Risk assessment and management template - Excursions

Approved providers, nominated supervisors and family day care educators must ensure a risk assessment is carried out before children are taken outside the service premises on an excursion. Prior authorisation must also be obtained from parents or other authorised nominees.

ACECQA has prepared this template to assist services in undertaking risk assessments before children leave the service premises as part of an excursion, which services may wish to incorporate within their own risk assessment material.

Regulation 101 of the Education and Care Services National Regulations includes the minimum risk assessment considerations for excursions, including specific considerations when an excursion involves transporting children.

Note: A risk assessment is only required to be completed at least once for a 12 month period if the excursion is a '*regular outing**'.

*Regular outing: means a walk, drive or trip to and from a destination that the service visits regularly as part of its educational program, and where the circumstances relevant to the risk assessment are substantially the same on each outing.

Lapstone Activity Centre- Risk assessment – Ripples Penrith	
Service Name	**Lapstone Activity Centre (LAC)**
Excursion details	Ripples Penrith
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Tuesday 19th January 2027
Proposed activities. List all activities that will take place during the excursion.	- Bus travel - Swimming, playing in playground/ splash park, picnic lunch
Pick up location and destination (s). List each location travelled to and from as part of the excursion. E.g., the museum, park for lunch and service.	Pick up from Lapstone Public school, 65 Explorers road, Lapstone, 2773 Drop too Ripples Penrith, 119 Station St, Penrith NSW 2750 Return to Lapstone Public school
Estimated departure and arrival times and duration of the excursion. E.g., from the service to each destination and returning to the service.	Travel times are approximates Pick up at LAC 9:30am Arrive at Ripples 10am Depart Ripples 1:30pm Return to LAC at 2pm
Proposed route You can include an image of the route sourced online.	Refer to maps attached

Means of transport E.g., public bus, private bus, coach, private car, taxi, tram	Charted bus – Southern Cross Bus & Coach Charters 0409 586 553
Requirements for seatbelts or safety restraints in your state or territory have been met.	Yes / No Comment:
Number and full names of each adult involved in the excursion. E.g., service staff, family members, volunteers	Jessie McCulloch Leesa Mantzos Kim Salmon Chris Mallas Ethan Downward
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 Minimum 2 first aid trained staff member
The number of children involved in the excursion.	30
Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below.	Yes / No Comment:
Educator to child ratio, including whether this excursion warrants a higher ratio.	1:8

Provide details in the risk assessment table below.	

Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for):

Children will be provided with their blue Excursion T-shirt and coloured wristband with services mobile phone number upon arrival at the Centre.

A Roll Call will be conducted before leaving the Centre.

Once all children are accounted for, the children will line up and walk with Educators (one Educator must be at the front of the group, one Educator must be at the back of the group and the rest of the Educators to walk spaced throughout the group of children). The children and Educators will walk along the assigned footpath in School grounds and out of small back gate to where the Bus will be waiting in the small back carpark. If the group needs to walk up to the Bus, the children must walk on the footpath and not on the council strip to the Bus. The Educators must be spaced out between the group of children and walk on the closest to the road.

When leaving the Service the time and Educator's signature will be recorded on the Children's Signed In and Out of Transport Document as the children embark.

Upon returning to the Service the time and Educator's signature will be recorded on the Children Signed In and Out of Transport Document as the children disembark. The group will enter the small side gate and walk along the footpath next to the Canteen to reach the Service.

Children Signed In and Out of Transport document will record day, date, child's name, time and signature of Educator accounting for children embarking the Bus and time and signature of Educator accounting for children disembarking the Bus.

Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):

Each child will be accounted for when embarking and disembarking the Bus by an Educator marking them off on the Children Signed In and Out of Transport document. The time, name and signature of the person who accounted for the children who embarked and disembarked appears on this document.

When embarking the children will line up at the Bus and as the Educator writes the time and their signature next to the child's name the child will then board the Bus.

