



## Risk assessment and management template - Excursions – Zone Bowling

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 – Risk Assessment – Zone Bowling Risk Assessment

<b>Service Name</b>	Toongabbie West Activity Centres (TWAC)
Excursion details	Zone Bowling 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 8 <sup>th</sup> July 2026
<b>Proposed activities.</b> List all activities that will take place during the excursion.	<ul style="list-style-type: none"> <li>• Bus travel</li> <li>• Playing a variety of arcade games</li> <li>• Participating in laser tag</li> <li>• Bowling</li> </ul>
<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.	<p>Pick up from Toongabbie West Activity Centres – 83 Ballandella Road, Toongabbie, 2146</p> <p>Drop to Zone Bowling Penrith, 72 Batt St, 62, Jamisontown New South Wales 2750</p> <p>Return to Toongabbie West Activity Centres – 83 Ballandella Road, Toongabbie, 2146</p>
<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.	<p>Travel times are approximates</p> <p>Pick up at TWAC at 9.50am</p> <p>Arrive at Zone Bowling 10.30am</p> <p>Depart Zone Bowling 12.30pm</p> <p>Return to TWAC at 1.10pm</p>
<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	Baxter's - coach

<p>Requirements for seatbelts or safety restraints in your state or territory have been met.</p>	<p><input checked="" type="radio"/> Yes / <input type="radio"/> 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>As per Roster</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>5 x Staff</p> <p>*Minimum 1 first aid trained staff member*</p> <p>2 x additional Inclusion Support Staff</p> <p>Total 7 staff for 40 children</p>
<p>The number of children involved in the excursion.</p>	<p>Max 40</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 / <input checked="" type="radio"/> No</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>1:8</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 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.</p>	

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)

