



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.

Toongabbie West Activity Centre - Risk assessment

Service Name	Toongabbie West Activity Centre
Excursion details	Sydney Zoo
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Friday 3 October 2025
Proposed activities. List all activities that will take place during the excursion.	Travel to venue via chartered bus. Children will walk around the Zoo on the path to view the different animals and watching keeper talks. Return to Service via chartered bus.
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.	Toongabbie West Public School - Toongabbie West Activity Centre - 83 Ballandella Road Toongabbie 2146 To Sydney Zoo – 700 Great Western Highway Bungarribee 2767 Upon return – Sydney Zoo – 700 Great Western Highway Bungarribee 2767 To Toongabbie West Public School - Toongabbie West Activity Centre - 83 Ballandella Road Toongabbie 2146
Estimated departure and arrival times and duration of the excursion. E.g., from the service to each destination and returning to the service.	Depart TWAC: 9.30am Arrive @ Zoo: 10.00am Depart Zoo: 2.00am Arrive @ TWAC: 2.30pm
Proposed route You can include an image of the route sourced online.	Refer to Map attached

Means of transport E.g., public bus, private bus, coach, private car, taxi, tram	Chartered Bus - Baxters
Requirements for seatbelts or safety restraints in your state or territory have been met.	Yes / No Comment: If seatbelts are fitted, they will be used. Bus being chartered is a 53seater and does have seatbelts.
Number and full names of each adult involved in the excursion. 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> _____ _____
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required. E.g. for children's individual needs.	4
The number of children involved in the excursion.	40
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
Educator to child ratio, including whether this excursion warrants a higher ratio. Provide details in the risk assessment table below.	1:10 (higher number of staff will be required to lower ratio for children with Additional Needs)

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 next to the Canteen and out of small front gate to where the Bus will be waiting at the front of the School. 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 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.

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.

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 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 the 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"/> <input type="checkbox"/> First aid kit	<input type="checkbox"/> <input type="checkbox"/> List of adults involved in the excursion
<input type="checkbox"/> <input type="checkbox"/> List of children involved in the excursion	<input type="checkbox"/> <input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> <input type="checkbox"/> Contact information for each child	<input type="checkbox"/> <input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> <input type="checkbox"/> Medical Management Plans, Medication & RMP for individual children	<input type="checkbox"/> <input type="checkbox"/> Other items, please list <ul style="list-style-type: none"> – 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.

Risk Rating Key

Very High
High Risk
Medium Risk
Low Risk

Transport To Venue Toongabbie East Activity Centre

Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Walking to and from bus.	– Struck by car/bus on road	Low	<ul style="list-style-type: none"> ✓ Ensure enough adults attending to supervise excursion. ✓ Remain on pedestrian pathways where available. ✓ Brief children on rules and behaviour prior to excursion. 	Vac Care Coordinator All Educators All educators	Prior excursion On excursion Prior 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 Risk	<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

Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Road Accident on route to venue or service	– Injuries to passengers	Medium Risk	<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 are to supervise children at all times to ensure rules are being followed. ✓ Educators to ensure children remain seated at all times 	Responsible person All Educators All Educators All Educators All Educators	Prior to leaving Service On excursion On excursion On excursion On excursion
		Medium Risk	<i>If the accident is not serious:</i> <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, sun and heat. ✓ Contact centre and Manager as soon as possible. 	All Educators All Educators Responsible Person	On Excursion On Excursion On Excursion
		High Risk	<i>If the accident is serious:</i> <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. ✓ Deal with casualties and administer first aid as best you can until Emergency Services arrives. ✓ Call '000' and cooperate with Emergency Services at all times. Contact Head Office Staff as soon as possible. Head Office will begin contacting parents. (If unable to contact Head Office Staff contact another Service). <ul style="list-style-type: none"> ✓ At least one Educator (if possible) to accompany children to hospital until parents arrives 	All Educators All Educators Responsible Person An Educator	On Excursion On Excursion As required As required

Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
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 <u>embark & disembark</u> the vehicle	– Child becomes lost during Transition from one point to another.	Medium Risk	<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 staff 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 	Responsible Person Responsible Person Responsible Person Responsible Person Responsible Person All Educators	Prior to leaving Service Prior to leaving Service Prior to leaving Service 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.	Low Risk	<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

