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.

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Excursion Venue – Port Pirie & District Road Safety Centre	Educator-to-Child Ratio while at the venue: 1:08
Services Scheduled to Attend – Stirling North	
Date (s) of excursion are listed. Click on the hyperlink for each service to see more information about the proposed activities, pick up location and destination(s) and the estimated departure and arrival times.	12/07/2022 – Stirling North
Proposed route You can include an image of the route sourced online.	Most direct route practical to be taken, using main roads as frequently as possible. Bus drivers will need to use discretion on the day and make alterations to the route if conditions dictate. 12/07/2022 – Stirling North –

from 7 Beckman St, Stirling North SA 5710
to 30 Gertrude St, Port Pirie SA 5540

59 min (87.6 km)

via National Highway A1

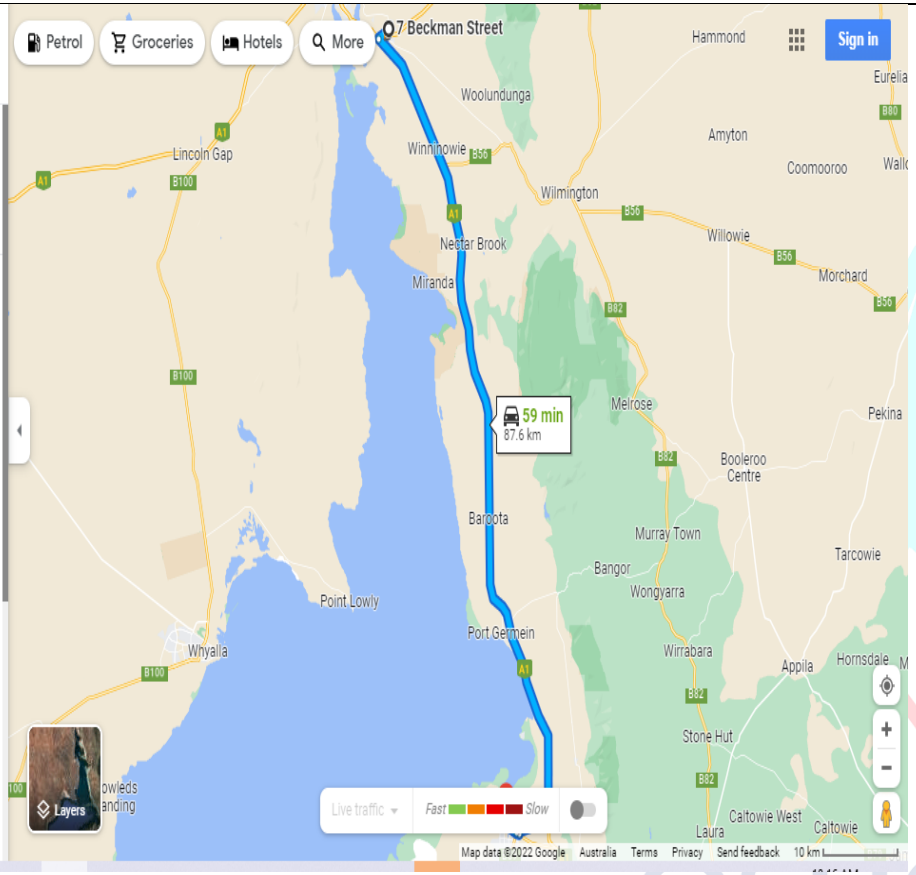
Fastest route now due to traffic conditions

7 Beckman St
Stirling North SA 5710

- Take Railway Station Rd to Quorn Rd/B83
  2 min (650 m)
- Follow National Highway A1 to Spencer Hwy/B89 in Napperby
  49 min (79.9 km)
- Continue on Spencer Hwy/B89. Drive to Gertrude St in Port Pirie
  8 min (7.1 km)

30 Gertrude St
Port Pirie SA 5540

These directions are for planning purposes only. You may find that construction projects, traffic, weather or other events may cause conditions to differ from the map results, and you should plan your