First aid kit

List of adults involved in the excursion

List of children involved in the excursion

Contact information for each adult

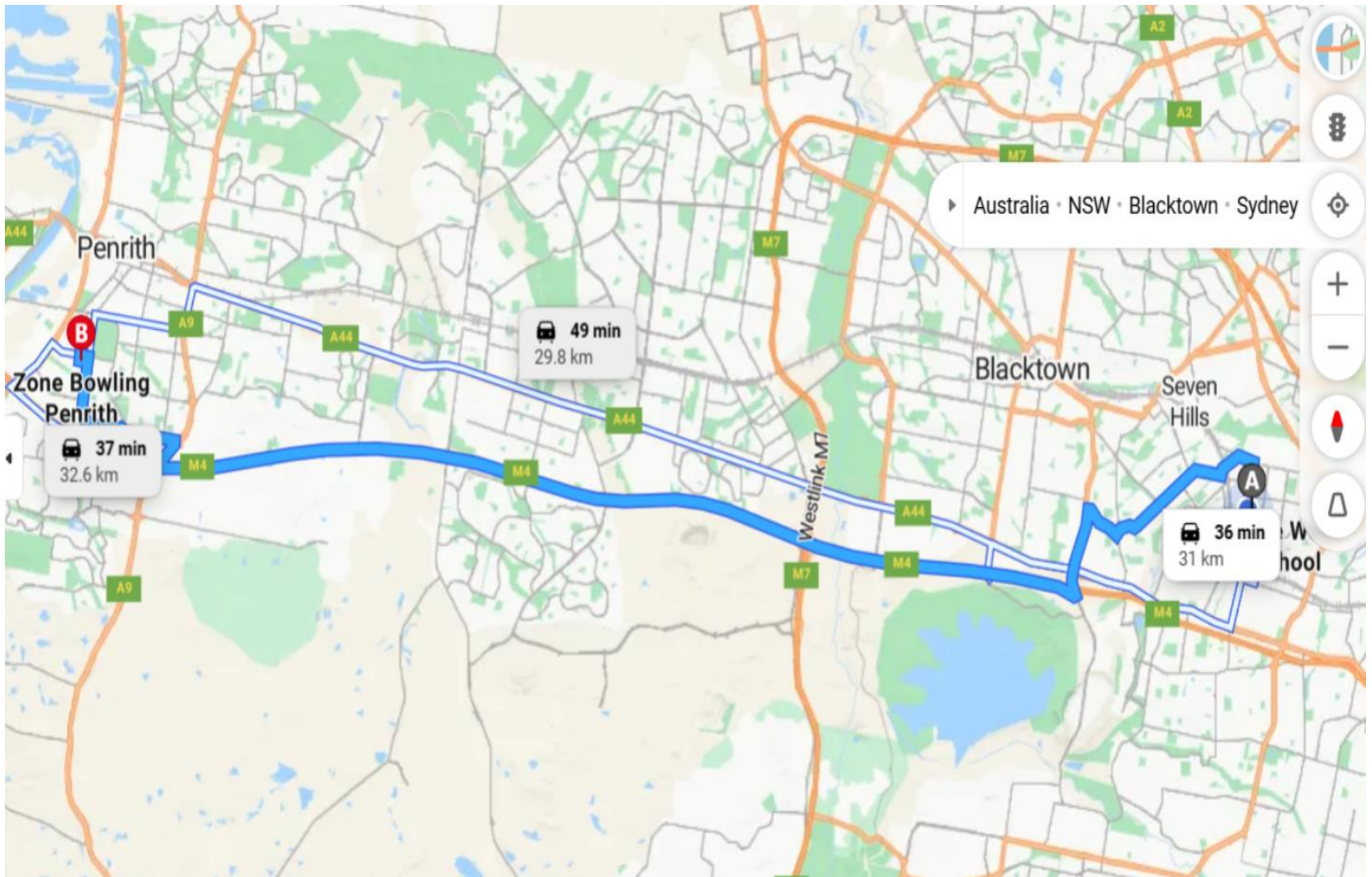
Contact information for each child

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

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><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> |
|--|---|



**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 have a strong sense of Identity** = The excursion will allow the children to have explore and engage with social and physical environments at a pace they feel comfortable. They will have free choice of what activities they wish to participate in and will have an opportunity to establish and maintain respectful and trusting relationships with other children and educators, all helping children *feel safe, secure, and supported* (1.1). Children will also be able to *‘develop their autonomy, interdependence, resilience and sense of agency’* (1.2) and *‘children develop knowledgeable and confident self-identities’* (1.3). Children will be open to new challenges, discoveries and experiences, as well as being able to take risks with their decision making and to cope with unexpected – teaching them resilience and a sense of wellbeing. They will learn the value of persistence and ‘having a go’ if their first attempt is unsuccessful. Children will be motivated to succeed, with the assistance of educators. The excursion venue will promote a sense of belonging to a team environment and encourage them to make choices and decisions, providing opportunities for children to celebrate and acknowledge achievements, of not only themselves but of their peers, in mastering a new skill and achievement at the various activities available at the venue – providing children with self-belief and self-worth, that if they try hard enough, persevere, and work together with peers they can achieve anything they put their mind to providing them with an sense of identity and a feeling of belonging.

**Outcome 2 – Children are connected with and contribute to their world** = The nature of this excursion means that children will be provided with a multiple of ways that they can participate in and contribute to group activities with peers. It will provide children to learn how to negotiate roles and relationships in play experiences with one another and *develop a sense of belonging to groups and communities* (2.1).

**Outcome 3 – Children have a strong sense of Wellbeing** = ‘Physical wellbeing contributes to children’s ability to socialise, concentrate, cooperate and learn’. Through this excursion children will be able to take responsibility and mindful of their own safety and that of peers and provide children with confidence and independence in being able to achieve things for themselves, this will contribute to their sense of becoming, learning and development. The activities children will participate at TWAC will allow them to accept challenges, take considered risk, and cope with frustrations, as well as allow opportunities for children to demonstrate trust and confidence in peers and educators, through collaboration, in addition to sharing moments of humour, happiness, satisfaction and celebration. Educators will be present to ensure that while children are challenged, they affirm children’s efforts, to have knowledge, understanding and respect for each child and support children to persevere when faced with a challenge. This will allow *‘children to become strong in their social and emotional wellbeing’* (3.1). In addition, a strong sense of wellbeing will be maintained through *‘children taking increasing responsibility for their own health and physical wellbeing’* (3.2). Children will be having fun, while participating in physical play that will challenge them, demonstrate increasing competence, confidence and skills through manipulating new equipment and tools, with the assistance, encouragement and guidance of educators. In taking responsibility for their own wellbeing, they will be able negotiate the environment, ensuring their safety and wellbeing as well as that of peers, and develop gross motor skills.

**Outcome 4 – Children are confident and involved learners** = TWAC 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) Physical activity and exposure to new experiences will challenge children’s belief in their own ability, and encourage children to explore, experiment and take appropriate risks. The activities 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 both challenge them and allow them to investigate and explore new ideas and physical abilities. Children will be provided with opportunities and skills to demonstrate and develop leadership skills amongst their peers. Children will be able to make choices and take control of activities and experiences and consider strategies to achieve goals, experiment, have opportunities to engage in trial and error and solve problems.