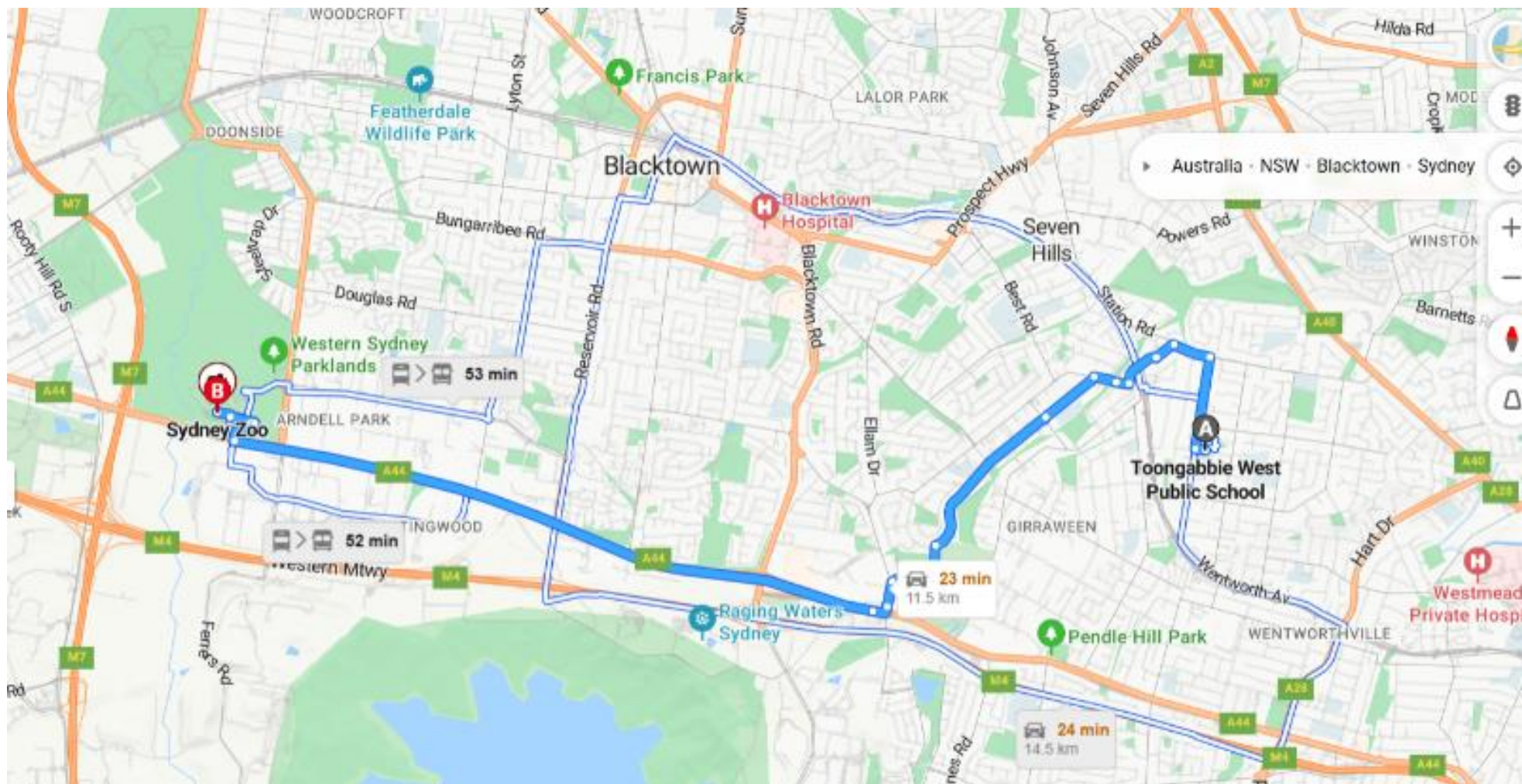
Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Children being left on their own or not correctly supervised	– Child protection issues	Low Risk	✓ Supervision at all times to ensure that at no time driver or member of public is alone with an individual or group of children in our care.	All Educators	On excursion
	– Lost child at the Venue	Low Risk	✓ All children will be in blue Excursion T-shirt – which must be visible. ✓ Regular head counts and roll calls to be done throughout the day to ensure all children are present and accounted for. – Educators will be provided with a list of children who are in their group.	Responsible Person Responsible Person Responsible Person	Prior to Excursion Prior to Excursion Prior to Excursion On Excursion

