



## Risk assessment and management template - Excursions TIMEZONE

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 –Timezone Penrith

<b>Service Name</b>	Lapstone Activity Centre (LAC)
Excursion details	Time Zone Penrith
<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 15 <sup>th</sup> July, 2026
<b>Proposed activities.</b> List all activities that will take place during the excursion.	- Bus travel - Playing a variety of different arcade games
<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 Lapstone Public school, 65 Explorers road, Lapstone, 2773  Drop too Time Zone 123 Mulgoa road, Penrith 2750.  Return to Lapstone 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 LAC 10am Arrive at Time Zone at 10:20am Depart Time Zone at 12:15pm Return to LAC at 12:30pm
<b>Proposed route</b> You can include an image of the route sourced online.	Refer to maps attached
<b>Means of transport</b> E.g., public bus, private bus, coach, private car, taxi, tram	Chartered bus – Penrith mini bus

<p><b>Requirements for seatbelts or safety restraints in your state or territory have been met.</b></p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Comment:</p>
<p><b>Number and full names of each adult involved in the excursion.</b></p> <p>E.g., service staff, family members, volunteers</p>	<p>Jessie McCulloch- 0407 115 782</p> <p>Ethan Downward- 0427 598 582</p> <p>Chris Mallas- 0432 960 481</p>
<p><b>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</b></p> <p>E.g. for children’s individual needs.</p>	<p>3</p> <p>Minimum 1 first aid trained staff member</p>
<p><b>The number of children involved in the excursion.</b></p>	<p>20-25</p>
<p><b>Any water hazards during the excursion, including any risks associated with water-based activities?</b></p> <p>If yes, detail in the risk assessment table below.</p>	<p>Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>Comment:</p>
<p><b>Educator to child ratio, including whether this excursion warrants a higher ratio.</b></p> <p>Provide details in the risk assessment table below.</p>	<p>1:8</p>
<p><b>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):</b></p> <p>Children will be provided with their blue Excursion T-shirt and coloured wristband with services mobile phone number upon arrival at the Centre.</p> <p>A Roll Call will be conducted before leaving the Centre.</p> <p>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</p>	

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.

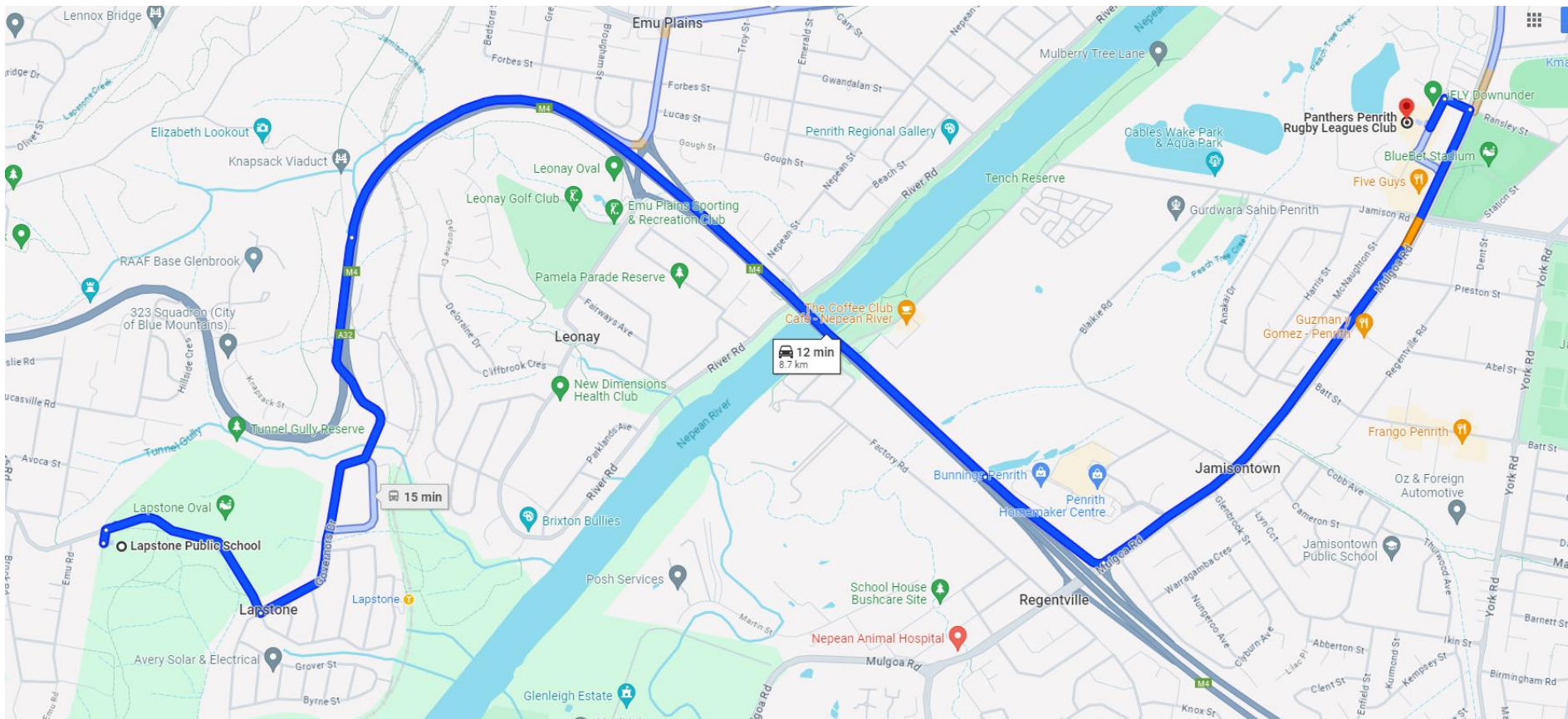
A Head Count will be conducted by other Educators to ensure the number of children disembarking corresponds with the number of children lining up after disembarking.

