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	
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	Wesdnesday 8th December 2026
Proposed activities. List all activities that will take place during the excursion.	Walking to Tree Climb, on arrival the students (depending on age group) will be split into groups and taken on age appropriate obstacle cources
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 Tree Climb Greenhill and Unley Road Adelaide
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 – 930 Arrival to destination – 10am Duration – 2hrs Departure from destination – 1215 Arrival to service – 1245
Proposed route	Walking from Pulteney Grammar School across the Parklands to tree climb

You can include an image of the route sourced online.			
Means of transport E.g. public bus, private bus, coach, private car, taxi, tram	Walking		
Requirements for seatbelts or safety restraints in your state or territory have been met.	NA		
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 Tori Barry Lead educator Henry Buckley Lead Educator	Eliza White Educator Sophie Beck Educator Luca Altamura Educator Baeley Tucker 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.	8 Staff including OSHC Coordinator/Assistant Coordinator
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.	N/A
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):

Staff and children will exit the OSHC service through the Kurrajong gates on South Terrace where Students will walk over the Pulteney bridge. There will be a headcount before leaving the OSHC room.

Students and educators will make their way across the bridge where Educators will perform head count and attendance roll of students.

Educators will then walk students across Parklands (educator at front of line, back of line and scattered throughout the line) and set up a basecamp and first aid area for the day. Once the excursion has finished all students and educators will meet at base camp. Head count will be performed as students gather to walk back to Pulteney Grammar School. OSHC staff will lead students in groups of 1:8 at a time. There will be a headcount as students arrive at the Pulteney Bridge. Staff will walk students back to the OSHC room for a head count. Each Educator responsible for accounting for 8 individual children throughout the day.

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
Interactions with public.	Incident with a member of the public	Moderate	Educators keep children in a small 1:8 group at all times and away from others in own designated area. Educators remind students of respectful behaviour prior to, and during, the excursion. Educators to model respectful behaviour.	Children/Staff	During excursion/activities Transition
While at tree climb	Potential of injury during course	low	Educators will ensure all children abide to safety rules that are given from tree climb staff and ensure all safety equipment is worn and used correctly. Tree climb staff are stationed throughout the obstacle course to assure safety.	Children/Staff	During excursion/activities Transition
Medication requirements	Child requiring medication during time	Moderate	Student medication is taken and carried by their lead educator on	Children/Staff	During excursion/activities and transition

	on excursion/away from OSHC		the day (stored appropriately). First aid kit carried by each group/educator. Medication only administered if required according to medication plan.		
Programmed activities	Scarred, Overwhelmed, etc	Low	If students become uncomfortable during activities/exhibits and want to leave they are able to move to the base camp area with first aid staff to wait for the rest of the group.	Children/Staff	During excursion/activities
Excursion Destination	Toileting Accident	Low	Educators to take spare change of clothes with sealed bag, sanitiser and soap. Students encouraged to bring spare clothes with them.	Children/Staff	Excursion Destination
Excursion Destination	Sunburn, Wildlife, Bees	Moderate	First aid kits and sunscreen carried by educators with appropriate supplies. Educators have first ait training, dedicated first	Children/Staff	Excursion Destination

			aid team member each excursion. Students (re)apply sunscreen every 3 hours if UB above 3. Students to wear hat when playing outside. Students to always wear appropriate clothing and closed footwear. Contact parents if appropriate. Appropriate medication and medical action plans taken for each student (with their group leader). Medication administered according to the plan.		

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 Signature: Role/Position: Assistant Coordinator	Date: 30/10/2026	
Prepared in consultation with:	Full name: Luca Altamura Role/Position: Interim Ed Leader		
Communicated to all relevant staff:	Yes / No 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: Summer Vacation Care 2027		