

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	Toongabbie West Activity Centre
Excursion details	Visiting our sister Centre (Lapstone Activity Centre) for a day in Bushland And Participate in an Inflatable Wack A Mole
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Tuesday 4 th February 2025
Proposed activities. List all activities that will take place during the excursion.	Visiting Lapstone Activity Centre so children are able to experience a school located in the Bushland and participate in - programmed and spontaneous activities - Recess and Lunch at Lapstone Activity Centre - Programmed activities <i>at Lapstone Activity Centre (LAC)</i> : <i>Playing on Inflatable : Wack A Mole</i> <i>Adventure Playground play</i> <i>Oval & Court play and Ripline</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 : Toongabbie West Public School – 83 Ballandella Road Toongabbie 2146 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 Centre will be involved in this Excursion along with Toongabbie West Activity Centre & Darlington Activity Centre. For LAC this is an Incursion

	<p>Travel times are approximates as depends on route taken.</p> <p>Pick up at TWAC – 9:50am</p> <p>Arrival at LAC (Drop point)– 10:30am</p> <p>Departure from LAC – 2:30pm</p> <p>Drop off at TWAC – 3:15pm</p> <p>Total duration of Excursion – approx. 5.5 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>Coach with seatbelts – 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>TWAC = 3</p> <p>DAC = 2</p>

<p>The number of children involved in the excursion.</p>	<p>TWAC = 35 DAC = 25 Total = 60</p>
<p>Any water hazards during the excursion, including any risks associated with water-based activities?</p> <p>If yes, detail in the risk assessment table below.</p>	<p>Yes / No</p> <p>Comment:</p>
<p>Educator to child ratio, including whether this excursion warrants a higher ratio.</p> <p>Provide details in the risk assessment table below.</p>	<p>1:15 (Medium risk excursion)</p>
<p>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):</p> <ul style="list-style-type: none"> • 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 out of the Service and along the verandah, down the ramp following the pathway past the Canteen continuing along the pathway down the stairs to the black gate and onto the council footpath outside 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 the bus. • 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 the bus. • 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 bus. 	

- 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 bus.
- The group will walk along the council footpath through the black gate, up the stairs following the pathway past the canteen up the ramp and along the verandah to 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 embark/disembark 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:

