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| Service Name: Bilgola Plateau Public School OOSH Care Centre | |
| Excursion details: Pittwater Golf Centre, 1500 Pittwater Rd Warriewood, 2102 | |
| Date of excursion. | 16 th July 2025 |
| Proposed activities. | Travel to and from venue by private coach Watch a G or PG rated movie-Film title TBC |
| Pick up location and destination | <div> Pick up from centre, direct route to venue Centre: 148A Plateau Rd, Bilgola Plt 2107 </div> <div> Pick up from venue, direct route to centre Venue: 1500 Pittwater Rd Warriewood </div> |
| Estimated departure and arrival times and duration of the excursions | Departure centre at 11.30am arrive at venue at approx 12pm Depart venue at 2.15pm arrive back at centre at approx 2.45pm Duration: 3 ¼ hours |
| Proposed route | Head northeast on Plateau Rd toward Bilambee Avenue At the roundabout, take the 3 rd exit onto Barrenjoey Rd Road name changes to Pittwater Rd Keep straight onto Pittwater Rd Turn left into the venue |
| Means of transport | Private coach-North Sydney Bus Charters |

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| Requirements for seatbelts or safety restraints in your state or territory have been met. | Yes-all coaches are fitted with seat belts that meet safety standards |
| Number and full names of each adult involved in the excursion. | Joanna Dalby Ball 0432 000 817 Additional Educators TBC |
| The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required. | 1:15 |
| The number of children involved in the excursion. | TBC |
| Any water hazards during the excursion, including any risks associated with water-based activities? | No |

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| Educator to child ratio, including whether this excursion warrants a higher ratio. | 1:15 |
| <p>Describe the process for entering and exiting the service premises and the pick-up location or destinations</p> <p>Exiting centre</p> <p>All children assemble and the roll is called using Xplor Playground</p> <p>Any child in attendance who has not been signed in or is a last-minute booking is added to the roll to ensure correct numbers</p> <p>Once the roll is correct a head count roll is conducted and recorded</p> <p>Children are put with a buddy and line up at the service entrance gate</p> <p>A physical head count is done, and numbers cross referenced and verified</p> <p>An educator waits at the bottom of the stairs, one walks to the coach door and waits there</p> <p>Other educators accompany the children to the coach door whilst the educator at the bottom of stairs counts the children through in pairs, ensuring this is done slowly and methodically</p> <p>Once all children are through, the educator checks the physical head count numbers against recorded numbers and completes a final and thorough check of the premise</p> <p>Children are counted onto the bus and numbers checked and verified</p> <p>Once all children are on the coach a final head count roll is done and numbers cross referenced and verified</p> | |

Arrival at excursion destination

Two Educators disembark the coach, one waits at the assembly point the other at the coach door conducting a physical head count as children disembark.

Numbers are cross referenced and verified.

Children disembark with their buddy and assemble at the assembly point

The Responsible Person checks every seat and onboard toilet (if applicable) to ensure no child is left onboard

Once all children have assembled a head count roll is conducted and recorded and a physical head count is conducted, numbers are cross referenced and verified

Departure from excursion destination

Children assemble at assembly point

An educator waits at the coach door

Once all children have assembled a head count roll is conducted and recorded and a physical head count is conducted, numbers are cross referenced and verified

Children are paired with their buddy and walk to the coach door accompanied by educators who are dispersed throughout the group

As children enter the coach a physical head count is done, and numbers cross referenced and verified

Once all children are on the coach a head count roll is conducted and numbers cross referenced and verified

Arriving at the centre

Two Educators disembark the coach, one waits at the assembly point the other at the coach door conducting a physical head count as children disembark.

Children disembark with their buddy and assemble at the assembly point

The Responsible Person checks every seat and onboard toilet (if applicable) to ensure no child is left onboard

Children enter the centre with their buddy and an educator conducts a head count as they are entering the service

As children enter the centre an educator greets them, and they are asked to sit down whilst all the children enter the centre

Once all children have entered the centre and have assembled a head count roll is conducted and numbers checked and verified with the physical head count numbers

Describe the procedures for embarking and disembarking the vehicle

Children are in pairs when embarking/disembarking

Head counts are conducted before embarking/disembarking

Recorded and physical head counts are cross referenced and verified

Head counts are done when children embark/disembark and once seated

The Responsible Person checks every seat and onboard toilet) if applicable

Excursion checklist – items to be readily available during the excursion
(please tick)

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| <input checked="" type="checkbox"/> First aid kit | <input checked="" type="checkbox"/> List of adults involved in the excursion |
| <input checked="" type="checkbox"/> List of children involved in the excursion | <input checked="" type="checkbox"/> Contact information for each adult |
| <input checked="" type="checkbox"/> Contact information for each child | <input checked="" type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services |

