staff) Minimum 1 first aid trained staff member
<b>The number of children involved in the excursion.</b>	Max 40 (depends on number of children booked for the day )
<b>Any water hazards during the excursion, including any risks associated with water-based activities?</b> If yes, detail in the risk assessment table below.	Yes / <input checked="" type="radio"/> No Comment:
<b>Educator to child ratio, including whether this excursion warrants a higher ratio.</b> Provide details in the risk assessment table below.	1:10

**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 pedestrian gate through the front of the school to where the Bus will be waiting at the bus stop through 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 through the side pedestrian gate through the front of the school and walk along the assigned footpath next to the school office 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.

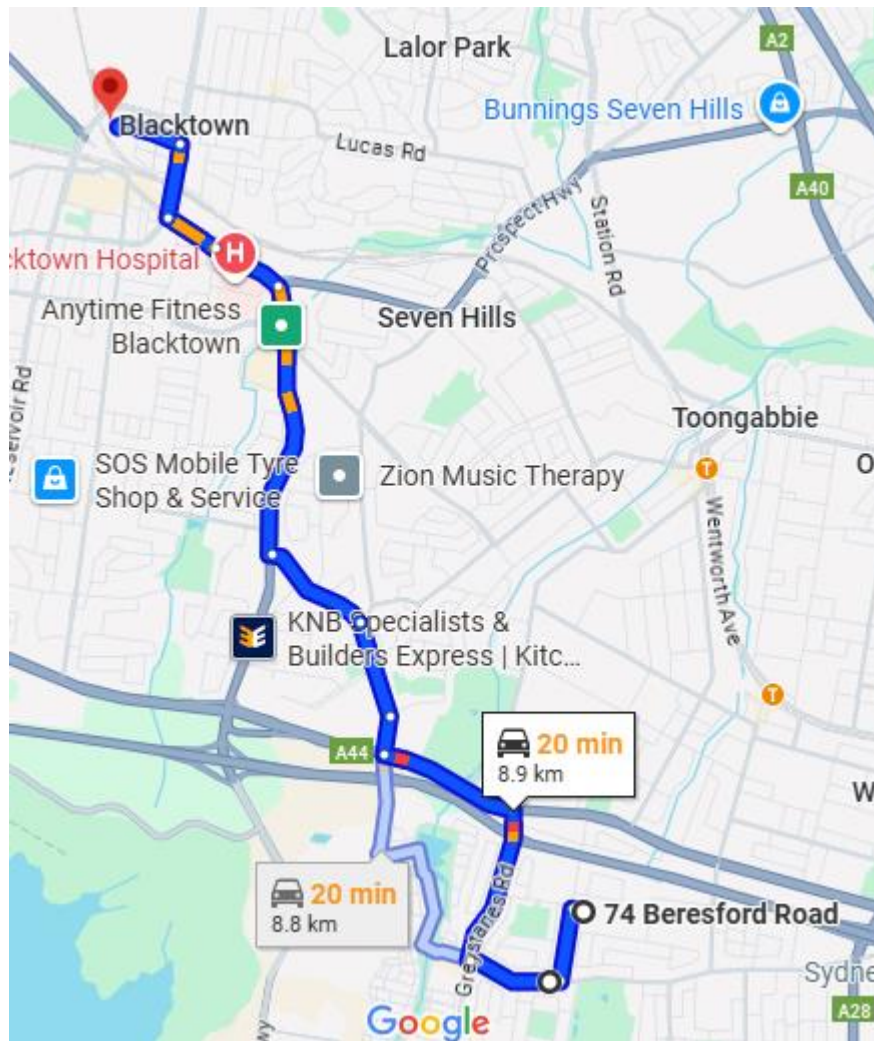
The children will line up in designated area until the process has been completed and the Bus has been checked.

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)	
<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 <hr/> <hr/> <hr/> <hr/> <hr/>	<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>– Risk Assessment and Management - Single Trip Transportation of Children Safety Checklist</li> <li>– Risk Assessment and Management – Children Embarking and Disembarking the Vehicle for Single Trip Transportation</li> </ul>

Route from BRAC to Monkey Mania (Blacktown) (Proposed Route subject to changes depending on road / traffic conditions on the day)



19 min (8.9 km)



via Blacktown Rd

16 min without traffic

⚠ This route has restricted usage or includes private roads.