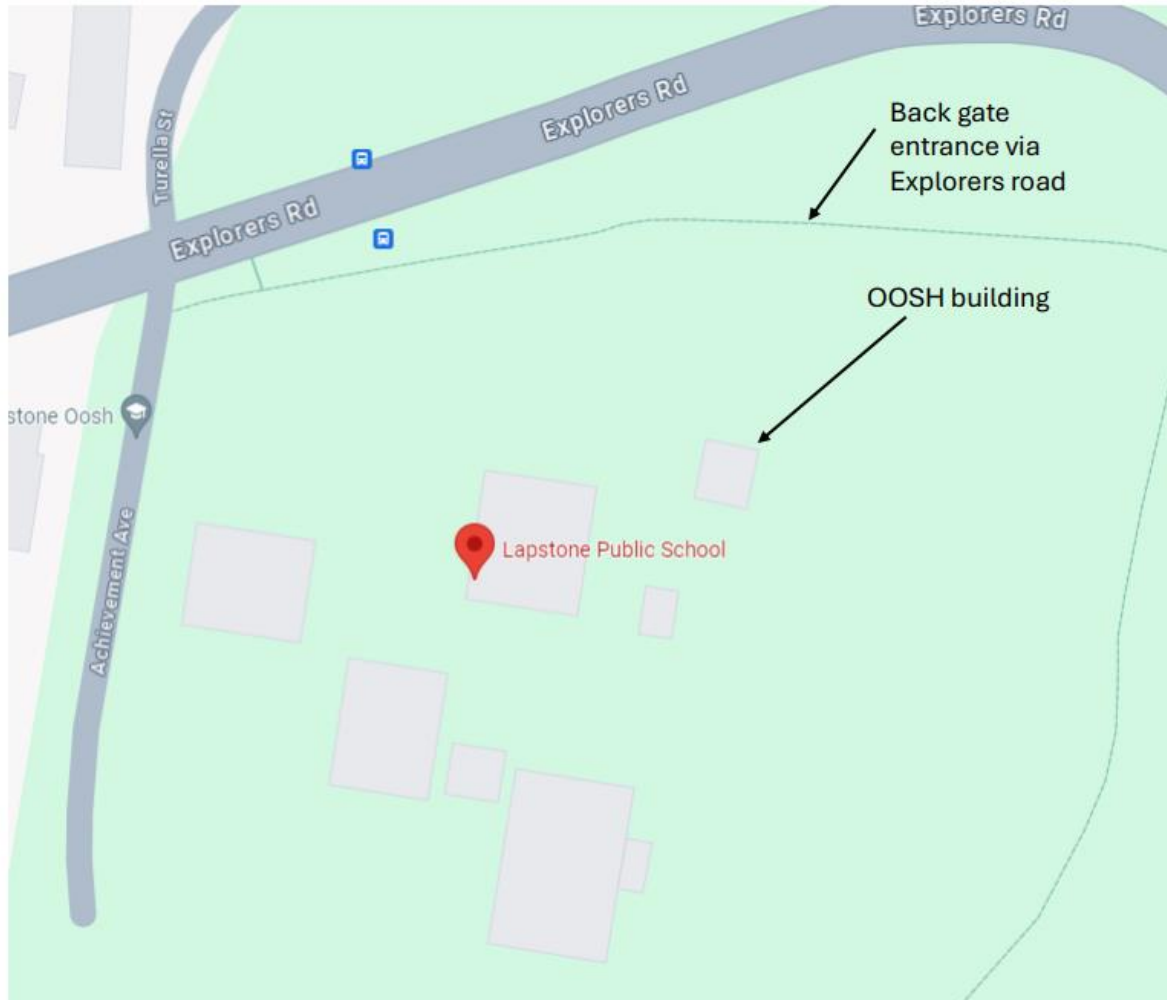
When disembarking the children will walk down the Bus steps one child at a time as the Educator writes the time and their signature next to the child's name.

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 (if required)	<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 <hr/> <hr/> <hr/> <hr/> <hr/>	<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

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
			✓ Staff will be required to read the Emergency Procedures Manual in consultation with this Risk Assessment.	All Educators	Prior to Excursion
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. ✓ Follow designated path as described above to embark/disembark 	Vac Care Coordinator Vac Care Coordinator All Educators All Educators	Prior excursion Prior excursion Prior Excursion While walking to bus
Walking to and from bus to Venue / Park	Trip on uneven footpath	Medium	✓ 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/disembark 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, sun and heat. ✓ Contact 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 services 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 Manager as soon as possible. Manager 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 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 	Responsible Person Responsible Person Responsible Person Responsible Person Responsible Person	Prior excursion Prior excursion Prior excursion Embarking & Disembarking the bus Embarking & Disembarking the bus

			✓ Conduct headcount on a regular basis especially when we are moving and boarding bus.	All Educators	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 – Lapstone Activity Centre (LAC)

Activity	Hazard	Risk <small>(use matrix)</small>	Risk Control	Who	When
Children moving around the grounds of LAC	Children leaving designated play spaces	Low	✓ On arrival at the venue, educators will explain to the children: <ul style="list-style-type: none"> ○ the location of safe boundaries of play ○ about staying with their assigned educator 	Responsible Person at LAC	Upon arrival to service
			✓ Headcounts will be maintained throughout the day	All Educators	On Excursion
Playing in Adventure playground	Lost/absconding children	High	✓ LAC Staff to accompany DAC and TWAC staff to ensure that staff are leading the children safely looking out for any potential dangers.	LAC staff	On activity
			✓ Children to be supervised at all times and when going to toilet or drink breaks staff to accompany children at all times.	All educators	On activity
			✓ Roll to be taken and headcounts to be completed; if child cannot be located, the 'missing child' procedure will be enacted.	All educators	On activity
			✓ Children who may be deemed to abscond will be closely supervised at all times.	All educators	On activity
			✓ Children will be spoken to before leaving for Adventure playground about appropriate behaviour and remaining with educators at all times	All educators	On activity