Means of transport E.g. public bus, private bus, coach, private car, taxi, tram	Happy Haven utilise private buses that will be the form of transport for this excursion.
Requirements for seatbelts or safety restraints in your state or territory have been met.	Children under the age of 7 or shorter than 145cm tall will be required to use a safety seat when travelling in vehicles with 12 seats or less. All private vehicles used are fitted with seatbelts and all children will be required to use these.
Number and full names of each adult involved in the excursion. E.g. service staff, family members, volunteers	The Service's Regional Director, Service Director and primary educators are listed in the Parent Program which can be accessed by selecting the links on Page 1 of this document. Closer to the day, educators can access the roster here. This will also indicate the Responsible Person in charge of the running of the excursion. Families may ask educators for the planned roster for the excursion. Consideration will be taken to roster educators familiar with the children and services at which they are working, and children requiring additional skills or training from educators will only be accepted if an educator is able to work who has the required skills.
The number of children involved in the excursion.	Maximum number of children possible to be in attendance able to be determined once venue capacity, educator capacity and transport capacity considered. Families can see cap limits on the booking screen of their Fully Booked profile. Educators can refer to Fully Booked for booking numbers and caps as they develop.
Educator to child ratio, including whether this excursion warrants a higher ratio. Provide details in the risk assessment table below.	Based on risks present at this excursion and at the request of the venue, ratio has been determined to be 1:08

Processes outlining safety protocols, routines, expectations etc. relating to supervision while embarking / disembarking vehicles, entering and exiting vehicles and during excursion activities can be found in our Supervision of Children; Risk Assessments; and Excursion Policies (found here).

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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
General Excursion Risk	Medical Condition	High	• Educator having first aid training/equipment • Medication and health support documents with first aid equipment/Online • Educator being aware of children with medical conditions (who they are, what their condition is, symptoms etc.) • Educators have access to emergency contact details • Educator iPad/phone with reminders set throughout the day	• Happy Haven to ensure trained educators are rostered on and to provide first aid equipment • Families to upload documents, educators to be able to access them as well as emergency contact details • Educators responsible to familiarise themselves with the children at the site • Director/RP responsible for setting up reminders on iPad/phone where necessary	• All prior to departing for excursion

General Excursion Risk	Missing Child	Extreme	• Policies and procedures are in place to monitor children's movement • Safety talk – staying with group and within preestablished boundaries • Constant head counts • Communication between educators • Following ratios as per national regulations	• Happy Haven Leadership and Management to ensure policies and procedures remain appropriate and relevant • Educators to provide safety talk to children, constant head counts and uphold adequate communication between each other • Rostering team to construct rosters to follow ratios as per national regulations and reduced ratio where risk assessments deem necessary	• All prior to departing for excursion
General Excursion Risk	Falling under/ in front of moving vehicle while lining up at the bus	High	• Educators spread out to monitor children more effectively, particularly monitoring towards back of the line • Selection of location to load children on/off the bus in most appropriate area to mitigate this risk	• Educators responsible for adequate supervision • Bus driver responsible for drop off/ pick up location in consultation with RP or delegated educator	• Adequate supervision to be constant and ongoing • Drop off/pick up location determined prior to arrival

General Excursion Risk	Transportation/ Vehicle accident on route	Extreme	• Driver competence/ Experience • Driver to have knowledge of where we are going • Behaviour management of children on bus (less distractions) • Allow adequate time for travel • Seatbelts to be fastened before departure if bus/vehicle is equipped with seat belts • Seating capacity of bus meets numbers requiring to be transported to venue • Vehicle is insured, registered and roadworthy	• Happy Haven to hire/employ competent driver • Educators on bus to maintain adequate behaviour management • Bus plan creator to construct realistic bus plans (travel times, seating capacities) • Educators ensure seatbelts fastened prior to departure • Happy Haven Management to ensure vehicle meets road law requirements	• All relevant inductions for driver to be completed before vacation care period • Educator supervision ongoing for duration of transportation – including seat belt assistance • Bus plan to be completed at earliest possible and practical time • Vehicle management to remain an ongoing process
General Excursion Risk	Disembarking /embarking bus	Moderate	• Educators supervise children getting off bus • Staggered exit off bus	• Educators to facilitate safety of entering/exiting bus	• Ongoing during disembarking/embarking periods

			• Assisting younger children off bus if needed		
General Excursion Risk	Environmental /equipment hazards – slips, trips, falls and faulty equipment	Moderate	• Safety talk given around appropriate movement • Educators constantly monitoring hazards and encouraged to report any • Selection of site/activities • Appropriate footwear • Bags placed in a safe area where they do not create a trip hazard	• RP responsible for safety talk, selection of activities and bag placement where necessary • Educators responsible to report any hazards to RP • Families to ensure children are wearing appropriate footwear	• RP responsibilities to occur prior to activity/excursion commencement – can be at site or at venue, as well as ongoing throughout excursion • Hazard reporting to be ongoing for duration of excursion • Families informed of appropriate footwear requirements prior to vacation care period
General Excursion Risk	Weather Conditions- hot, cold, storm etc	High	• Hats, sunscreen, water, shade • Reduce excursion time if needed, cancel, or modify excursion as per policies. • Adequate information given to parents regarding appropriate clothing	• Educators responsible in facilitating SunSmart resources • Happy Haven Management decide whether to modify excursion as per policies • Happy Haven Families Team ensure adequate information	• SunSmart measures to be taken and ensured prior to departure, as well as ongoing where necessary on excursion • Excursion modification to be determined as soon as practically possible, dependent on the specific conditions – Then to be communicated to all

