

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.

Risk assessment and management template - Excursions

Service Name	Coldstream Primary School OSHC & Early Years
Excursion details	Collecting the kinder children from Coldstream Preschool
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	During operational hours (Mon – Fri) OSHC & Early Years walk over to the Coldstream Preschool to drop off and collect the kinder children enrolled in the service for before school care and after school care, and walk them back base at Coldstream Primary School.
Proposed activities. List all activities that will take place during the excursion.	Walking children from Coldstream Preschool across the road to Coldstream Primary School.
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.	Coldstream Preschool 12 Kelso St Coldstream 3770 Coldstream Primary School (Base) Kelso St Coldstream 3770
Estimated departure and arrival times and duration of the excursion. E.g., from the service to each destination and returning to the service.	Kinder drop off is from 8:40am, arrival to Preschool is around 8:45am Kinder collection is from 1:45pm. Arrival into the school is around 2:00pm.
Proposed route You can include an image of the route sourced online.	Whereis 18metres, 2 minutes

Means of transport E.g., public bus, private bus, coach, private car, taxi, tram	Walking
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	Nikia Nankervis (Nominated Supervisor) Perin Kuipers (Responsible Person) Jamie Riethof (Educator)
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.	
The number of children involved in the excursion.	Between 2 – 8 children
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 Or 1 educator to 4 children when risk is increased such as swimming and when children are under the age of 5

Provide details in the risk assessment table below.	
<p><i>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):</i></p> <p>For drop off: Educators count the kinder children as per the roll and get them ready for the walk. Educators then walk the kinder children from base at Coldstream primary school down along the path to the zebra crossing. Children hold hands with educators and look for cars both ways, and cross the road when educators say it is safe to do so. Once crossed we walk along the fence line of the preschool, and hand over children to the kinder teachers at the gate with their belongings, and sign children out from our care.</p> <p>For collection: Educators meet the kinder children at the Preschool gate. Kinder teacher's handover children with their belongings to OSHC & Early Years educators, who mark the children present on the Xplor app. Children hold hands with educators and walk the path along the preschool to the zebra crossing. Standing together holding hands children and educators look for cars both ways, and walk when an educator says it is safe to do so. Once crossed we enter the school grounds together and walk up towards the room.</p>	
<p><i>Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):</i></p> <p>N/A</p>	
<p>Excursion checklist – items to be readily available during the excursion (Please tick)</p>	
<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"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list

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 assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Crowds and groups on the walk	Children getting distracted/lost or wandering off	Low	<p>Educators will be evenly spread between the group at all times.</p> <p>Discussing with the children the importance of staying with the group and ensuring they can see an educator at all times.</p> <p>Extra staff are available anytime when required if group size is big or if support is needed to maintain safety and quality care.</p>	The children	At all times
Walking across the road	Children being injured by motor vehicles	Moderate	<p>Route is specific with walking across the actual zebra crossing for safety</p> <p>Educators walk close with the children, and</p>	The children	At all times

			<p>evenly spread out within the group</p> <p>During group times we discuss road safety with the children, sticking to footpaths, stopping back from the curb, looking for cars before walking across the road only when educators say it is safe to do so and holding hands when crossing the road.</p>		
Being outdoors with in the elements	Heat/sun/rain risk children being harmed by the weather elements	Likely and high	<p>Sunscreen 50+ waterproof every 1.5hrs</p> <p>Using hats and water bottles in hot weather</p> <p>Using umbrellas and jackets in cooler weather</p> <p>Utilising the shade when required</p>	The children	At all times
Walking	Children becoming ill, or tripping over/becoming injured	Moderate	<p>All educators are first aid trained</p> <p>Educators carry mobile phones, first aid kit and child medicines</p>	The children	At all times

Risk Matrix

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

Plan and Review			
Plan prepared by:	Full name: Nikia Nankervis Signature: Role/Position: Manager	Date: 21/02/2022	
Prepared in consultation with:	Full name: Kazz Van Der Meer Signature: Role/Position: PMC		
Communicated to all relevant staff:	Yes / No Comment if needed:		
Vehicle safety information reviewed and attached:	Yes / No Comment if needed: Not applicable - Walking		
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: 14/03/2023		