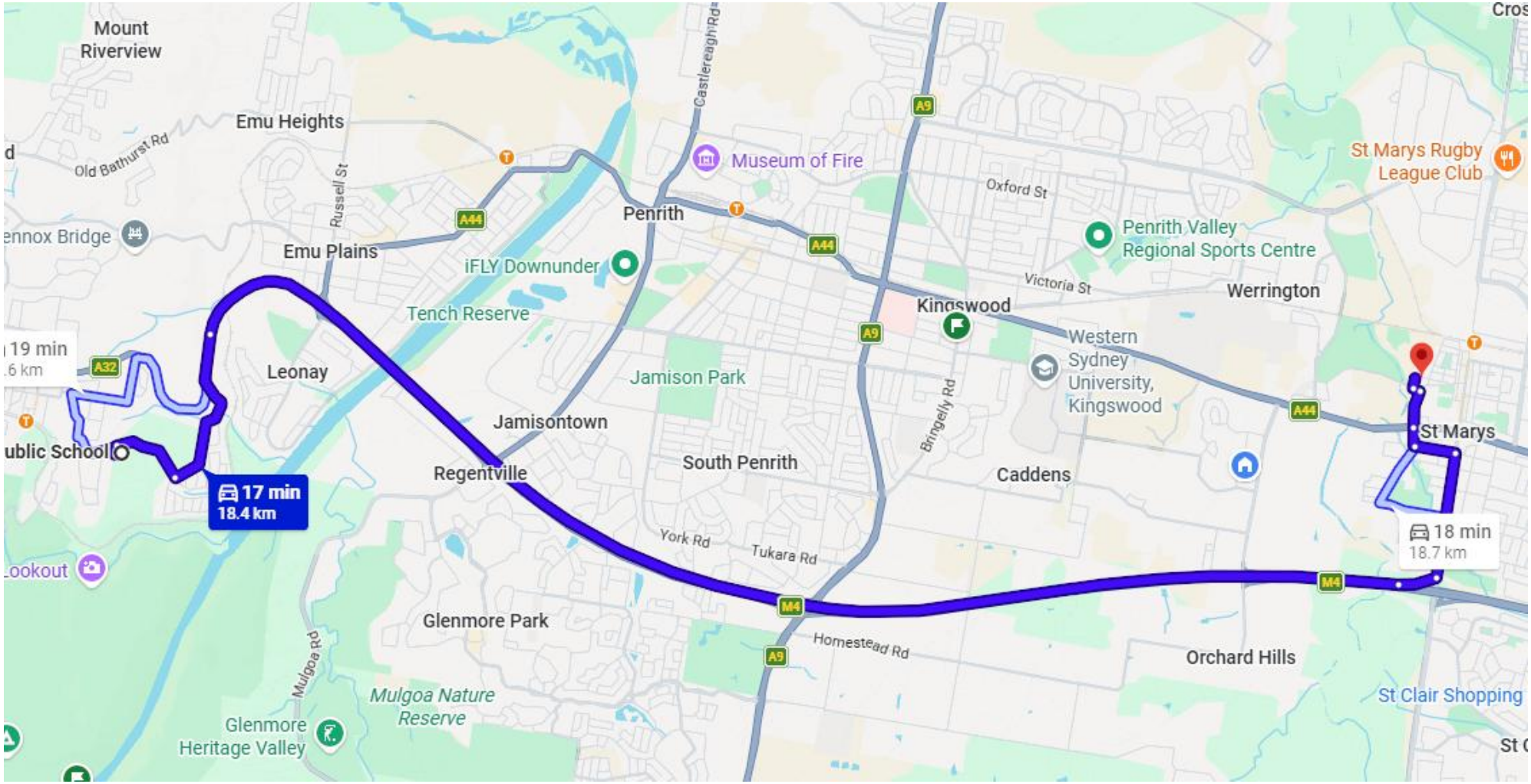
When disembarking the children will walk down the Bus steps one child at a time as the Educator writes the time and their signature next to the child's name.

