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.

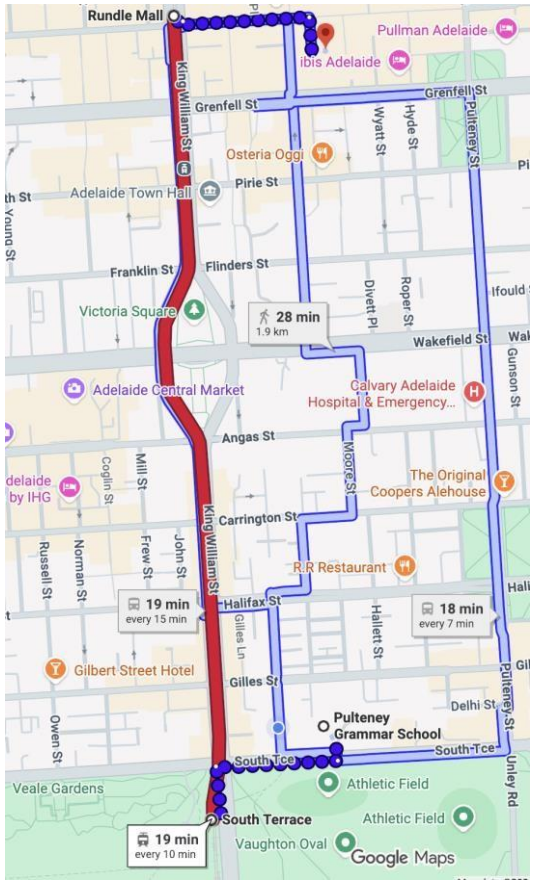
Note: A risk assessment is only required to be completed at least once for a 12 month period if the excursion is a '*regular outing**'.

*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	Strike Bowling Rundle Mall
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Tuesday 5th January 2027
Proposed activities. List all activities that will take place during the excursion.	Catching the tram to Rundle Mall and then walking to Strike Bowling Rundle Place.

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 OSHC – 190 South Terrace, Adelaide 5000 SA Rundle Mall Tram Stop (Stop Code 17754), Near 33-39 King William St, Adelaide SA 5000 Rundle Place, Level 1, 77/91 Rundle Mall, Adelaide SA 5000

Estimated departure and arrival times and duration of the excursion. E.g. from the service to each destination and returning to the service.	Departure from service – 9:15 am Arrival to destination – 9: 45 am Duration – 2.5 hours Departure from destination – 12:15pm Arrival to service – 12:45pm

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	Catching a public tram from South Terrace to Rundle Mall Walking from Rundle Mall to Rundle Place.

Requirements for seatbelts or safety restraints in your state or territory have been met.	No Comment: Students will be sat together in a section of the tram (if there are so seats students will be required to hold onto railing and supervised by staff at all times)	
Number and full names of each adult involved in the excursion. E.g. service staff, family members, volunteers	Barb Francis OSHC Coordinator Nathan Pye Assistant OSHC coordinator Tori Barry Lead Educator Baeley Tucker Educator	Eliza White Educator Luca Altamura Educator Isaac Rachele Educator
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with	7	

specialised skills are required. individual needs.	

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):

Prior to departure from Pulteney Grammar School staff will conduct a head count of students to ensure all students are accounted for.

Children will be accompanied by educators when crossing the Pulteney Bridge and proceeding to the traffic lights at South Terrace to board the tram. Educators will supervise children when boarding, with staff positioned at the front, middle and rear of the group to ensure children remain together and are safely escorted. The same procedure will be followed when disembarking and returning to the service.

Headcounts will be conducted at key stages throughout the excursion, including:

- When children line up at the service before departure.
- Before crossing the Pulteney Bridge.
- Upon arrival at Rundle Mall.
- Before departing Rundle Mall / Rundle Place.
- Upon returning to the service.

Educators will also conduct roll calls at key transition points to confirm all children are present and accounted for.

Upon arrival at Rundle Mall, educators will escort the children to the excursion destination, with staff positioned at the front, middle and rear of the group. Children will enter the venue in supervised groups, proceed to the designated meeting area and wait for further instructions from the event organiser.

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

A staff member will embark and disembark the tram before children begin to embark and disembark to ensure each child is accounted for. Another staff member will be standing at the entrance of the door of the tram, completing a head count. Other staff members will support the children within the line to ensure supervision is always high. A staff member will check the tram once all students have disembarked to make sure no child is left behind.

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 assessments 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
Travel on the tram	Injury on the tram	Low	Educators ensure children are seated (where possible) are are sitting sensibly. If required to stand, children will be instructed to hold onto a handrail and remain near an educator.	Children/Staff	On the way to and from the excursion
Travel to the tram / to excursion destination	Child is hit by a vehicle	High	Staff are stationed around group of students while waiting at the pedestrian lights. When it is safe for students to cross (Green Light), staff will position themselves around students as they cross the road.	Children/Staff	To & from Zone Bowling
Interactions with community	Incident with a member of the public	Low	Educators keep children in a group at all times & away from others in own designated area.	Children/Staff	Mitcham Wallis Cinemas

Food	Allergic reaction / choking	Low	Educators are trained and have first aid on site, as well as staff members at excursions. At least 1 Educator with qualified first Aid will always be present	Children/Staff	ALL TIMES on excursion
Lost	Walking between the school to tram and tram to bowling centre student is lost.	Low	Educators ensure that all students are accounted for and are constant head counts. Lists of students are taken and checked off before and after getting on the tram and leaving the bowling complex.	Children	Bowling centre and on our way/ back from excursions .
			Staff are also constantly aware of students around them making sure students stay together.		

Risk Matrix

Consequence

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: Nathan Pye Role/Position: OSHC Assistant Coordinator	Date: 2/11/2026	
Prepared in consultation with:	Full name: Eliza White Role/Position: Educator		
Communicated to all relevant staff:	Yes Comment if needed: Sent to all staff rostered on for excursion.		
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:2/11/2027		