

Tanderra OOSH

Excursion Risk Assessment / Management Plan

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.

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.

Tanderra Out Of School Hours			
Excursion details			
Date of excursion	13.10s.2025		
Excursion Name / Venue / Destination	Town Wander, various shops along Macquarie Road, Springwood		
Venue Phone Number	n/a		
Proposed activities <small>List all activities that will take place during the excursion</small>	Viewing shops, landmarks, merchandise, spending money if children have it		
Pick up location and destination (s) <small>List each location travelled to and from as part of the excursion</small>	Tanderra, 14 Raymond Road, Springwood Shops in Macquarie Road, Springwood		
Estimated departure and arrival times and duration of the excursion <small>E.g. from the service to each destination and returning to the service</small>	Groups of max 8 with 1 staff member or 16 with 2 staff members. Departure and return times listed below are approximate only: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> Group 1: Depart Tanderra: 10:30am Return Tanderra: 12:00pm Duration in total: 1 - 1.5 hours max </div> <div style="width: 30%;"> Group2: Depart Tanderra: 12:15pm Return Tanderra: 1:45pm </div> <div style="width: 30%;"> Group 3: Depart Tanderra: 1:45pm Return Tanderra: 3:15pm </div> </div>		

Proposed route You can include an image of the route sourced online	Cross Raymond Road outside Tanderra, walk down Springwood Avenue and cross opposite Services Australia. Walk up Springwood Avenue towards the roundabout, turn up Raymond Road and walk up to Macquarie Road. Walk up and down the length of Macquarie Road choosing the shops children wish to visit. Always use pedestrian crossings. Returning: reverse the instructions for commencing the journey. Arrive at Tanderra. Enter the premises performing a headcount on arrival. Roll call should be performed once inside the service for the children who attended the group excursion.	
Means of transport	Walking	
Name of Bus Company (if using chartered bus)	n/a	Phone Number: n/a
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	Suzanne Allnutt, Simone Knox, Callum Nichols, Molly Boys, Pheobe Knox, Emily Kirkpatrick	
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required	1 – 2 per group (depending on number of children in group – ratio of 1:8 max at all times) No additional staff are needed	
The number of children involved in the excursion	Up to 35 in total (maximum 8 children per group)	
Any water hazards during the excursion, including any risks associated with water-based activities? If yes, these will be detailed 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 This ratio is sufficient
<p>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): Assemble the children at the front gate. Ensure you have a list of children you will be responsible for. Educator opens the gate and leads the group out. When the last child has moved through the gate, ensure the gate is shut. Cross the road and proceed on journey.</p> <p>On arrival at each venue, perform a headcount. Proceed with children into the venue. Before departing each venue perform headcount. Proceed from front entrance with group, perform headcounts at every crossing. On arrival at Tanderra, educator opens the gate and counts the children into the premises. Perform a roll call once all children who attended are back inside the centre.</p>	
Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking): n/a	

Excursion checklist – items to be readily available during the excursion (please tick)	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> Centre EpiPen N/A – ensure children have their own medication
<input type="checkbox"/> List of children involved in the excursion	<input type="checkbox"/> List of adults involved in the excursion
<input type="checkbox"/> Contact information for each child – via Kidsoft	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Mobile phone (switched ON)	<input type="checkbox"/> Means of Payment N/A – individual children may have their own money
<input type="checkbox"/> Access to Kidsoft via mobile device (can access children’s Medical Management Plans, risk assessment, contact details for children)	<input type="checkbox"/> Medication including authorisation for medication for children if applicable
<input type="checkbox"/> Sunscreen N/A – apply sunscreen prior to departure	<input type="checkbox"/> Hand Sanitiser or other hand washing aid N/A (wash hands prior to leaving)
<input type="checkbox"/> Sick bag N/A	

