

## 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.

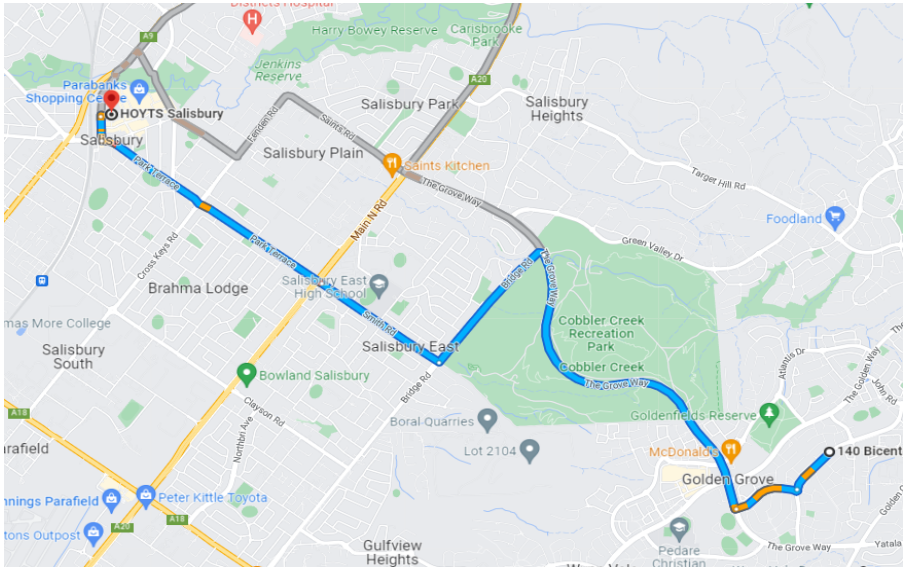
Regulation 101 of the Education and Care Services National Regulations includes the minimum risk assessment considerations for excursions, including specific considerations when an excursion involves transporting children.

*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

|   |   |
|---|---|
| <b>Service Name</b>   | <b>Cobbler Creek OSHC</b>   |
| Excursion details   | Hoyts Movies Salisbury  |
| <b>Date (s) of excursion.</b><br>If it is a regular outing include a description of when children are to be taken on regular outings.                               | Tuesday 9 <sup>th</sup> July  |
| <b>Proposed activities.</b><br>List all activities that will take place during the excursion.   | Hoyts Movies Salisbury<br>Watching – Despicable Me 4  |
| <b>Pick up location and destination (s).</b><br>List each location travelled to and from as part of the excursion.<br>E.g., the museum, park for lunch and service. | Golden Grove Primary School – 140 Bicentennial Drive, Golden Grove, 5125<br>Salisbury Hoyts Cinemas – Cnr James &, Gawler St, Salisbury SA 5108   |
| <b>Estimated departure and arrival times and duration of the excursion.</b><br>E.g., from the service to each destination and returning to the service.             | Depart: Golden Grove Primary School @ 9:40am<br>Arrive: Salisbury Hoyts Cinemas @ 10:10am<br>Depart: Salisbury Hoyts Cinemas @ 12:30pm<br>Arrive: Golden Grove Primary School @ 12:50pm |

|   |   |
|---|---|
| <p><b>Proposed route</b></p> <p>You can include an image of the route sourced online.</p>   |                               |
| <p><b>Means of transport</b></p> <p>E.g., public bus, private bus, coach, private car, taxi, tram</p>                               | <p>Private Bus booked through LinkSA</p>  |
| <p><b>Requirements for seatbelts or safety restraints in your state or territory have been met.</b></p>                             | <p><b>Yes / No</b></p> <p>Comment: One child per seat with seatbelt</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>Director: Jasmina Dowden</p> <p>Co-Director: Anna Rosenberg</p> <p>Assistant Directors: Bradley Schwartz</p> |
| <p><b>The number of educators / responsible adults, appropriate to provide supervision,</b></p>                                     | <p>6</p>  |

