

Risk assessment 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.

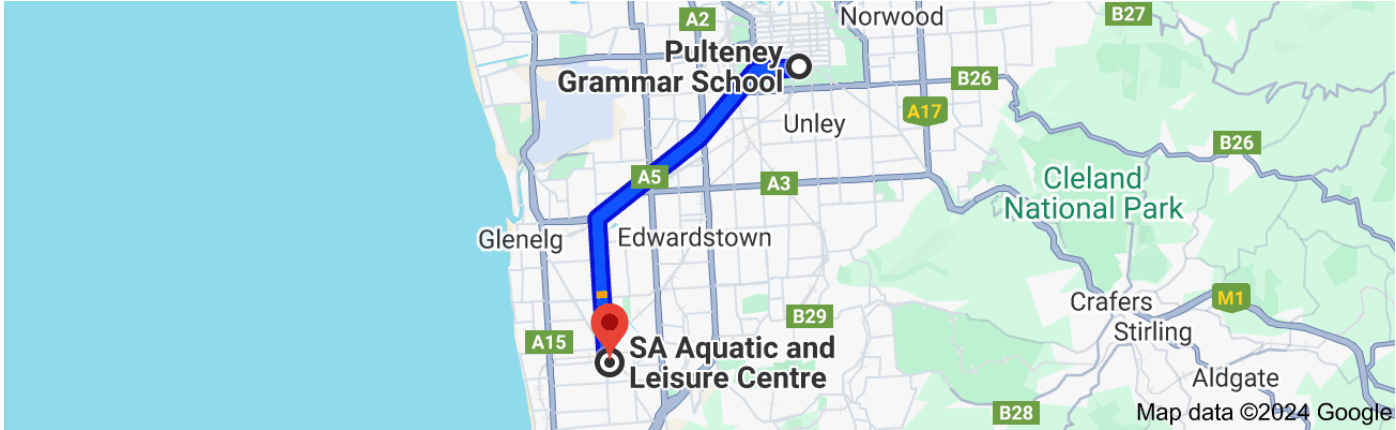
Note: A risk assessment is only required to be completed at least once for a 12 month period if the excursion is a '*regular outing**'.

*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.

Service Name: **Pulteney Grammar School OSHC**

Excursion details **Sa Aquatic and Leisure centre**

<p>Date (s) of excursion.</p> <p>If it is a regular outing include a description of when children are to be taken on regular outings.</p>	<p>Tuesday 16/12/2024</p>
<p>Proposed activities.</p> <p>List all activities that will take place during the excursion.</p>	<p>Taking private charter bus (Willunga Charters) to SA Aquatic AND LEISURE CENTRE for a split excursion , prep students only.</p> <p>The children there will be in small groups, fitted with safety vests and participate on the inflatable wibbet activity.</p>
<p>Pick up location and destination (s).</p> <p>List each location travelled to and from as part of the excursion.</p> <p>E.g. the museum, park for lunch and service.</p>	<p>Pulteney Grammar School OSHC – 190 South Terrace, Adelaide 5000 SA</p> <p>SA Aquatic and Leisure Centre</p> <p>443 Morphett Road Oaklands Park. Sa 5046</p>
<p>Estimated departure and arrival times and duration of the excursion.</p> <p>E.g. from the service to each destination and returning to the service.</p>	<p>Departure from service – 915am</p> <p>Arrival to destination – 945am</p> <p>Duration – 2.5 hours</p> <p>Departure from destination – 1215pm</p> <p>Arrival to service – 1245pm</p>

<p>Proposed route</p> <p>You can include an image of the route sourced online.</p>			
<p>Means of transport</p> <p>E.g. public bus, private bus, coach, private car, taxi, tram</p>	<p>Private charter bus – Willunga Charters</p> <p>Contact details: 085562557</p>		
<p>Requirements for seatbelts or safety restraints in your state or territory have been met.</p>	<p>Yes</p> <p>Comment: Seatbelts are available for use on the bus. Educators facilitate application and check children to ensure seatbelts are in place before bus begins</p>		
<p>Number and full names of each adult involved in the excursion.</p> <p>E.g. service staff, family members, volunteers</p>	<p>Barb Francis – OSHC COORDINATOR</p> <p>Joshua Martin – Assistant Co/CS</p> <p>Emily Ketley Educator</p> <p>Jack Patterson Educator</p> <p>Chelsea Cox Educator</p> <p>Jack Patterson Educator</p> <p>Emma Isbel Educator</p>		
<p>The number of educators / responsible adults, appropriate</p>	<p>7 Educators 1:4 ratio water activity</p> <p>No students with additional needs on excursion.</p>		

