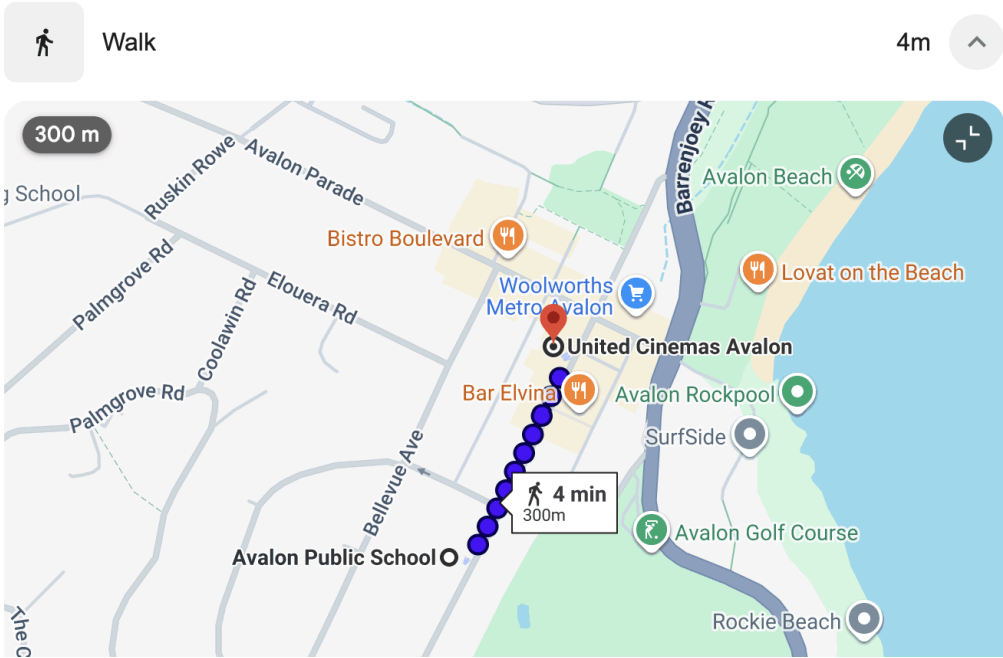


Excursion risk management plan

Excursion details			
Date(s) of excursion	Tuesday 21st April, 2026	Excursion destination	Avalon Cinema
Departure and arrival times	11.00am - walk to Cinema		
Proposed activities	Watching a movie Walking to and from the Cinema	Water hazards? Yes /No	If yes, detail in risk assessment below.
Method of transport, including proposed route			
Name of excursion co-ordinator	Sarah Le-Hanie		
Contact number of excursion co-ordinator	(BH) 02 9918 9672	(M) 0493 696 164	
Number of children attending excursion	50	Number of educators/parents/volunteers	7
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:8		

Excursion checklist	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travel to Cinema	Traffic	Low	only a small one way street to cross. Staff will manage traffic	Staff	at all times
Toilet Use	Strangers	Moderate	Children will be accompanied to toilets at all times. Staff member check facilities first, and wait outside main door to toilet block.	Staff	At all times

Plan prepared by: Avalon OOSH Staff		Date 01/04/2026	
Prepared in consultation with: Sarah LeHanie			
Communicated to:	Parents and Staff		
Venue and safety information reviewed and attached	Yes / No		
	Comment if needed:		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			