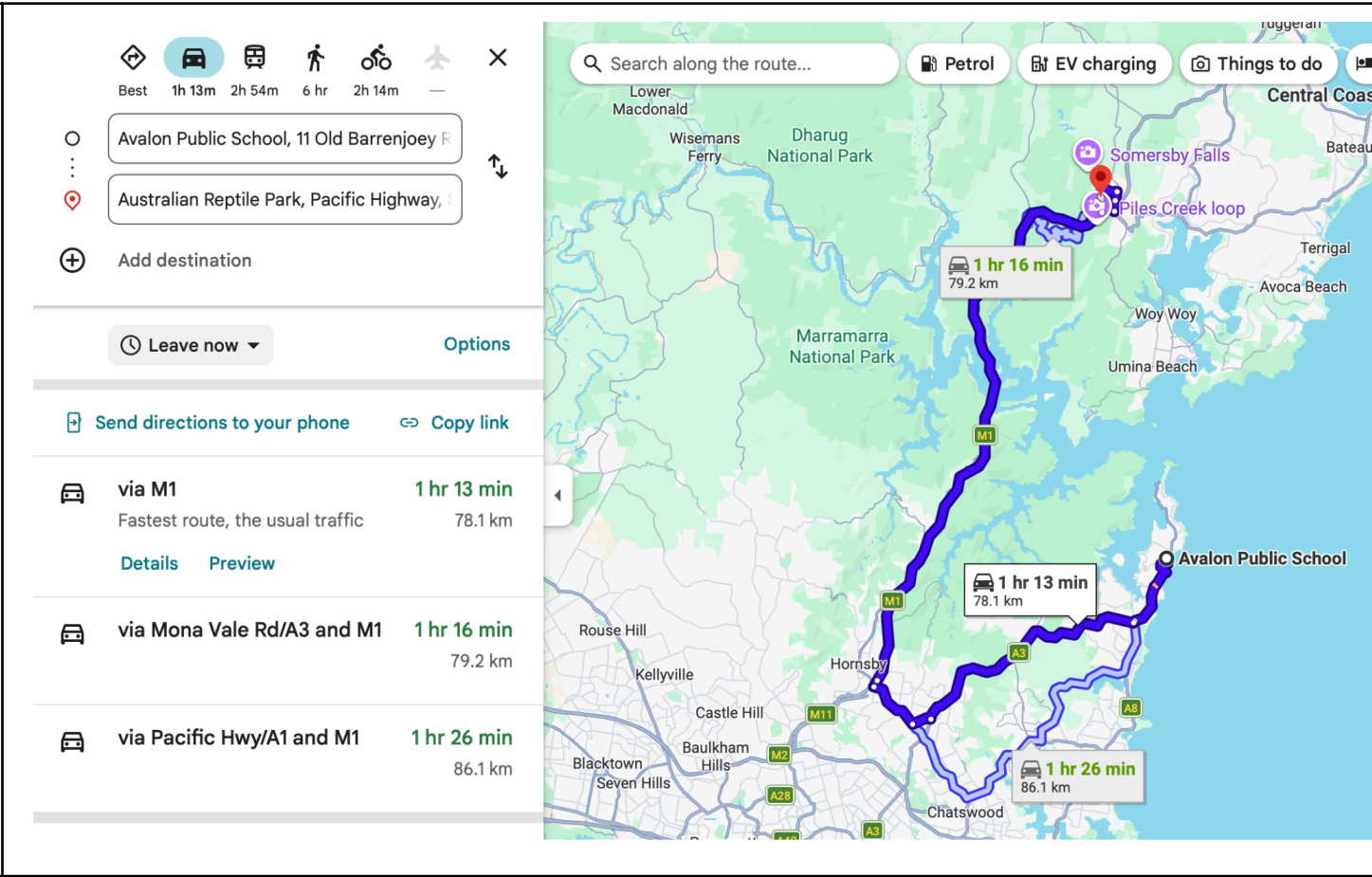


Avalon OOSH Excursion Risk Management Plan

Date(s) of Excursion	15.07.2026	Excursion destination/address:	Australian Reptile Park, Pacific Highway, Somersby NSW 2250
Departure and arrival times	Depart Centre: 9am Arrival: 10am Departure: 1:30pm Arrive back at Centre: 3pm		
Proposed activities	Walking around wildlife park to encounter and learn about native Australian animals	(Please select Yes or No) Water hazards? Reg 101.2 (c) <u>No?</u> If no – there are no further considerations or additions regarding water hazards. Reg 101.2 (c) <u>Yes?</u> If yes – please see below considerations outlined in below risk assessment to accommodate for water hazards (eg: staff to child ratios and other safety considerations.	
Method of transport, including map of proposed route	Bus		

			
Name of excursion co-ordinator	Sarah Le-Hanie		
Centre Contact Details	Landline: 02 9918 9672	Mobile: 0493 696 164	
Number of children attending excursion	Intended: 50	Number of educators/parents/volunteers	7
Educator to child ratio, including whether this excursion warrants a higher ratio?	1:8		

Please provide details.

Procedures for:

- Leaving the centre
- Entering and exiting the bus
- Entering the venue
- Leaving the venue
- Entering and exiting the bus
- Returning to the centre

Including accounting for children at all times.

- A roll call is conducted prior to the children leaving the Avalon OOSH building. The responsible person is to ensure they know the number of children who are in our care.
- Children are encouraged to go to the bathroom before leaving, an educator remains at toilet block until all children have finished
- Children are lined up in the playground and walked in 2 lines. Educators positioned at front, middle and ends of group
- Two educators count the children onto the bus.
- A roll call is conducted before the bus departs, with another educator conducting a headcount of all children on the bus.
- As we alight from the bus a headcount is conducted. The bus is checked for any remaining children and items. - We then walk to our destination, with the educators working to ensure the children stay within the group at all times. An educator is stationed at the front, leading all the children to the destination, another at the back to ensure all children are safe and others spaced out throughout the middle of the group.
- On arrival at our destination a headcount is conducted.
- Educators are to ensure that they have knowledge of where the children are at all times. - Prior to exiting the venue another headcount is conducted.
- We then walk to our bus, with the educators stationed at the front, middle and back of the group leading all the children to the destination, to ensure all children are safe.
- Two educators count the children onto the bus.
- A roll call & headcount is conducted before the bus departs.
- When the bus stops to let us off a headcount is conducted as the children alight. The bus is checked for any remaining children and items.
- We then walk to the Centre, where a roll call & headcount is conducted.

☐ First aid kit	☐ Excursion Bag & Children's medication
☐ List of children attending the excursion	☐ Walkie Talkies

☐ Contact information for each child	☐ Mobile phone / other means of communicating with the service & emergency services
☐ Medical information for each child	☐ Other items, please list

Hazard identified	Risk Rating (use matrix)	Elimination/control measures	Who	When
Slips, trips, falls, collisions	High	- Walk children in 2 lines in close groups - Educators positioned at front, middle and ends of groups - Educators to encourage children to tie up shoes laces and assist if required - Ensure that safe movement around the area is demonstrated to the kids before allowed out to the areas with water	All Children	Entering bus/leaving bus & During excursion
Extreme Weather conditions (including heat stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation	Moderate	- Seek shade/shelter where appropriate - Give time for children to be calm, safe, and secure - Leave excursion if extreme weather conditions or any critical emergencies	All Children & Educator	While at Excursion

Missing Child/absconding	Moderate	- Walk children in 2 lines in close groups and educators positioned at front, middle and ends of groups - Constant head counts, and checking on children - Educators to communicate with one another and the children - Maintain staff to child ratio 1:6	All Children	Leaving/entering the bus & At the Excursion/transitio ning to other areas
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Anaphylactic reaction/ allergies	Moderate	- First aid Kits/ EpiPen's on hand - Regularly update information of children with anaphylaxis/allergies/intolerances and cultural requirements. - Ensure each educator and volunteer is aware of the medical and dietary list/info of each child. - Staff are trained in First aid, anaphylaxis and allergy awareness. - Asthma and anaphylaxis medication has been taken on the excursion, and their plans are followed in the event of a reaction/asthma attack	Children with Allergies	Throughout the day
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Using the toilets/public toilets & hand washing/hygiene	Moderate	- An Educator to check toilet areas for any hazards before children enter - If the gender of that educator is not able to check the toilets. Send 2x older more responsible children to check whilst the educator waits right outside of toilet area - Children to go in small groups of same gender - Regular head counts and roll calls - Educators to walk children in groups at a time and remain near toilet block area until children have finished - Children to always communicate with educators about going to and from the toilets. - Multiple toilets are located around the Island	All Children	At the Excursion
Choking, illness, vomiting	Moderate	- Have sickness bags available on the bus - Ensure children do not eat or drink on the bus - Ensure children are seated down whilst eating or drinking - All staff trained in first aid	All Children	On the Bus & While eating/drinking
Covid- 19				

Illness, infections, hospitalisation, death of child/educator/adult	Moderate	Ensure Educators & Families are aware of our Covid-19 Policy & procedure Maintain communication between NSW Health department, Department of Education, ECED and any other relevant organisation in relation to Covid-19 Ensure information of Covid-19 and any practices are updated as new information becomes available Ensure all such important information and factsheets are available & /or displayed for educators /parents /families and visitors to view Educators & families are updated with any new information / updates on Covid-19 Ensure that when adults enter the service, they practice social distancing, cleaning of hands. That they enter and exit solely to drop off or collect their child Ensure that there are no children, educators or adults that enter the premises if they have been in contact with anyone that has had COVID-19 symptoms or are currently displaying any related symptoms If children or adults present during the day as unwell, they will be set aside from others. For a child: their parent will be contacted to collect them as soon as possible. For an adult: they will be asked to leave the centre to seek further medical advice. All adults/Visitors/volunteers are to adhere to all Covid-19 rules and practices as per prescribed from the NSW government Children will be given regular hand washing routines throughout the day, dependant on activity and what they are exposed to	Coordinator Educators Families and children Provider Staff	Throughout the whole day
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		Antibacterial wipes, hand soap, paper towels and hand sanitiser will be available to all that enter/use the premises. Educators are strongly recommended to wear PPE including gloves & face masks where necessary Educators are to ensure supervision of children using hand sanitiser (as it is alcohol-based) A routine cleaning list is created in the centre and all educators are to complete the cleaning tasks and schedule. Educators are given opportunity to reflect and bring about new information in relation to our Covid-19 practices		
Interactions with wildlife – animals injuring children	High	- Brief children on how to interact with wildlife - There is a large open space where kangaroos and emus walk around – avoid having lunch here - Monitor children closely when going to animals shows/touching/feeding animals - After touching/feeding animals ensure all children wash and sanitise their hands	All children	At the Reptile Park

Plan prepared by: Sarah Le-Hanie	Date: 16/6/26
Communicated to: All Staff on the day & Families (via website, and printed in centre)	
Venue and safety information/risk assessment/COVID-19 safety reviewed and attached: N/A Comment if needed:	