			<ul style="list-style-type: none"> ✓ A minimum of two staff members to attend so that if a child does abscond, one educator can deal with the situation at hand, while other educator remains with children. ✓ Mobile phone to be taken and /or walkie talkies to communicate with other educators if assistance is required. 	All educators	On activity
			<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 DAC/TWAC 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 	All Educators	On activity
Playing in Adventure playground	Trips/falls/bruises/sprains on the walk to and from playground	Low		All Educators	On activity
				All Educators	On activity
				LAC staff	On activity
				All Educators	On activity
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 trained in first aid to supervise in this area ✓ First aid kit and mobile phone to be taken 	LAC Staff	Prior to activity
				All Educators	On activity
				All Educators	On activity
				LAC Staff	On activity
Playing in Adventure playground	snake bites/ poison	High	<ul style="list-style-type: none"> ✓ LAC Staff to do Area check before allowing children to play (Safety Checklist) ✓ 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 ✓ Avoid area if a snake has been sighted ✓ Have poison hotline saved in OOSH phone 	Responsible Person	Prior to Activity
				All educators	On activity
				All educators	On activity
				All educators	On activity
				All educators	On activity
				All educators	On activity
				Responsible Person	Prior to Activity
Playing in Adventure playground	Broken limbs/ cuts/ bruises/ sprains/ running into other children (injuries in general)	High	<ul style="list-style-type: none"> ✓ Children are not allowed to climb/ sit on top of monkey bars at any time. ✓ Staff to be positioned to adequately supervise high risk areas ✓ One at a time down the slide 	All educators	On activity
				All educators	On activity
				All educators	On activity

			<ul style="list-style-type: none"> ✓ No running up the slide ✓ Ensure that bottom of slide is kept free ✓ Supervise Children being spun on the spinning poles and ensure they are not being spun too hard ✓ Educators are not to assist children on rock wall. If they do not have the ability to climb themselves, educators will not lift/support children ✓ Children who are being unsafe with the equipment or are not following educators instructions will be redirected to another area or the OOSH Room 	All educators	On activity
				All educators	On activity
				All educators	On activity
				All educators	On activity
				All educators	On activity
Playing in Adventure playground	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. ✓ Water bottles to be taken or trips to the bubblers offered 	All Educators	On activity
				All Educators	On activity
				All Educators	On activity

Venue – Lapstone Activity Centre (LAC)					
Activity	Hazard	Risk <small>(use matrix)</small>	Risk Control	Who	When
Play on oval and courts	Child/Educator is bitten by spiders/snakes or another animal	Medium	✓ First aid kit to be taken	All Educators	On activity
			✓ Walkie talkies to be used and service mobile phone (Bus phone) to also be taken	All Educators	On activity
			✓ Children are not to wonder off into the bush area	All Educators	On activity
	Child/Educator injured by sharp object while playing	Medium	✓ Stay away from the fence line when able	All Educators	On activity
			✓ LAC staff to do Safety checklist on area prior to its use	LAC staff	Prior to activity
			✓ If a snake/animal is seen, children are to return to the building immediately	All Educators	On activity
			✓ LAC Staff to accompany DAC/TWAC staff to ensure that staff are leading the children safely looking out for any potential dangers	All Educators	On activity

Play on oval and courts	Sun burn/ heat exhaustion	Low	✓ Educators and children must wear hats when UV is rated 3 and over.	All Educators	On activity
			✓ Educators and children must wear Sunscreen when UV is rated 3 and over. Applied and reapplied as per manufacturer's instructions.	All Educators	On activity
			✓ Children to always have shoes on	All Educators	On activity
			✓ Water bottles to be taken or trips to the bubblers offered	All Educators	On activity