				given to parents, sites to reinforce	stakeholders as soon as possible
General Excursion Risk	Children not directly supervised while in the toilets	Extreme	• Policy in place • Educators check toilets prior to children using • Children need to go in pairs or as a group with educator (determined by RP once at venue) • Monitor how long children are gone for • Consideration taken when determining designated toilets • Children need to inform an educator prior to going to the toilet	• Happy Haven Leadership and Management to ensure policies and procedures remain appropriate and relevant • RP responsible for determining toilet safety and expectations while on excursions through delegation to other educators where necessary	• Happy Haven to uphold policy reviews • Toilet safety determinations to be made as early into the excursion as possible – prior to any use of any toilet
General Excursion Risk	Photography of children by members of public	Moderate	• Educators need to be aware of members of the public with cameras and ensure that they are not photographing children from service by being vigilant. •Educators to be aware if venue requires approved	• Educators responsible to remain vigilant and uphold adequate supervision	• Ongoing throughout excursion

			photographers to be visually identifiable		
General Excursion Risk	Exposure to members of the public. Abuse – verbal, physical, sexual	Extreme	• Safety talk with children • Following toilet policy • Effective behaviour management • Reposition group, if necessary	• RP responsible in conjunction with team of educators • Educators to uphold adequate supervision	• Child and Educator briefing to be conducted prior to excursion activities commencing - either at site or at venue • Supervision to be ongoing throughout excursion
General Excursion Risk	Transportation by foot	High	• Educators are to be spread out among the group and positioned with a view of protecting children from entering the roadway • Educators to consider regrouping prior to entering the road to cross • Constant head counts are to be conducted throughout the walk	• RP to brief educator team prior to departure • Educators responsible for the safe transport of the children, including conduction head counts	• Briefing to occur prior to departure • Adequate supervision and behaviour management to be ongoing for duration of transportation
Activity-Specific Risk	Falling while using stairs in the venue	High	• Educators discuss with children about acceptable and appropriate ways to move around the venue	• RP responsible for facilitating safety talk by wither giving it themselves or delegating to another	• Safety talk to be given upon arrival to venue prior to commencement of excursion activities

			• Educators monitoring environment within the venue at all times while children are in the vicinity • Children to wear appropriate, enclosed shoes	educator, covering all rules and expectations • All educators responsible for maintaining adequate supervision • Families to ensure children are wearing appropriate clothing and footwear – Expectations of this communicated by the Families Team and Vacation Care Coordination team via Parent Program	• Adequate supervision to be ongoing for duration of excursion • Communication of expectations for appropriate footwear prior to Vacation Care period
Activity-Specific Risk	Slips/ Trips/ Falls	Moderate	Children instructed by OSHC staff and Venue staff about appropriate ways to move around the venue • Staff strategically positioned to maintain adequate supervision to be able to provide constant reminders to children about safely moving around the venue	• RP responsible in conjunction with team of educators • Educators to uphold adequate supervision • RP responsible for facilitating safety talk by wither giving it themselves or delegating to another educator, covering all rules and expectations	• Safety talk to be given upon arrival to venue prior to commencement of excursion activities • Adequate supervision to be ongoing for duration of excursion • Communication of expectations for appropriate footwear prior to Vacation Care period

(Press tab to add more rows)

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

OSHC

Plan and Review		
Excursion Details prepared by:	Full name: Deb Goode	Date: 08/06/2022
General Excursion Risks assessed by:	Full name: Hannah Kavanagh, Rebecca Stinson Role/Position: Chief Compliance Officer, Vacation Care Coordinator	Date: 01/07/2021
Activity Specific Risks assessed by:	Full name: Hannah Kavanagh, Rebecca Stinson Role/Position: Chief Compliance Officer, Vacation Care Coordinator	Date: 01/07/2021
Risk Assessments are available to all educators in the All Staff section of SharePoint, and can also be shared with schools, families and other stakeholders. They are also hyperlinked in our Excursion 'Need to Know' documents. Families can access this Risk Assessment when making their bookings for Vacation Care through Fully Booked – families must read and acknowledge consent to transport their child/ren before their booking is accepted on Fully Booked.		
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. Excursion Details are to be updated prior to each Vacation Care period. General and Activity Specific Risks are to be reviewed at least annually.		