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.

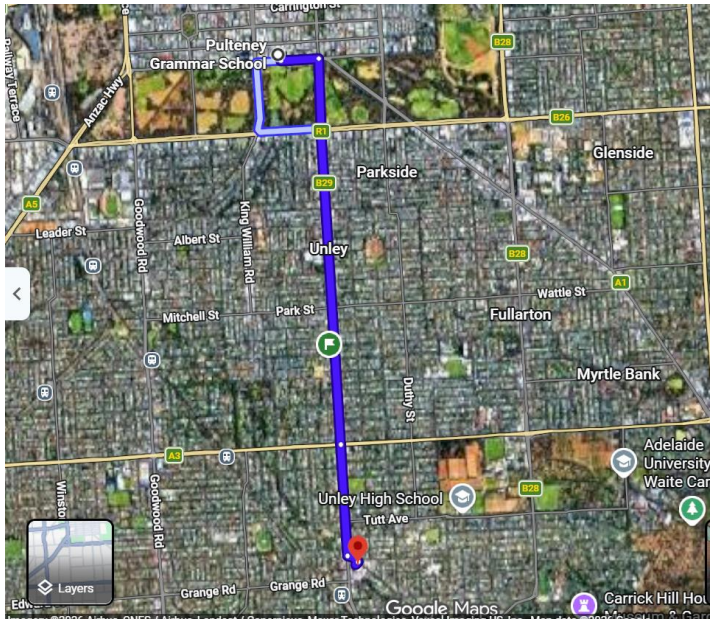
Regulation 101 of the Education and Care Services National Regulations includes the minimum risk assessment considerations for excursions, including specific considerations when an excursion involves transporting children.

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 Mitcham Cinemas	
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Wednesday January 20th 2027
Proposed activities. List all activities that will take place during the excursion.	Catching a bus to Wallis Cinemas at Mitcham to watch a movie
Pick up location and destination (s). List each location travelled to and from as part of the excursion.	Pulteney Grammar School OSHC – 190 South Tce, Adelaide 5000 SA Mitcham Wallis Cinemas - Mitcham Shopping Centre, Level 1, 119 Belair Rd, Torrens Park SA 5062

E.g. the museum, park for lunch and service.	
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 – 9:20am Arrival to destination – 9:50am Duration – 2 hours Departure from destination – 12:00pm Arrival to service – 12:30pm

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	Private charter bus –Kanga Coachlines in accordance with school policy
Requirements for seatbelts or safety restraints in your state or territory have been met.	Yes Comment: Seatbelts are available for use on the bus, children are checked to ensure seatbelts are in place before bus begins

Number and full names of each adult involved in the excursion. E.g. service staff, family members, volunteers	Barb Francis Coordinator Nathan Pye Assistant Coordinator Eliza White Educator Luca Altamura Educator	Isaac Rachele Educator Chelsea Cox Lead Educator Alice Douglas 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.	7	
The maximum number of children involved in the excursion.	50	
Any water hazards during the excursion,	No	

including any risks associated with water-based activities? If yes, detail in the risk assessment table below.	
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 and the pickup location or destinations (include how each student is accounted for)

Students will exit the OSHC room in groups with assigned Educator and walk following designated route to the gate leading out onto South Terrace, where they will remain until all students are present.

Responsible person will sweep the room making sure all students have left the building, and toilets are emptied before closing doors and joining the group. A roll call and head count will be done, prior to leaving the school grounds. Once all Students are present a roll call and head count will be conducted prior to students making their way to the bus for boarding.

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

Responsible person will lead the students greeting the bus driver at entry and remain at the front to count the students as they load. An Educator will board first, followed by students and remaining Educators, ensuring all students have a seat, their belts are fastened and Educators are spread out

throughout the bus. Once all students and Educators are on board the responsible person instructs the driver a full roll call will be conducted while another Educator completes a head count.

Once arrived at destination, the responsible person will ask an Educator to head off the bus first, address the group to stay seated, unbuckle their seat belts and 1 row at a time will disembark off the bus in an orderly manner forming 1 line. Once all students and Educators are off the bus, a full bus inspection is completed by an Educator

Children are dropped off in a bus loading zone next to the shopping centre and full head count will be conducted before being escorted by staff (front, back, middle) into the shopping centre and up the stairs. Children are picked up at the same area.

Returning to the service, Children are counted as they line up , prior to leaving the venue and getting on the bus. A full roll call will be conducted once all students settle on the bus and a head count also including as children are getting off the bus and return to the service. A Educator will do last sweep of the bus prior to disembarking. Once inside the service a final head count will be recorded

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.

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travel	Injury on the bus	Low	Educators ensure seatbelts are worn correctly & students sit sensibly.	Children/Staff	On Way and From Excursion
People	Incident with a member of the public	moderate	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	moderate	Educators are trained and have first aid on site, as well as staff members at the movies.	Children/Staff	Mitcham Wallis Cinemas
Travel	Walking between the school to bus and bus to movies- student is lost.	moderate	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 bus/	Children	Mitcham Wallis Cinemas and on our way/ back from excursions.

			leaving the movie complex.		

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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:	Full name: Nathan Pye Role/Position:	Date:30/10/2026 OSHC Assistant Coordinator	
Prepared in consultation with:	Full name: Luca Altamura Role/Position: Interim Ed Leader		
Communicated to all relevant staff:	Yes / No Comment if needed:		
Vehicle safety information reviewed and attached:	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: 20/5/2027 or as required per regulation		