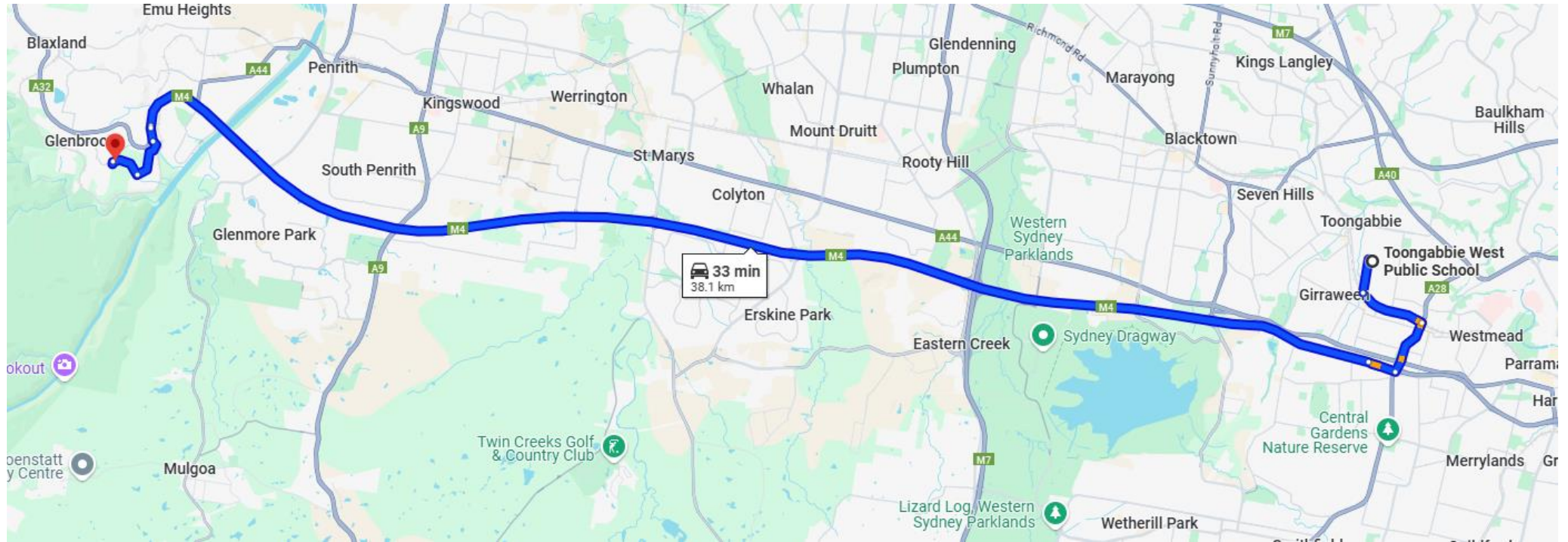
Venue – Lapstone Activity Centre (LAC)

Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
Use of Whack A Mole	Inflatable set up in an area not deemed safe for use		<ul style="list-style-type: none"> ✓ The activity will be setup in the area deemed safe by Responsible Person ✓ 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. 	Responsible person Educators Educators Educators/Responsible Person	Decided before arrival of inflatable Prior to activity Prior to activity As required
Use of Whack A Mole	Set up and Installation of equipment not done correctly	Low	<ul style="list-style-type: none"> ✓ Children/staff will not be near the inflatable. ✓ Delivery driver will set up. ✓ Buffer zones checked to ensure no collisions with trees, overhead wires and other obstacles. ✓ Set up on a level surface. ✓ Inflatable adequately secured to the ground. 	Bubbling with Energy – Provider of Whack a Mole	Upon arrival
	Entry/exit of inflatable	Medium	<ul style="list-style-type: none"> ✓ Matting at entry/exit. ✓ Crowd control. ✓ Children are not to push at entry/exit. 	Bubbling with Energy – Provider of Castle Educators Educators	Upon arrival At all times At all times