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 West Activity Centre

Activity	Hazard	Risk (use matrix)	Risk Control	Who	When
<b>Travel Via Bus</b>			*as per Policies and Procedures, Education and Care Services National Regulations and Law and WHS Regulations and Law*		
	Driver is unqualified	Low	<ul style="list-style-type: none"> <li>- Bus company provides correctly qualified driver for size of vehicle</li> <li>- Check bus driver's license prior to embarking the bus at the service</li> </ul>	Bus company	At all times
	Bus is unregistered	Low	<ul style="list-style-type: none"> <li>- Ensure bus is registered</li> </ul>	Bus company	Prior to travel
	Safety equipment is not operational	Medium	<ul style="list-style-type: none"> <li>- Every fire extinguisher fitted in a commercial vehicle will be of a type with a hose to assist in gaining access to awkward locations</li> </ul>	Bus company	At all times
	Onboard fire	Medium	<ul style="list-style-type: none"> <li>- 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.</li> </ul>	Driver, educators, responsible person	If required
<b>Travel Via Bus</b>	Walking to bus	High	<ul style="list-style-type: none"> <li>- Educators ensure children walk along footpath in single line to Bus</li> </ul>	All educators	When walking to and from the bus

<b>Travel Via Bus</b>			<ul style="list-style-type: none"> <li>- Educators are to be positioned so 1 is at the front, 1 is at the back, and the rest spread between the children.</li> </ul>		
	Trips/falls when (dis)embarking	Medium	<ul style="list-style-type: none"> <li>- Educators actively supervise children and monitor footpath for hazards while walking together along footpath.</li> <li>- Educators physically assist children to embark where required.</li> </ul>	All educators	When walking to the bus and embarking
	Injury due to non-use/incorrect use of restraints	Medium	<ul style="list-style-type: none"> <li>- Only a bus with fitted seatbelt restraints will be used</li> <li>- Educators will remind children seatbelts must be always worn throughout travel</li> <li>- Educators visually monitor and check that children are correctly wearing seat belts.</li> <li>- If child is not wearing seat belt whilst bus is in motion, the bus will be stopped until seat belt is correctly worn.</li> <li>- Educators will position themselves throughout the bus to actively supervise all children</li> </ul>	Bus company  Educators/children  All educators  Child, educator, driver  All educators	At all times  Throughout trip  Before leaving and regularly If required  When embarking
	Vehicle breakdown or malfunction	High	<ul style="list-style-type: none"> <li>- Keep children on bus if safe to do so. 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> <li>- Educator to contact Service as soon as practicable. Service to contact Head Office ASAP. Children encouraged to have full water bottles in case of an incident.</li> </ul>	All educators  All educators  Responsible person	If required  If required  If required

	Crash involvement	high	<ul style="list-style-type: none"> <li>- Objects are safely stowed and secured in vehicle to minimise movement in a crash.</li> <li>- Charged mobile phone and contact numbers carried on board.</li> <li>- At least 1 educator will have current first aid, asthma and anaphylaxis training.</li> <li>- Bus Driver and Educators will assist all passengers safely off the Bus.</li> <li>- Educators will move children to a safe area (if able to move children).</li> <li>- Educator will provide First Aid (if required).</li> <li>- Educator to contact Emergency Services (if required).</li> <li>- Bus Driver to contact Bus Company.</li> <li>- Educator to contact Head Office ASAP</li> </ul>	<p>Children, educators &amp; driver</p> <p>Responsible person Management</p> <p>Driver and all educators All educators</p> <p>Educator with first aid Responsible person</p> <p>Driver Responsible person</p>	<p>At all times</p> <p>At all times</p> <p>When rostering</p> <p>If required</p> <p>If required</p> <p>If required</p> <p>If required</p> <p>If required</p>
<b>Travel Via Bus</b>	Educators do not follow ACI Transport Policy-Safe Transportation of Children when children <u>embark</u> the vehicle	High	<p>Procedures to be carried out by Educators when children embark the vehicle</p> <p>Educators will:</p> <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 the vehicle</li> <li>- record time of the child embarking and Educator's signature</li> <li>- Conduct headcount</li> </ul>	<p>Educators</p> <p>Educators</p> <p>Educators</p>	<p>When embarking</p> <p>When embarking</p> <p>When embarking</p>
	Educators do not follow ACI Transport Policy-Safe Transportation of Children when children <u>disembark</u> the vehicle	High	<p>Procedures to be carried out by Educators when children disembark vehicle</p> <p>Educators will:</p> <ul style="list-style-type: none"> <li>- mark each child's name off the Children Signed and Out of Transport</li> </ul>	<p>Educators</p>	