### 74 Beresford Rd

Greystanes NSW 2145

▼ Take Beresford Rd to Old Prospect Rd

1 min (600 m)

↑ Head north

16 m

↩ Turn left towards Beresford Rd

56 m

↩ Turn left onto Beresford Rd

📍 Go through 1 roundabout

500 m

- ✓ Take Greystanes Rd, Great Western Hwy/A44 and Blacktown Rd to Second Ave in Blacktown

14 min (7.8 km)

- Turn right onto Old Prospect Rd

**i** Go through 1 roundabout

650 m

- Turn right onto Greystanes Rd

1.1 km

- ↵ Turn left onto Great Western Hwy/A44

1.0 km

- Use the right 2 lanes to turn right onto Blacktown Rd

270 m

- 🔄 At the roundabout, take the 1st exit and stay on Blacktown Rd

**i** Go through 1 roundabout

700 m

- 🔄 At the roundabout, take the 1st exit and stay on Blacktown Rd

- 🔄 At the roundabout, take the 1st exit and stay on Blacktown Rd

800 m

- Use the right 2 lanes to turn right onto Blacktown Rd/Prospect Hwy

1.9 km

- ↑ Continue straight onto Blacktown Rd

500 m

- ↑ Continue onto Main St

400 m

- Use the middle lane to turn right onto Sunnyholt Rd

500 m

- ✓ Continue on Second Ave to your destination

2 min (500 m)

- ↵ Turn left onto Second Ave

**⚠** Partial restricted-usage road

**i** Go through 1 roundabout

450 m

- Turn right

22 m

- ↵ Turn left

**i** Destination will be on the left

69 m

Monkey Mania Blacktown

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 Monkey Mania or Service					
Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
	Driver unqualified	Low	✓ Bus company provides correctly qualified driver for size of vehicle.	Bus company	Prior excursion
	Unregistered Bus	Low	✓ Ensure Bus is registered	Bus company	Prior excursion
Walking to and from bus.	Struck by car / bus on road	Low	✓ Ensure enough adults attending to supervise excursion.	Vac Care Coordinator	Prior excursion
			✓ Brief children on rules and behaviour prior to excursion.	All Educators	Prior Excursion
			✓ Remain on pedestrian pathways and crossing at all times. ✓ When walking on crossing Educators will position themselves as follows - <ul style="list-style-type: none"> <li>– 1-2 Educators will walk out first and stand on either side of the crossing to stop approaching vehicles travelling in either direction.</li> <li>– One Educator will lead the group from the front.</li> <li>– One Educator will follow up at the rear of the group.</li> <li>– The remaining Educators will space themselves throughout the group of children while walking across the crossing (Educators are not to walk together).</li> <li>– The 1-2 Educators standing on either side of the crossing will remain there until the last child has walked off the crossing.</li> </ul>	All educators	On excursion
	Trip on uneven footpath	Low	✓ Educators actively supervise and monitor footpaths for hazards while walking	All Educators	While walking to and from bus
Embarking & disembarking	Trips/falls	Low	✓ 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	✓ Educators visually monitor and check that children are correctly wearing seat belts.	All Educators	Before journey begins
			✓ 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	During journey
	Onboard Fire		✓ Every fire extinguisher fitted in a commercial vehicle will be of a type with a hose to assist in gaining access to awkward locations	Bus Company	During journey
			✓ 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	During journey