			✓ Enter/exit one at a time. 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.	Educators	At all times
	Rough play	Medium	✓ Appropriate rules are being followed at all times.	Educators	At all times
			✓ No flips, wrestling, cart wheels, fighting etc.	Educators	At all times
	Too many children on inflatable	Low	✓ Educator is to ensure correct number of children on inflatable at any time.	Educators	At all times
	Sharp objects on inflatable	Low	✓ No shoes will be worn on inflatable. Shoes to be lined up neatly in area designated for placing shoes.	Educators	At all times
			✓ No objects with sharp edge, are permitted on inflatable	Educators	At all times
	Personal accessories	Low	✓ No glasses to be worn.	Educators	At all times
			✓ Watches, hats, jewellery to be removed.	Educators	At all times
			✓ Loose accessories of any kind to be removed.	Educators	At all times
	Adverse weather – Wind	Medium	✓ Regular checks to ensure ground pegs are all weights are secured correctly.	Responsible person	Throughout the day
			✓ Deflate the inflatable on arrival of strong winds.	Educators	As needed
	Adverse weather – rain and lightening	Low	✓ Check weather app to see if forecasted for the day.	Responsible Person	At the beginning of the day
			✓ If predicted do not go ahead with activity.		
	Deflating inflatable	Low	✓ All children/staff are removed from area before Providers starts to deflate castle.	Responsible Person	At end of the day
	Power Cord	Low	✓ Provider will install power cord.	Provider	When inflatable is installed
			✓ Cord has been tested and tagged and not frayed before Provider leaves.	Responsible Person	Before Provider leaves
			✓ Children will not be allowed to play in the area that the cord is run through, thus mitigating the need for cords to be taped or fastened to the ground.	Educators	Throughout the day
	Children not listening to the rules	Low	✓ Educators are to supervise following PAT – Position, Awareness & Teamwork	Educators	Throughout the day

			<ul style="list-style-type: none"> ✓ Children reminded of the Be Safe, Be Responsible & Be Respectful rules. ✓ Children will be spoken to and explained rules before use of equipment, and importance of following them for everyone's safety. ✓ Children unable to follow set rules/instructions/boundaries will be redirected to another area or the OOSH Room 	Responsible Person	At the beginning of the day
				Educators	Throughout the day
				Educators	Throughout the day
	Inflatable deflating	Medium	✓ In case of Loss of air to inflatable item, Educator to stop play and notify Responsible person.	Educators	Throughout the day
	Educators not trained to deal with incidents/injuries	Low	✓ Educators on site are First Aid trained and First Aid Kits fully stocked.	Responsible Person	Prior to activity
	Educators not supervising correctly to identify distressed child	Medium	✓ 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.	Educators	Throughout the day
	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. ✓ Water bottles to be taken or trips to the bubblers offered 	Educators	On activity
				Educators	Before going outside
				Educators	On activity

Maps and Bus Route: Toongabbie West Primary School to Lapstone Primary School



33 min (38.1 km)



via M4

Fastest route, lighter traffic than usual

Toongabbie West Public School

83 Ballandella Rd, Toongabbie NSW 2146

- Get on Western Motorway/M4 in Greystanes from Wentworth Ave and Cumberland Hwy/A28

9 min (4.6 km)

- ⤴ Merge onto Western Motorway/M4

19 min (31.2 km)

- Take Governors Dr and Explorers Rd to Achievement Ave in Lapstone

3 min (2.3 km)

Lapstone Public School

1/3 Achievement Ave, Lapstone NSW 2773

Plan and Review			
Plan prepared by:	Full name: Liz Sakeson Signature: Role/Position: Coordinator	Date: 19/11/24	
Prepared in consultation with:	Full name: Natasha Foenander Signature: Role/Position: Service Support 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.			