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

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

Excursion checklist – items to be readily available during the excursion

(Please tick)	
☐ First aid kit	☐ List of adults involved in the excursion
☐ List of children involved in the excursion	☐ Contact information for each adult
☐ Contact information for each child	☐ Mobile phone / other means of communicating with the service & emergency services
☐ Medical Management Plans, Medication & RMP for individual children	☐ Other items, please list – 4G Ipad – Transport Policy – Safe Transportation of Children. – First Aid Policy. – Emergency Policy. – Accurate current attendance records. – Risk Assessment and Management - Single Trip Transportation of Children Safety Checklist – Risk Assessment and Management – Children Embarking and Disembarking the Vehicle for Single Trip Transportation



Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised (regulation 101(1)). This must include any risks associated with water-based activities.

Risk Rating Key

Very Low/ Low/ Moderate / High / Very High

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Bus travel	Transport incidents (to/from pool)	Moderate	- Use licensed bus/driver - Conduct headcounts at **departure, arrival, before leaving, and return- using the appropriate documentation at each step** - Seatbelts used at all times (if applicable) - Educators positioned strategically on transport to ensure all children are supervised adequately - First aids kits taken on the bus and first aid trained educator on each bus - Communication maintained across the two buses through service issued phones, or a staff phone with a waiver in place -Educators support children to enter/ exit the bus if required -Transport safety discussion to be had with the children prior to leaving	Coordinator Responsible persons All educators All educators Coordinator Responsible Persons All educators Responsible person	At all times As required At all times At all times At all times As required AS required Prior to leaving
Swimming/ playing in splash park	Drowning / near drowning	Moderate	- Maintain **constant active supervision** by qualified educators - Adhere to **1:8 ratio** (or lower depending on children's swimming ability) - Conduct headcounts every 10 mins - Only swim in **designated shallow areas** under lifeguard supervision - Ensure **qualified lifeguards** are present - Families advised prior to excursion that children must have basic swimming abilities to attend excursion - Children wear **identification wristbands**	All educators Responsible Persons Responsible Persons Responsible Persons Coordinator Coordinator Responsible Person	At all times At all times Every 10mins Whilst swimming At all times Prior to excursion Prior to leaving
	Slips, trips, and falls on wet surfaces	Moderate	- Enforce "**no running**" rule - Ensure children wear **non-slip footwear** when not in pool (if able)- families informed of appropriate footwear - Educators monitor pool deck behaviour - Provide safety briefing before swimming	All educators Parents All educators Responsible Person	At all times As required At all times Prior to swimming
	Sun exposure / heat exhaustion	Low	- Apply **broad-spectrum SPF 50+ sunscreen** before departure and reapply every 2 hours - Encourage **hats, rash shirts, and shade breaks**	All educators Responsible Person	Prior to & every 2hrs after At all times

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			- Provide **drinking water** and regular hydration breaks - Schedule visit during **cooler hours** of the day	All educators Coordinator	At all times Prior to excursion
	Behavioural / supervision challenges	Moderate	- Clear expectations explained before excursion - Group children with **assigned educators** (buddy system) - Enforce pool safety and respectful behaviour - Supervision zones clearly allocated - Children who cannot follow rules will be removed from swimming area and will stay with an educator	Responsible Person Responsible Person All educators Responsible Person All educators	Prior to leaving Prior to leaving At all times Prior to swimming As needed
	Child separation or lost child	Low	- Assign **buddy system** and educator to each group - Use **identification wrist bands** (service name, contact number – no child names) - Conduct frequent roll calls - Establish **meeting point** and lost child procedure and discuss with children at location	Coordinator Coordinator Responsible Person Responsible Person	Prior to leaving Prior to leaving Every 10mins Prior to swimming
	Medical emergencies / pre-existing conditions	Low	- Collect and carry **medical management plans** and **medication kits** (EpiPen, Ventolin, etc.) - First aid-qualified educator on duty - Ensure pool staff informed of any medical conditions - Emergency contact details accessible	Responsible Person Coordinator Coordinator Responsible Person	Prior to leaving At all times As needed At all times
	Water quality / hygiene concerns	Low	- Use only public pools with verified water testing and qualified lifeguards -Encourage children to shower before and after swimming -Exclude children with open wounds or illness	Coordinator Responsible Person Responsible Person	During planning Before & After swimming
	Inappropriate pool depth / diving	Low	- Restrict children to **shallow areas only** - No diving or jumping from edges - Constant supervision in and around pool	Responsible Person All educators All educators	At all times At all times At all times
	Weather changes (storm, lightning, cold)	Low	- Check weather forecast prior - Cease swimming immediately during lightning or thunder - Move children indoors	Coordinator Responsible Person	Day before As required

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			- Have indoor contingency plan or contact bus driver for early pick up	Responsible Person Responsible Person	As required As required
	Child protection issues	Moderate	-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. -Educator to accompany groups of children to toilets throughout the excursion – no child is to go unaccompanied. -Educators to check toilets prior to children entering to ensure there is no individuals lurking, etc.… -Report any suspicious behaviour to Excursion Supervisor – always maintain active supervision.	All educators All educators All educators	At all times As needed As needed
Picnic Lunch	Allergic reactions / food-related illness	Low	- Collect and review **medical and allergy management plans** - No sharing of food between children - Exclude known allergens from picnic food -Ensure food is stored in lunch boxes and in a shaded area. - Inform families prior to excursion not to pack high risk foods that require refrigeration - Carry EpiPens and first aid kit	Responsible Person Educators & Children Responsible Person Responsible Person Coordinator Responsible Person	Prior to leaving During eating Prior to excursion Prior to excursion prior to excursion At all times
	Insect bites / stings	Low	- Inspect area for ant nests or bee activity before setup - Have first aid kit with bite/sting treatments - Monitor for allergic reactions	All educators Responsible Person All educators	Prior to picnic Prior to excursion At all times
	Litter or environmental hazards	Low	- Supervise pack-up - Dispose of rubbish properly - Conduct final area sweep before leaving	All educators Educators & Children All educators	At pack up At all times Before leaving

Completed by: Leesa Mantzos	**Approved By:** Jessie McCulloch
Signature: **Date:** 10/11/2025	**Signature:** **Date:** /11/2025

Supervision Plan

- **Ratios:** 1:8 (in pool); 1:10 (out of pool or non-swimming activities).
- **Supervision zones:**
  - **Zone 1:** Shallow pool area
  - **Zone 2:** Pool edge / deck
  - **Zone 3:** Change rooms / bathrooms
- **Buddy system** enforced.
- **Continuous headcounts** and roll calls at transitions.
- **Qualified lifeguards** in attendance at all times.

Plan prepared by:	Full Name: Leesa Mantzos	Date: 10/11/2026
	Signature:	
	Role/Position: LAC Coordinator	
Prepared in consultation with:	Full Name: Jessie McCulloch	
	Signature:	
	Role/Position: ACI Manager	
Communicated to relevant staff:	Yes/No	
Write names of Educators communicated to See communication page attached	Comment if needed:	

Vehicle safety information reviewed and attached	
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a 'regular outing'*, a risk assessment must be undertaken at least annually.	Another excursion to Ripples

Risk Matrix

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

Risk Assessment Communication Record for Ripples Excursion					
Date of Review: 10/11/26	Person/s who completed Review: Leesa Mantzos		Date of Review:	Person/s who completed Review:	
Changes Made: YES / NO			Changes Made: YES / NO		
Notes: Updated date/time			Notes:		
Educator/Staff Name	I have read and understood this Risk Assessment (tick)	Date & Signature	Educator/Staff Name	I have read and understood this Risk Assessment (tick)	Date & Signature