			<ul style="list-style-type: none"> <li>document as children disembark the vehicle</li> <li>- record time of the child disembarking the vehicle and Educator's signature</li> <li>- conduct head count</li> <li>- conduct vehicle check to ensure no child remains in the vehicle</li> </ul>	<p>Educators</p> <p>Educators</p> <p>Educators</p>	<p>When disembarking</p> <p>When disembarking</p> <p>When disembarking</p> <p>When disembarking</p>
	Documentation not completed and signed off by Educator	Medium	<ul style="list-style-type: none"> <li>- Educator must complete all required documentation as per ACI Transport Policy-Safe Transportation of Children</li> </ul>	Educators	As required
<b>TimeZone Penrith</b>	Children being abducted/absconding	High	<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 staff in maintaining supervision.</li> <li>- Head count taken on a regular basis especially when moving around.</li> <li>- Coloured wrist bands provided and placed on child's wrist will have the service's phone number.</li> <li>- Educator to be stationed near entrance/exit when applicable and all educators to be aware of children's movements eg. Toileting.</li> </ul> <p>If a child cannot be located:</p> <ul style="list-style-type: none"> <li>- Responsible person/Educators to coordinate searchers and search</li> </ul>	<p>All educators</p> <p>Educators and children</p> <p>All educators</p> <p>Educators and children</p> <p>All educators</p> <p>Responsible person , all educators</p>	<p>Prior to leaving</p> <p>Prior to leaving</p> <p>Frequently</p> <p>Prior to leaving</p> <p>As required</p> <p>If required</p>
<b>TimeZone Penrith</b>					

			<p>area while supervision of other children is maintained</p> <ul style="list-style-type: none"> <li>- Notify Emergency Services e.g., police, fire, ambulance.</li> <li>- If missing child not found within reasonable time contact Head Office.</li> <li>- Head Office to notify parents.</li> </ul>	<p>Responsible person</p> <p>Responsible person</p> <p>Head office</p>	<p>If required</p> <p>If required</p> <p>If required</p>
<b>TimeZone Penrith</b>	Child becoming separate from group	High	<ul style="list-style-type: none"> <li>- Children will be informed to always stay with educators and what to do if they become separated from the group.</li> <li>- When using the bathroom, staff will check to ensure nobody else (when possible) in is there. Children will go in groups of 2 minimum, while the educator stands at the door.</li> <li>- Educators not to leave children unattended at venue and to ensure all children stick together in their group (if applicable)</li> <li>- All children will be in blue Excursion T-shirt which must be visible</li> <li>- Regular head counts and roll calls to be conducted throughout the day to ensure all children are present and accounted for.</li> <li>- Educators to have service mobile phones and/or walkie talkies on them to ensure ongoing communication between groups.</li> <li>- Children will wear a coloured wrist bands which has the services mobile phone number on it</li> <li>- Educators will position themselves using PAT approach</li> </ul>	<p>Children and educators</p> <p>Children and educators</p> <p>Educators</p> <p>Children and educators</p> <p>All educators</p> <p>All educators</p> <p>Children and educators</p> <p>All educators</p>	<p>Prior to leaving</p> <p>As required</p> <p>At all times</p> <p>At all times</p> <p>Regularly</p> <p>At all times</p> <p>At all times</p>

<b>TimeZone Penrith</b>	Child protection issues	High	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Educator to accompany minimum of 2 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 Excursion Supervisor – always maintain active supervision.</li> </ul>	All educators	At all times
				All educators	As required
				All educators	As required
				All educators	As required
			If approached –		
			<ul style="list-style-type: none"> <li>- Keep still and do not make sudden moves.</li> </ul>	Everyone	As required
			<ul style="list-style-type: none"> <li>- Do not use phone in perpetrator’s presence.</li> </ul>	Everyone	As required
			<ul style="list-style-type: none"> <li>- Obey perpetrator’s instructions.</li> </ul>	Everyone	As required
			<ul style="list-style-type: none"> <li>- Observe perpetrator’s appearance.</li> </ul>	Everyone	As required
			<ul style="list-style-type: none"> <li>- Allow perpetrator to leave but do not follow.</li> </ul>	Everyone	As required
<ul style="list-style-type: none"> <li>- Educators are to ensure children stay in designated area and not engage in conversations with strangers.</li> </ul>	Everyone	As required			
<ul style="list-style-type: none"> <li>- Notify Emergency Service</li> </ul>	Responsible person	As required			
Child experiencing medical emergency (asthma, allergic reaction, anaphylactic reaction)	High	<ul style="list-style-type: none"> <li>– List of children with Medical Conditions is taken on Excursion.</li> </ul>	Responsible person	When on excursion	
		<ul style="list-style-type: none"> <li>– Each child’s Medication Box to be taken which contains – Medical Management Plan, Medication Form and Medication.</li> </ul>	Responsible person	When on excursion	
			All educators		

