

Tanderra OOSH

Excursion Risk Assessment

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	02.10.2025
Venue / Destination	Springwood Hub, 104 – 108 Macquarie Road, Springwood 2777
Venue Phone Number	4751 3033
Proposed activities List all activities that will take place during the excursion	To see and participate in an entertainment show: Matty Falloon's Trained Balloon Show
Pick up location and destination (s) List each location travelled to and from as part of the excursion	Tanderra, 14 Raymond Road, Springwood Springwood Hub, 104-108 Macquarie Road, Springwood

Estimated departure and arrival times and duration of the excursion E.g. from the service to each destination and returning to the service	Depart Tanderra: 10:15am Arrive S/wood Hub: 10:20am Depart S/Wood Hub: 12:10pm Arrive Tanderra: 12:15pm Duration of excursion: approx. 2 hours	
Responsible Person on excursion	Varies (info available on the day)	
Proposed route You can include an image of the route sourced online	Cross Springwood Avenue, walk alongside the lower carpark and go up the steps. At the top of the steps, cross the carpark road in the upper carpark and go up the stairs to the Hub. Turn left towards the large room and wait in the foyer for an SNCC representative. Returning: reverse the instructions for commencing the journey. Arrive at Tanderra. Enter the premises performing a headcount through the gate. 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	(Some or all of the following): Suzanne Allnutt, Simone Knox, Pheobe Knox, Molly Boys, Callum Nichols, Emily Kirkpatrick (exact info available on the day)	
The number of educators / responsible adults, appropriate to provide supervision, and whether	3 No additional staff are needed	

any adults with specialised skills are required	
The number of children involved in the excursion.	30
Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail 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	1:12 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 side gate. Ensure you have a list of children attending who you will be responsible for. Lead 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 turn right. Walk through the carpark and up the steps. Cross the carpark road and go up the external steps to the Hub.</p> <p>On arrival at the venue, perform a headcount. Proceed with children into the venue room. Before departing the venue perform headcount. Proceed from front entrance with group. On arrival at Tanderra's side gate, lead educator will open the gate and count 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 – check that children have their own medication if appl
<input type="checkbox"/> List of children involved in the excursion – via Kidsoft	<input type="checkbox"/> List of adults involved in the excursion
<input type="checkbox"/> Contact information for each child – via Kidsoft	<input type="checkbox"/> Medical information for each adult – if applicable
<input type="checkbox"/> Mobile phone (switched ON)	<input type="checkbox"/> Means of Payment N/A
<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 and authorisation for medication for children – if applicable
<input type="checkbox"/> Sunscreen N/A	<input type="checkbox"/> Hand Sanitiser or other hand washing aid N/A
<input type="checkbox"/> Sick bag N/A	<input type="checkbox"/> Children with medical conditions have their medication with them or in our excursion bag

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 has been confirmed with the venue including final numbers of children in attendance
<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 this Excursion Risk Assessment/Management Plan	<input type="checkbox"/> Answering machine message has been changed to include excursion details, approx. return time and emergency contact number
<input type="checkbox"/> Note has been left on front door including excursion details, approx. return time and emergency contact number	<input type="checkbox"/> Roll has been checked and families of children not yet arrived have been contacted

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 to and from the venue	Children running onto the road and being hit by a car	Very High	<ul style="list-style-type: none"> • Keep children close together in group • Supervise closely • Keep children behind lead educator and in front of the educator at the rear (if there is one) • Educators to wear hi-vis clothing on torso 	All educators	During the outing
Walking to and from the venue and while away	Getting lost	Low	<ul style="list-style-type: none"> • Keep children within sight while transitioning between venues • Remind children to stay within the hub boundary at all times • Lead educator will do headcount on arrival at venue and prior to departure • Lead educator will carry a list of children present to refer to which they will use to verify that all children are present at regular intervals (paper or portal via mobile phone) 	All educators Responsible person All educators	During the outing During safety talk During excursion

Walking to and from the venue and while away	Having a dispute or altercation with a member of the public	Low	<ul style="list-style-type: none"> • Maintain constant supervision at all times • Intervene in any situation arising with a member of the public 	All educators	During the outing
Walking to and from the venue and while away	Children getting injured by glass, sharps, broken tree branch, dangerous animals, insects and other hazards	Low	<ul style="list-style-type: none"> • Check for hazards while walking and decide on appropriate actions needed if encountering an unexpected hazard such as heavy rain, lightning, glass on footpath etc 	Lead educator	During the outing
Walking to and from the venue and while away	Child sustaining injury while walking	Medium	<ul style="list-style-type: none"> • Keep the group together while attending to the injured child • One educator attends to injured child while other educator(s) supervise children • If a solo educator, keep children together and calm while attending to injured child. If necessary, call another educator at the service to provide additional support 	All educators	During the outing
Walking to and from the venue and while away	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 their medication in their bag or lead educator takes medication in excursion bag • Take first aid kit equipped with asthma medication 	Lead educator	Prior to leaving

			<ul style="list-style-type: none"> Access medical management plans as needed either in Kidsoft documents 	All educators	On excursion
While visiting Hub	Unpleasant or dangerous encounter with a member of the public	Low	<ul style="list-style-type: none"> Remind children to not get involved in lengthy conversations with people they don't know Remind children to seek staff support if/when needed Remind children to advise staff when going to the bathroom and only go with another child or educator 	Responsible Person All educators	During safety talk During 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, Molly Boys, Pheobe Knox, Callum Nichols, 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