**Excursion checklist – items to be readily available during the excursion**

(Please tick)

<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	<input type="checkbox"/> Other items, please list – 5G 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



**Risk Rating Key**

Very Low/ Low/ Moderate / **High** / Very High

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Transport to/from excursion	Driver unqualified	High	<ul style="list-style-type: none"> <li>- Bus company to provide appropriately licensed and qualified driver in accordance with transport regulations and service policies.</li> </ul>	Bus Company	Prior to excursion
	Incorrect use/non-use of restraints	High	<ul style="list-style-type: none"> <li>- Educators visually check all children are correctly wearing seatbelts before bus departs.</li> <li>- Bus will stop if seatbelt removed while vehicle in motion.</li> </ul>	Educators	During transport
	Vehicle breakdown or malfunction	Medium	<ul style="list-style-type: none"> <li>- Children remain on bus if safe.</li> <li>- If evacuation required, children moved to safe shaded area away from traffic.</li> <li>- Water bottles carried.</li> <li>- Service and Head Office notified.</li> </ul>	Educators & Driver	During transport
	Vehicle accident/crash	High	<ul style="list-style-type: none"> <li>- Objects secured in vehicle.</li> <li>- Educators with current First Aid, CPR, Asthma and Anaphylaxis training present.</li> <li>- Emergency procedures followed, First Aid administered, Emergency Services contacted if required.</li> </ul>	Educators & Driver	During transport
	Bus unregistered or unsafe	High	<ul style="list-style-type: none"> <li>- Ensure bus registration, insurance and safety compliance checks are current prior to departure.</li> </ul>	Bus Company & Coordinator	Prior to excursion
	Safety equipment not operational	High	<ul style="list-style-type: none"> <li>- Fire extinguishers and emergency equipment checked and operational.</li> <li>- Emergency exits identified to Educators and children.</li> </ul>	Bus Company	Prior to departure
	Fire onboard bus	High	<ul style="list-style-type: none"> <li>- Driver to immediately stop bus and evacuate passengers safely with Educators assisting children.</li> <li>- Emergency services contacted where required.</li> <li>- Educator to notify Service and Head Office ASAP.</li> </ul>	Driver & Educators	During transport

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Walking to/from bus	Trips, falls or pedestrian injury	Medium	<ul style="list-style-type: none"> <li>- Educators supervise children walking in single file along footpaths.</li> <li>- Hazards monitored and children reminded of road and pedestrian safety rules.</li> </ul>	Educators	During transition
Boarding/disembarking bus	Trips and falls	Medium	<ul style="list-style-type: none"> <li>- Educators physically assist children embarking and disembarking where required.</li> </ul>	Educators	During transport
Excursion supervision	Children becoming separated from group	High	<ul style="list-style-type: none"> <li>- Children briefed on excursion expectations and what to do if lost.</li> <li>- Regular head counts and roll calls conducted.</li> <li>- Children grouped with assigned Educators.</li> <li>- Service excursion shirts and wristbands worn at all times.</li> <li>- Educators stationed near exits.</li> </ul>	Responsible Person & Educators	Throughout excursion
	Child absconding or abduction	High	<ul style="list-style-type: none"> <li>- Active supervision maintained at all times.</li> <li>- Educators positioned strategically throughout venue including entrances/exits.</li> <li>- Emergency response plan implemented immediately if child missing.</li> </ul>	Responsible Person & Educators	Throughout excursion
Child Protection	Child protection concerns/public interaction risks	High	<ul style="list-style-type: none"> <li>- Children supervised at all times.</li> <li>- No child permitted to attend toilets unaccompanied.</li> <li>- Educators check toilet areas prior to entry.</li> <li>- Children instructed not to engage with strangers.</li> <li>- Suspicious behaviour immediately reported.</li> </ul>	All Educators	Throughout excursion
Medical	Asthma, allergy or anaphylaxis reaction	High	<ul style="list-style-type: none"> <li>- Medical management plans and medication taken on excursion.</li> <li>- Educators aware of children with medical needs and trained staff allocated within same group as child.</li> <li>- Risk minimisation strategies followed.</li> </ul>	Responsible Person & Educators	Prior to and during excursion
Venue participation	Concussion, cuts, bruises, fractures, sprains or strains	Medium	<ul style="list-style-type: none"> <li>- Safety expectations discussed before excursion.</li> <li>- Children supervised using PAT (Position Awareness Teamwork).</li> <li>- Hazards avoided or isolated.</li> <li>- Children follow Timezone staff instructions.</li> </ul>	Responsible Person & Educators	Throughout excursion