<b>TimeZone Penrith</b>			<ul style="list-style-type: none"> <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>	<p>All educators/ responsible person</p> <p>All educators</p>	<p>At all times</p> <p>At all times</p> <p>At all times</p>
	Physical safety compromised/inappropriate behaviour	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 Event Organiser and Zone Bowling Staff.</li> <li>- Children that have Medical Action Plans to Allergies, Asthma will have their Medication Box taken on Excursion</li> </ul>	<p>All educators</p> <p>All educators</p> <p>All educators/responsible person</p> <p>All educators/children</p> <p>Responsible person</p>	<p>Prior to leaving and as required</p> <p>During excursion</p> <p>As needed</p> <p>At all times</p> <p>When on excursion</p>
	Arcade games	High	<ul style="list-style-type: none"> <li>- As part of our pre-excursion discussion, expectations will be outlined for appropriate behaviour</li> </ul>	<p>Educators, children and families</p>	<p>Prior to leaving</p>

TimeZone Penrith			<p>and consequences for inappropriate behaviour. Children and families will be advised that should there be inappropriate behaviour, children will miss out on excursion activities and may even need to be picked up</p> <ul style="list-style-type: none"> <li>- Children to be made aware of the safety rules for Zone Bowling, along with the OOSH rules.</li> <li>- Appropriate clothing and footwear to be always worn</li> <li>- Staff will be stationed near the entrance/exit (if applicable) to ensure no children are able to leave without our direct supervision</li> <li>- A minimum of 1:8 educators to child ratio will be maintained at all times to ensure adequate supervision and allow for emergencies</li> </ul>	<p>Bowling staff, educators and children</p> <p>Everyone</p> <p>All educators</p> <p>Management</p>	<p>Prior to leaving and as required</p> <p>At all times</p> <p>As required</p> <p>When rostering</p>
	Bowling	High	<ul style="list-style-type: none"> <li>- Children must wear appropriate shoes and remain behind the 'slip line'.</li> <li>- Children will be reminded to walk not run throughout the premises, especially when bowling.</li> <li>- Staff will be positioned throughout the lanes to adequately supervise</li> </ul>	<p>Everyone</p> <p>Children/educators</p> <p>All educators</p> <p>All educators</p>	<p>At all times</p> <p>Before bowling and as required</p> <p>When bowling</p> <p>As required</p>

<b>TimeZone Penrith</b>			<ul style="list-style-type: none"> <li>- Encourage children to use an appropriate ball size</li> <li>- Ball ramps will be offered</li> <li>- Children will be reminded to move away from the person bowling with at least 1 metre of space</li> </ul>	TimeZone staff	As required
				Educators and children	As required
	Laser tag	High	<ul style="list-style-type: none"> <li>- Children will be reminded the laser tag area is dark, and if they express feelings of concerns they can stay with an educator or engage in alternative options</li> <li>- Children will be encouraged to participate in slow, careful movements and an awareness of their surroundings</li> <li>- Staff stationed within the laser tag area to supervise</li> <li>- Zone Bowling will have emergency lighting accessible</li> <li>- Wear closed in shoes</li> <li>- Children reminded no physical contact and encouraged to walk</li> <li>- Educators to monitor and intervene if safety concerns arise</li> <li>- Check with Zone Bowling staff that area has been checked for hazards.</li> </ul>	Educators and children	Prior/during laser tag
				Children and educators	Prior/during laser tag
				All educators	During laser tag
				Zone bowling	At all times
				Everyone	At all times
				Children and educators	Prior to laser tag and as required
				All educators	As required
				Educators and zone bowling staff	Prior to laser tag
			All educators	At all times	

			<ul style="list-style-type: none"><li>- Educators will be identifiable via their orange shirts.</li></ul>		
--	--	--	---	--	--

Plan prepared by:	Full Name: Alanah Rye	Date:
	Signature: A.R	
	Role/Position: Educational Leader	
Prepared in consultation with:	Full Name: Liz Sakeson	
	Signature: <i>E.S</i>	
	Role/Position: Coordinator	
Communicated to relevant staff:	Yes/No	
Write names of Educators communicated to	Comment if needed:	
Vehicle safety information reviewed and attached		
<p>Risk assessment to be evaluated and reviewed on:</p> <p>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.</p>	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				
		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.			

Risk Assessment Communication Record - Zone Bowling Penrith			
Date of Review:	Person/s who completed Review:	Date of Review:	Person/s who completed Review:

