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.

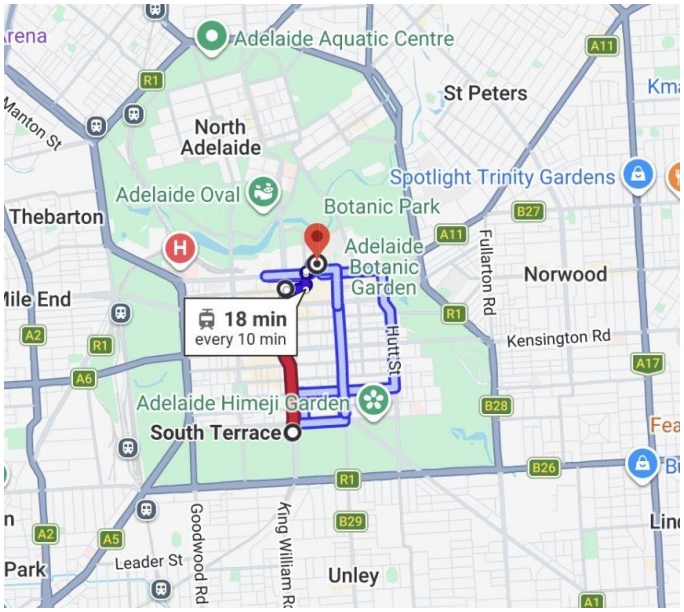
Note: A risk assessment is only required to be completed at least once for a 12 month period if the excursion is a '*regular outing**'.

*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: Visiting Central Markets	
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	14/1/27
Proposed activities. List all activities that will take place during the excursion.	Students will board tram on South Terrace and venture to Rundall Street Tram station. Students will then walk in designated groups supervised by Educator/s through Rundall Mall to the SA museum.
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.	Pulteney Grammar School 190 South Tce, Adelaide Travel to Rundall Street tram stop

Estimated departure and arrival times and duration of the excursion.	Departing Pulteney OSHC at 9:30am. Arriving at South terrace tram stop Depart South Terrace tram stop

E.g. from the service to each destination and returning to the service.	Arrive at Rundall Street tram stop Walk to South Australian Museum Students will be involved in Museum activities for 2hrs Depart from Rundall Street tram stop Arrive at South Terrace Tram stop Students to walk to Pulteney OSHC

Proposed route You can include an image of the route sourced online.	
Means of transport E.g. public bus, private bus, coach, private car, taxi, tram	Tram

Requirements for seatbelts or safety restraints in your state or territory have been met.	N/A		
Number and full names of each adult involved in the excursion. E.g. service staff, family members, volunteers	Barb Francis OSHC Director Nathan Pye Assisted Coordinator Henry Buckly Certified Supervisor Eliza White Educator Luca Altamura Educator Sophie Beck Educator Janaya Coyne Educator		
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required. individual needs.	1:8 ratio		

The number of children involved in the excursion.	50

Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below.	No
Educator to child ratio, including whether this excursion warrants a higher ratio. Provide details in the risk assessment table below.	1:8

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):This excursion is a progressive excursion, where students will be split into groups and over the course of the morning take turns going to the markets to purchase their resources

Students will be in groups of 11 with 2 Educators and will leave pulteney Grammar OSHC , Walk to the South terrace Tram stop to travel via tram to South Australian Museum.

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

Prior to travelling on Adelaide metro tram, students will be organised in small groups according to age groups lead by Educator/s. Parents will be notified to dress their children in Pulteney uniform for the excursion to ensure that they are easily identifiable, children will also be provided with Pulteney wristbands that have the Pulteney phone number for the excursion. A roll call will be taken prior to departure of each group.

Once at the tram stop the group will be accounted for prior to boarding the tram.

Children will board the tram as a group, being accounted for before and after embarking and 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

☒☐ Medication, health plans and risk minimisation plans for individual children	☐ 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.

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travelling on Adelaide metro public transport	Student getting lost	moderate	Students will be put into small groups of 11 with two educators per group to ensure student safety.	Staff and students	Excursion
			Students will be reminded of travelling on public transport. Head counts throughout the excursion including on tram.		

Travelling on Adelaide metro public transport	Student getting hit by vehicle	High	Students will be travelling in groups supervised by Educators. Students will only be directed to cross as lights. Students will also be spoken to prior to the excursion about the importance of remaining with staff, following roads rules and listening to educators. When crossing roads, educators will position themselves on the outside of the group to ensure child safety. Students will also be walking through Rundle Mall as a way to minimise interactions with cars.	Staff and students	Excursion
Manoeuvring around the Museum	Tripping, obstructions.	Low	Students will keep to the main path with their groups and be reminded to always walk throughout the excursion, showing respect to member of the public.	Staff and students	Excursion

Engaging in the excursion	Injury at the Museum	Low	Supervision and making sure, that all first aid kits are maintained and well stocked. Small groups will always remain as a whole group with Educators.	Staff	All times
Interactions with members of the public	Incident with a member of the public	Moderate	Educators always keep children in a group & remind students of courtesy to the public Students to go to the toilet in pairs. Educator to accompany as a group. Students wear the Pulteney OSHC bands	Children/Staff	During excursion.

Risk Matrix

Likelihood	Consequence				
	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: Barb Francis	Full name: Eliza White Role/Position: OSHC Director	Date: 2/11/2027	
Prepared in consultation with:	Full name: Nathan Pye Role/Position: Educational Leader		
Communicated to all relevant staff:	Yes / No Comment if needed:		
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 '*regular outing*'*, a risk assessment must be undertaken *at least* annually.	Date: Next Vacation Care Period		