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			<ul style="list-style-type: none"> <li>- First Aid kit accessible.</li> </ul>		
Arcade games and equipment	Children using arcade games incorrectly	Medium	<ul style="list-style-type: none"> <li>- Appropriate behaviour expectations and consequences explained before excursion.</li> <li>- Children instructed on safe use of arcade equipment.</li> <li>- Appropriate footwear and clothing required.</li> </ul>	Responsible Person & Educators	Prior to and during excursion
Hygiene & infection control	Spread of germs through shared gaming equipment	Medium	<ul style="list-style-type: none"> <li>- Children encouraged to sanitise hands before eating and after gaming.</li> <li>- Educators encourage good hygiene practices.</li> <li>- Shared surfaces and equipment managed in line with venue hygiene procedures.</li> </ul>	Educators	During excursion
Digital Technology	Exposure to inappropriate digital content or online interaction	Medium	<ul style="list-style-type: none"> <li>- Children only access age-appropriate games and supervised digital content.</li> <li>- No unrestricted internet access permitted.</li> <li>- Educators monitor game suitability and interactions at all times.</li> </ul>	Educators	During excursion
	Unsafe photography, filming or sharing of images	Medium	<ul style="list-style-type: none"> <li>- Children reminded about safe and respectful use of technology.</li> <li>- Educators ensure no unauthorised photos/videos are shared online.</li> <li>- Service privacy and child protection policies followed.</li> </ul>	Educators	Throughout excursion
Paramount Consideration	Child wellbeing not prioritised in decision making	High	<ul style="list-style-type: none"> <li>- All decisions and supervision practices during excursion prioritise children's safety, wellbeing and best interests in accordance with Child Safe Standards and service policies.</li> </ul>	All Educators	Throughout excursion
Communication	Loss of communication between educator groups	Medium	<ul style="list-style-type: none"> <li>- Educators always carry charged service mobile phones and emergency contact details for communication between groups and emergency response.</li> <li>- Only authorised staff to have a personal device on them as required for emergencies</li> </ul>	Educators	Throughout excursion
Documentation	Transport/excursion documentation incomplete	Medium	<ul style="list-style-type: none"> <li>- All required transport and excursion documentation completed, including embark/disembark records, head counts, vehicle checks and attendance verification.</li> </ul>	Educators	Before, during and after excursion

<b>Completed by:</b> Leesa Mantzos  <b>Signature:</b> _____	<b>Approved By:</b> Jessie McCulloch  <b>Signature:</b> _____
<b>Date:</b> 26.5.26	<b>Date:</b> 27.5.26

Risk Matrix						
Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Very High	Very High
	Significant	Moderate	Moderate	High	High	Very High
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

### Risk Assessment Communication Record - Timezone

<b>Date of Review:</b> 26.5.26	<b>Person/s who completed Review:</b> Leesa Mantzos	<b>Date of Review:</b>	<b>Person/s who completed Review:</b>
<b>Changes Made:</b> YES / NO		<b>Changes Made:</b> YES / NO	
<b>Notes:</b> New updated format *Added dedicated Digital Technology section including: <ul style="list-style-type: none"> <li>inappropriate digital content risks</li> <li>supervised gaming expectations</li> <li>privacy and image-sharing risks</li> </ul> *Paramount Consideration section to reflect child safety and wellbeing as the primary consideration in all decision-making. *Hygiene and infection control measures for shared arcade equipment. *Expanded communication procedures between educator groups. *Strengthened supervision and child protection wording. *Improved transport emergency procedures and evacuation responses. *Added references to PAT supervision strategies and child-safe practices.		<b>Notes:</b>	