Transport To Venue Monkey Mania or Service						
Activity	Hazard	Risk (use matrix)	Risk Control	Who	When	
Road Accident on route to venue or service  Crash involvement	Injuries to passengers	Medium	<ul style="list-style-type: none"><li>✓ Objects are safely stowed and secured in vehicle to minimise movement in a crash.</li><li>✓ If the condition of the bus or the driver are considered dangerous we will not proceed with the excursion.</li><li>✓ Nobody is to move around the bus when the bus is in motion.</li><li>✓ Children are not to distract the driver while the bus is in motion.</li><li>✓ Educators to ensure children remain seated at all times.</li><li>✓ Educators are to supervise children at all times to ensure rules are bring followed.</li></ul>	All educators  Vac Care Coordinator  All educators All educators All educators All educators	Prior to journey  Prior to Excursion  On excursion On excursion On excursion On excursion	
		Medium	<i>If the accident is not serious:</i> <ul style="list-style-type: none"><li>✓ On regular road keep children safe by staying on the bus if it is safe to do so.</li><li>✓ If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic.</li><li>✓ Contact centre and Manager as soon as possible.</li></ul>	All Educators All Educators  Responsible Person	On Excursion On Excursion  On Excursion	
		High	<i>If the accident is serious:</i> <ul style="list-style-type: none"><li>✓ 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.</li><li>✓ Assess casualties and administer first aid as best you can until emergency help arrives.</li><li>✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive.</li><li>✓ Contact centre and Manager as soon as possible. – Educator at service will begin contacting parents.</li></ul>	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"><li>✓ Keep children safe by staying on the bus if it is safe to do so.</li><li>✓ If not move children to a safe location protected from oncoming traffic, sun and heat.</li><li>✓ Educators to supervise children to avoid danger until problem is fixed or replacement bus arrives.</li></ul>	All Educators All Educators All Educators	On Excursion On Excursion On Excursion	
Following ACI Transport Policy-Safe Transportation of Children when	Child lost during Transition from one point to another.	Low	<ul style="list-style-type: none"><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 educators in maintaining supervision.</li><li>✓ Provide children with a wristband with services mobile phone number.</li></ul>	Responsible Person Responsible Person	Prior excursion  Prior excursion  Prior excursion	

Transport To Venue Monkey Mania or Service					
Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
children <u>embark &amp; disembark</u> the vehicle			<ul style="list-style-type: none"> <li>✓ Mark each child's name off the Children Signed In and Out of Transport document as children embark and disembark the vehicle</li> <li>✓ Record time of the child embarking and Educator's signature</li> <li>✓ Conduct headcount on a regular basis especially when we are moving and boarding bus.</li> </ul>	Responsible Person Responsible Person  Responsible Person  All Educators	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	✓ 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	✓ 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 – Monkey Mania					
Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Playing on equipment at Monkey Mania	Lost child at the Venue	High	<ul style="list-style-type: none"> <li>✓ Children should be informed of the rules, to stay with educators at all times and what to do if they become separated from the group.</li> <li>✓ All children need to have their blue Excursion T-shirt visible at all times.</li> <li>✓ Children will also wear coloured wrist band to identify which service they belong to and phone number on it.</li> </ul>	Responsible Person Responsible Person Responsible Person  All educators	Prior excursion Prior excursion Prior excursion Prior excursion  On Excursion

Venue – Monkey Mania					
Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
			<ul style="list-style-type: none"> <li>✓ Due to the high level of people in this area all educators need to be diligent in watching the centres children that they don't get lost in the crowd.</li> <li>✓ Ensure all children are seated at the venue while waiting</li> <li>✓ Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for.</li> <li>✓ Educator to be stationed near entrance/exit</li> </ul>	All educators All educators All educators	On Excursion On Excursion On Excursion
	Child protection issues	High	<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 Responsible Person – always maintain active supervision.</li> </ul>	All Educators All Educators All Educators All Educators	On Excursion On Excursion On Excursion On Excursion
	Trip Hazards Bumps, scrapes, bruises, cuts, fractures, breaks. Concussion	High	<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 Monkey Mania staff</li> <li>✓ Children who cannot follow the safety guidelines will be given 2 warnings and will be removed from the activities if warnings have been given.</li> <li>✓ Fully stocked first aid kit taken</li> <li>✓ Emergency numbers packed</li> </ul>	All educators Responsible Person	On Excursion On Excursion
	Child experiencing Medical emergency	Medium	<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> </ul>	Responsible Person Responsible Person All Educators All Educators All Educators	Prior Excursion Prior Excursion On Excursion On Excursion On Excursion

Plan prepared by:	Full Name: Margaret Saldanha	Date:
	Signature:	
	Role/Position: Coordinator	
Prepared in consultation with:	Full Name: Tara Sheather	
	Signature:	
	Role/Position: Educational Leader	
Communicated to relevant staff:	Yes/No	
Write names of Educators communicated to	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.		Next Vacation Care period the Service is visiting Monkey Mania

# Risk Matrix

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

	IMPACT					
Likelihood		Insignificant	Minor	Moderate	Major	Severe
	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 Monkey Mania (Blacktown)

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