|   |  |
|---|--|
| <p><b>and whether any adults with specialised skills are required.</b></p> <p>E.g. for children's individual needs.</p>   |  |
| <p><b>The number of children involved in the excursion.</b></p>   | 48   |
| <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 / No</p> <p>Comment: No water hazards</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>   | 1:8  |
| <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> <p>Roll calls conducted before entering and exiting the service and the pick-location/destination. At the time of hearing their name, children are provided with a identification wrist band.</p> <p>Children counted after lining up to make their way to the bus, counted while getting onto the bus, and again once seated (conducted by different staff to confirm appropriate numbers).</p> |  |
| <p>Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):</p> <p>Students counted when embarking and disembarking bus. Children line up in a meeting spot when getting off the bus, to line up for counting. Once counted we move into location. Roll call once all students have settled inside venue (which is typically a separate space away from public).</p>   |  |

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"/> 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   |
| Roll Call                                   | Missing Child                           | High                         | Roll calls conducted multiple times on excursion and children provided with a Cobbler Creek Wrist Band with relevant contact details.  | OSHC Director/Assistant Director | Prior to departure<br>Arrival at venue<br>Time for departure<br>Arrival back to OSHC |
| Transportation to offsite location          | Transporting a large number of children | High                         | There will be a safety talk before boarding, hand sanitiser applied before and after as well as constant supervision by staff.<br><br>The bus is fitted with seat belts that children must use during transport. | OSHC Director/Assistant Director | After roll calls   |
| Venue/Public Expectation                    | Public Space/Interaction                | High                         | Talk to children about the rules at Hoyts, toileting procedure, talk with the children about "Safe Play".  | OSHC Director/Assistant Director | Before we leave and during excursion   |
| Boarding the Bus                            | Tripping/Road Safety                    | Moderate                     | Remind children to be careful.<br><br>Line children in single line to board bus.<br><br>Count children as they board/disembark bus.  | OSHC Staff                       | Before boarding and during disembarking  |
| Walking through Car park and Entering Venue | Tripping/Car Accidents                  | Moderate                     | Always walk along a footpath, use crossing areas.<br><br>Children reminded to walk from place to place. Take time being  | All OSHC staff                   | Prior to boarding and disembarking bus   |

|                 |   |          |  |                              |   |
|-----------------|---|----------|--|------------------------------|---|
|                 |   |          | careful thinking about what they are doing.  |                              |   |
| Hoyts Salisbury | Absconding/Missing Child                | High     | OSHC staff to evenly spread throughout cinema, sitting on isle seats. Extra staff sitting near entrance/exit to monitor risk of absconding.  | All OSHC Staff               | All times that children are walking, moving etc                               |
| Public toilets  | General public using the toilet as well | Moderate | OSHC staff to clear the toilet of General Public before OSHC children visit toilet.<br>Take smaller, more manageable sized groups. Eg 1-6 children.  | OSHC staff (Gender Specific) | Before children use toilets   |
| Hygiene         | Spread and infection of Covid-19        | Moderate | Venue to clean space prior to arrival.<br><br>Children and staff to sanitise and/or wash hands regularly, especially before eating, after going to the toilet and when returning to OSHC.<br><br>Staff to encourage children to follow Covid-19 safe practices, with a focus on minimising interactions with the general public and leaving a safe 1.5 metre distance between themselves and others. | Venue Staff<br>OSHC Staff    | Before getting on bus<br>Before entering venue<br>Before any food consumption |

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## 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: Anna Rosenberg<br>Signature:<br>Role/Position: Co- Director                            | Date: 21/5/24 |  |
| Prepared in consultation with:  | Full name: Jasmina Dowden<br>Signature:<br>Role/Position: Director                                |               |  |
| Communicated to all relevant staff:   | <b>Yes / No</b><br>Comment if needed: Shared with staff and accessible to parents on OSHC website |               |  |
| Vehicle safety information reviewed and attached:   | <b>Yes / No</b><br>Comment if needed:   |               |  |
| Risk assessment to be evaluated and reviewed on: 21/5/24<br><br><b>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 <i>at least</i> annually.</b> | Date: 21/5/24 - to be reviewed prior to visit   |               |  |