<p>to provide supervision, and whether any adults with specialised skills are required.</p> <p>E.g. for children’s individual needs.</p>	
<p>The number of children involved in the excursion.</p>	25
<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>	yes
<p>Educator to child ratio, including whether this excursion warrants a higher ratio.</p> <p>Provide details in the risk assessment table below.</p>	1:4
<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>Staff and children will exit the OSHC service through the Kurrajong gates on South Terrace when the bus has arrived. Students will then board the bus on South Terrace. There will be a headcount before leaving the OSHC room, as students enter the bus and an attendance roll taken on the bus.</p> <p>Private bus charter will drop students and educators off at the bus loading zone at the front of Zone Bowling entrance. Educators will perform head count and attendance roll of students exiting the bus. Educators will then walk students into the centre (educator at front of line, back of line and scattered throughout the line).</p> <p>Once the excursion has finished students meet at basecamp and a head count to be performed as students exit the centre and board the bus immediately. OSHC staff will lead students in groups of 1:8 at a time. There will be a headcount as students board the bus and an attendance roll taken</p>	

on the bus. Another attendance roll will be taken as students exit the bus upon arrival at Pulteney. Staff will walk students from the bus back to the OSHC room for a head count.

Each Educator responsible for accounting for 8 individual children throughout the day.

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

2 educators to board bus first. 1 educator to stay at the bus door. The remaining educators to be scattered through the student line ready to enter the bus (including 1 educator at the back). Students enter the bus 1 at a time with educator at the bus door performing a head count. Educators on board the bus help with seatbelts. Attendance roll taken once all educators and students are on the bus.

When arriving at destination, 2 educators exit the bus first. Another educator stands at the door to perform headcount. Students and educators then disembark in order of rows and form a safe line on the footpath. Once all students and educators are off the bus an attendance roll is taken.

Excursion checklist – items to be readily available during the excursion

(please tick)

<input checked="" type="checkbox"/> <input type="checkbox"/> First aid kit	<input type="checkbox"/> <input checked="" type="checkbox"/> List of adults involved in the excursion
<input checked="" type="checkbox"/> <input type="checkbox"/> List of children involved in the excursion	<input type="checkbox"/> <input checked="" type="checkbox"/> Contact information for each adult
<input type="checkbox"/> <input checked="" type="checkbox"/> Contact information for each child	<input type="checkbox"/> <input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> <input checked="" type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> <input checked="" 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
Bus travel.	Injury on the bus	Moderate	Educators ensure seatbelts are worn correctly and students sit sensibly.	Children/Staff	On Way and From Excursion
Interactions with public.	Incident with a member of the public	Moderate	Educators keep children in a group at all times and away from others in own designated area. Educators remind students of respectful behaviour prior to, and during, the excursion.	Children/Staff	Zone Bowling
Water sports	Children accessing water , water related injuries	High	Students are broken into small groups and 1:4 ratio will be always followed. When arrived at the venue, prior to going on the water equipment, all children will be given a fluro safety vest and asked to complete a guided safety assessment. All students will be always given a safety talk about the importance of following instructions on	Children/Staff	During excursion

			excursions particularly when water is involved.		
Moving around the pool area	Collision with each other when moving around pool/wet area, misuse of equipment, running into centre objects.	High	Students are broken into small groups relevant to their age level to participate. Each group is supervised by an educator. Students follow the safety instructions, including equipment use, of centre staff and educators or are removed from the activity. Students are instructed not to run.	Children/Staff	During the excursion
Transition between activities and around centre	Lost students	Moderate	Communicate with bus company/driver to drop students as close to centre door as possible. Each educator responsible for a small group of students as they move through the scheduled activities. Base camp (and first aid) team member residing at the entry of	Children/Staff	Transition All times

			the facility in case a student is lost.		
Bus SAAquatic and Leisure Transition	Injury, Illness, Sunburn, Medical Needs, Stings	Moderate	<p>Student medication to be taken and stored in appropriately. Only administered if required according to medication plan.</p> <p>First aid kits carried by educators with appropriate supplies.</p> <p>Students apply sunscreen before going outside.</p> <p>Students to wear hat when playing outside.</p> <p>Students to wear appropriate clothing and closed footwear once leaving the aquatic centre</p> <p>Contact parents if appropriate.</p>	Children/Staff	During Excursion

Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

Plan and Review			
Plan prepared by:	Full name: Barb Francis	Date: 30/10/2024	

	Signature:		
	Role/Position: OSHC Director		
Prepared in consultation with:	Full name: Joshua Martin		
	Signature:		
	Role/Position: Educational Leader/Assistant CoOrdinator		
Communicated to all relevant staff:	Yes / No		
	Comment if needed: Sent to all staff rostered on for excursion.		
Vehicle safety information reviewed and attached:	Yes / No		
	Comment if needed:		
Risk assessment to be evaluated and reviewed on:	Date: Next Vacation Care April 2025		
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.			