Excursion Readiness Actions - actions to be completed prior to leaving (please tick)	
<input type="checkbox"/> All children have been made aware of safety plan, precautions, expectations, boundaries and actions to take if lost	<input type="checkbox"/> The excursion been confirmed with the venue including final numbers of children in attendance N/A
<input type="checkbox"/> An authorisation form has been signed for all children attending	<input type="checkbox"/> All children are wearing Tanderra t-shirts, badges or other means of identification N/A
<input type="checkbox"/> All adults attending have read and signed this Excursion Risk Assessment	<input type="checkbox"/> Answering machine message has been changed to include excursion details, approx. return time and emergency contact number N/A -other staff at centre
<input type="checkbox"/> Note has been left on front door including excursion details, approx. return time and emergency contact number N/A	<input type="checkbox"/> Roll has been checked and families of children not yet arrived have been contacted N/A

The table below identifies and assesses risks to the safety, health or wellbeing of children attending the excursion, and specifies how these risks will be managed and minimised [regulation 101(1)]. This includes any risks associated with water-based activities.

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Walking in town	Children getting run over/hit by a car	Very High	<ul style="list-style-type: none"> Keep children close together in group and supervise closely Educators will wear hi-vis clothing 	All educators	During the outing
Walking in town	Getting Lost	Medium	<ul style="list-style-type: none"> Keep children within sight at all times Undertake headcounts at regular intervals Carry a list of children present 	All educators	During the outing

Walking in town	Having a dispute or altercation with a member of the public	Low	<ul style="list-style-type: none"> Keep all children within sight at all times Step in to manage/arbitrate any situation arising with a member of the public 	All educators	During the outing
Walking in town	Children getting injured by glass, sharps, broken tree branch, dangerous animals, insects and other hazards	High	<ul style="list-style-type: none"> Check for hazards while walking and decide on appropriate actions needed if encountering any unexpected hazard such as heavy rain, lightning, glass on footpath 	All educators	During the outing
Walking in town	Child sustaining injury while walking	Low	<ul style="list-style-type: none"> Keep the group together, calm and in a safe place while attending to the injured child Call another educator on duty to provide assistance if needed 	All educators	During the outing
Walking in town	Child suffering a medical illness or injury due to a medical condition	High	<ul style="list-style-type: none"> Ensure children with medical conditions have medication with them or in first aid or excursion bag Take small first aid kit equipped with asthma medication Ensure access to children's medical management plans via Kidsoft 	All educators	During the outing
Eating foods that have been purchased on the excursion	Child suffering severe allergic reaction (anaphylaxis) as a result of eating food purchased at a shop	High	<ul style="list-style-type: none"> Know children's medical conditions in your group prior to leaving Check ingredients list of any purchased items for any child with anaphylaxis diagnosis prior to them eating the food Remind children to not share food or if they do, check ingredients list first 	All educators	<p>Prior to leaving, upon assignment of group</p> <p>When a child with anaphylaxis buys or wants to buy some food</p>
Child patting or touching a dog in the street	Getting bitten by the dog	Medium	<ul style="list-style-type: none"> Advise children to only pat dogs with owner's prior permission 	All educators	During safety talk

			<ul style="list-style-type: none"> • Guide children to not overwhelm dogs by many children patting at once • Advise children to offer hand to dog to sniff first and gently reach out with hand held below dog's head 		If children attempt to pat a dog
Walking from shop to shop	Suffering heat/sunstroke	Low	<ul style="list-style-type: none"> • Limit excursion time to 1 hour when very hot • Follow sun safety policy ie. Hats when UV index is 3 or above, sunscreen, sun safe clothing • Remind children to drink plenty of fluids • Monitor children for signs of heat/sunstroke such as lethargy, redness, white clammy skin etc and will terminate the excursion early if needed • Keep to shaded areas as much as possible 	All educators	Throughout excursion

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Plan and Review		
Plan prepared by:	Full name: Suzanne Allnutt Signature: Role/Position: Nominated Supervisor	Date: 23.09.2025
Names of staff consulted:	Simone Knox, Callum Nichols, Molly Boys, Pheobe Knox, Emily Kirkpatrick	
Communicated to all relevant staff:	Yes Comment if needed: Posted onto staff FB group, signed by each staff member attending	
Vehicle safety information reviewed and attached:	n/a	
Risk assessment to be evaluated and reviewed on: <small>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 <i>at least</i> annually.</small>	Date: Next occasion of same excursion	

Staff/Students/Volunteers please sign below to indicate that you have read and understood this Risk Assessment / Management Plan	
Name	Signature