At Venue – Sydney Zoo

Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Vehicles in carpark upon arrival at Zoo	– Collision with vehicle/run over by vehicle	Medium Risk	<ul style="list-style-type: none"> ✓ Students supervised when embarking/disembarking from bus and instructed on safe crossing points by Sydney Zoo staff. (i.e. Pedestrian Crossings) ✓ Speed limit enforced and safety buzzer/light in use for buggies. ✓ Staff will identify themselves with Zoo uniform and safety vests 	All Educators & Zoo Staff Zoo Staff Zoo Staff	On Excursion On Excursion On Excursion
Emergency evacuation or lockdown	– Fire, extreme weather event, bomb threat	Low Risk	<ul style="list-style-type: none"> ✓ In the event of an emergency, Sydney Zoo staff will be activated to wardens to initiate evacuation, lock down or other procedures. ✓ Students and visiting teachers will listen to and follow instructions from Sydney Zoo wardens. ✓ 3 evacuation points exist at Sydney Zoo – 1 the main entry, across the pedestrian crossing. 2 The grass carpark. 3 The back gate near the restaurant into Western Sydney Parklands. ✓ Zoo staff will be in radio contact with the communications officer to determine the best course for evacuation. ✓ Lock down procedures in the event of a bomb threat or dangerous animal escape will be activated if required, students and visiting teachers will be advised which buildings to enter and Sydney Zoo staff will then lock down the building. 	Zoo Staff Zoo Staff Zoo Staff Zoo Staff Zoo Staff	On Excursion if required On Excursion if required On Excursion if required On Excursion if required On Excursion if required

Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
	– Child Protection issues	High	<ul style="list-style-type: none"> ✓ Supervision at all times, Educators to follow PAT ✓ Educators to be aware of children in their group going to the toilets and returning to group. 	All Educators	On Excursion
	– Child experiencing medical emergency	Medium Risk	<ul style="list-style-type: none"> ✓ List of children with Medical Conditions is taken on Excursion. ✓ Each child's Medication Box to be taken which contains – Medical Management Plan, Medication Form and Medication. ✓ Educators are to be aware which children have Medical Management Plans. ✓ 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. 	Responsible Person All Educators All Educators All Educators	Prior to Excursion On Excursion On Excursion On Excursion
Uneven ground, gravel, grass, playground, medical emergencies	Slips, trips and falls, medical emergencies	Medium Risk	<ul style="list-style-type: none"> ✓ First aid kit taken. ✓ Children's medical documentation, including Medical Management Plans and Medication to be taken. ✓ Staff with First Aid Certificate in attendance. ✓ For escalation of Medical Aid, please approach Sydney Zoo staff for assistance. If required the Zoo's Emergency Response Plan can be implemented, which includes First Aid Responders and Emergency Code Calls, including external communication with emergency services. 	Responsible Person Manager Responsible Person & Zoo Staff	Prepared Prior to excursion When roster is prepared On Excursion if required

Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Extreme weather	Heat stress/stroke, sunburn, storms, lightning strike, high winds, rain	Medium Risk	<ul style="list-style-type: none">✓ Responsible Person/Coordinator to make a decision on whether excursion is to proceed.✓ In the event of severe weather, Sydney Zoo's Emergency Response Plan will be enacted.✓ Rest breaks, water, sunscreen, and hats advised.	<div>Responsible Person</div> <div>Sydney Zoo Staff</div> <div>Responsible Person and all Educators</div>	<div>Day before or day of, as required</div> <div>On the day as required</div> <div>Before the Excursion and during</div>



Plan prepared by:	Full Name: Natasha Foenander	Date: 28/08/25
	Signature:	
	Role/Position: Service Support Coordinator	
Prepared in consultation with:	Full Name: Lachlan Jones	
	Signature:	
	Role/Position: Pendle Hill Activity Centre Coordinator	
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;

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 Sydney Zoo									
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