

Year 6 Special Event 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	
Event details	
Date of event	08.08.2025
Venue / Destination	Tanderra, 14 Raymond Road, Springwood
Venue Phone Number	02 4751 5215
Proposed activities	Watching movies, eating pizza, garlic bread, ice-cream and drinking soft drink. Talking, interacting, having fun
Pick up location and destination (s)	N/A
Estimated departure and arrival times and duration of the event	Commencement Time: 6:30pm Finish Time: 8:30pm Duration in total: 2 hours
Responsible Person on duty	Simone Knox
Number and full names of each adult involved in the event	Simone Knox, Pheobe Knox

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	2	Any water hazards during the event, including any risks associated with water-based activities? If yes, detail in the risk assessment table below	No
The number of children involved in the event	5 - 8	Educator to child ratio, including whether this event warrants a higher ratio Provide details in the risk assessment table below	1:4 This ratio is sufficient
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): Children will be dropped off and will enter the premises in the care of their parents/carers. On departure, children will leave in the care of an authorised nominee. Children will be signed in and out of the event via an attendance sheet.			


Event checklist – items to be readily available (please tick)	
<input type="checkbox"/> List of adults involved in the event	<input type="checkbox"/> List of children involved in the event
<input type="checkbox"/> Signed event authorisation for each child	<input type="checkbox"/> Food, snacks, movies prepared
<input type="checkbox"/> First aid kit	<input type="checkbox"/> Any required children's medications
<input type="checkbox"/> Landline phone for making/receiving calls	<input type="checkbox"/> Emergency and contact details for all children in attendance

The table below identifies and assesses risks to the safety, health or wellbeing of children attending the event, 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
Eating and drinking foods	Children choking on food while eating	Low	<ul style="list-style-type: none"> Children will be encouraged to eat calmly and while sitting down 	Educators	Throughout the event
Eating and drinking foods	Child suffering allergic reaction to food (including anaphylaxis)	Medium	<ul style="list-style-type: none"> Observe children and maintain awareness of any possible allergic reaction Check children's known allergies prior to event Ensure children don't consume a food they have a known life-threatening allergic reaction to Service Epi-Pen will be available for use Children diagnosed with anaphylaxis will have their medication and epi-pens on the premises 	Educators Responsible Person	Throughout the event Prior to event commencement
Having fun with other children	Getting injured due to excitement of after-hours event	Medium	<ul style="list-style-type: none"> Monitor children at all times and direct their play in accordance with the need 	Educators	Throughout the event
Attending event	Children suffering a medical illness or injury	High	<ul style="list-style-type: none"> Children with medical conditions will have their medication on their person or in the first aid kit First aid kit will be on hand, equipped with asthma medication and epi-pen Copies of children's medical management plans will be available for 	Educators	Throughout the event

			all children present with medical conditions <ul style="list-style-type: none"> At least 1 educator present will be trained in first aid including asthma and anaphylaxis management 		
Attending event	Children exposed to unauthorised adults, increasing risks of child protection event	Low	<ul style="list-style-type: none"> Only staff who have been rostered will be permitted to attend the premises during the event until such time as all the children have departed 	Responsible Person	Throughout the event

(Press tab to add more rows)

Plan and Review	
Plan prepared by:	<div>Full name: Suzanne Allnutt</div> <div>Signature: </div> <div>Role/Position: Nominated Supervisor</div>
Names of staff consulted:	Simone Knox, Pheobe Knox, Sharon Fairbairn, Callum Nichols, Molly Boys, Emily Kirkpatrick
Communicated to all relevant staff:	<div>Yes</div> <div>Comment if needed: Posted onto staff FB group, signed by each staff member attending</div>
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 event

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

Name	Signature