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| <input checked="" type="checkbox"/> Medication, health plans and risk assessments for individual children | <input checked="" type="checkbox"/> Other items, please list Emergency management backpack |
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| Risk assessment | | | | | |
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| Activity | Hazard identified | Risk assessment (use matrix) | Elimination/control measures | Who | When |
| Travel | Accident | High | <p>Hire experienced licensed drivers.</p> <p>Drivers reminded at start of journey that speed limits must be followed</p> <p>Ensure all drivers are fully qualified and their licenses checked and verified</p> <p>Ask parents to identify any children who suffer motion sickness.</p> | <p>Nominated Supervisor to organise and communicate</p> <p>RP to coordinate</p> <p>All Educators</p> | <p>Coaches booked prior to excursion</p> <p>Routes checked and documented prior to excursion</p> <p>First aid kits checked prior to excursion</p> <p>Contact information checked prior to excursion</p> <p>NSBC contacted and coach safety information checked</p> |

| Travel | Motion sickness | Low | <p>Ask parents to identify any children who suffer motion sickness.</p> <p>Have First Aid Kit ready, sit children with an educator at front of bus</p> | <p>RP to coordinate</p> <p>All educators</p> | <p>Prior to boarding</p> <p>During excursion</p> |
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| Travel | Child left on coach | Moderate | <p>Strict procedures will be followed (as detailed above)</p> <p>Roll calls</p> <p>Head counts</p> <p>RP checks coach</p> <p>Bus driver checks coach</p> | <p>Nominated Supervisor develops procedures and communicates these to staff</p> <p>RP conducts roll call and head counts</p> <p>RP checks coach including toilet</p> <p>Bus driver checks coach</p> | <p>Procedures communicated to educators prior to excursion.</p> <p>During excursion</p> |
| Use of public toilets | Dangerous person | Moderate | <p>Staff will accompany children to the toilets.</p> <p>Staff will check toilets are safe before children enter</p> | <p>Nominated Supervisor to organise and communicate</p> | <p>Staff told of procedures prior to excursion.</p> <p>Procedures communicated to parents.</p> |

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| | | | <p>and wait outside the toilet door.</p> <p>Whenever possible male and female staff will be rostered on excursion days. If this is not possible toilets will still be checked staff will call 'hello is anyone in there I am coming in to check the toilets'</p> | <p>RP to coordinate</p> <p>All educators</p> | Procedures followed on excursion. |
| Use of public spaces | <p>Unfamiliar environment/hazards</p> <p>Health and hygiene</p> | <p>Low</p> <p>Low</p> | <p>Excursion site will be visited by the Joanna (Director) prior to excursion to assess suitability and to identify and assess risks</p> <p>Staff will carry disinfectant wipes, gloves, and hand sanitiser.</p> <p>Surfaces such as tables will be cleaned by staff prior to use.</p> <p>Hand washing and sanitising will be</p> | <p>Nominated Supervisor</p> <p>RP to coordinate.</p> <p>All educators</p> | <p>Prior to excursion</p> <p>During excursion</p> |

| | | | supervised and done at regular intervals, and at any time necessary and appropriate. | | |
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| Using public space/walking from bus to premises | Being separated from the group-lost child Traffic | Moderate | <p>Communicate to staff and children our buddy system</p> <p>Staff will monitor traffic conditions and stand on road to stop traffic when children crossing.</p> <p>When using footpaths children will not walk on the roadside, staff will position themselves to ensure safety</p> <p>Educators in direct supervision to a known group of</p> <p>Staff member at front and back of group.</p> <p>Routine head counts</p> <p>Children to wear Camp Bilgola vests and wrist bands with mobile phone number</p> | <p>Nominated Supervisor to organise and communicate</p> <p>RP to coordinate</p> <p>All educators</p> | <p>Prior to excursion</p> <p>During excursion</p> |

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| Excursion activity | Hit with ball or golf club | Low | Active supervision Children will follow centre safety rules | Nominated Supervisor to organise and communicate RP to coordinate Staff attending | Prior to excursion During excursion |
| Weather extremes | Sun burn, heat exhaustion, falling trees, lightning, thunder, torrential rain, flooding | Low | Monitor weather forecast and adjust activities where necessary | Nominated Supervisor to organise and communicate RP to coordinate Staff attending | During excursion Prior to excursion |
| Medical Emergency | Accident, injury, allergic reaction | Moderate | Ensure any child attending with a diagnosed medical issue is identified. Check all relevant medical management plans and medications | Nominated Supervisor to organise and communicate RP to coordinate | Prior to excursion During excursion |

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| | | | <p>are taken on the e excursion.</p> <p>Ensure at least one attending staff member is First Aid trained</p> <p>Check First Aid kits are well stocked</p> <p>Review risk assessments developed by the centre and excursion specific risk assessments developed by the excursion provider</p> | Staff attending | |
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| Risk Matrix | | | | | | |
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| Likelihood | Consequence | | | | | |
| | | Insignificant | Minor | Moderate | Major | Catastrophic |
| | Almost certain | Moderate | High | High | Extreme | Extreme |
| | Likely | Moderate | Moderate | High | Extreme | Extreme |
| | Possible | Low | Moderate | High | High | Extreme |
| | Unlikely | Low | Low | Moderate | High | High |
| | Rare | Low | Low | Low | Moderate | High |

| Plan and Review | | | |
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| Plan prepared by: | Full name: Joanna Dalby-Ball Role/Position: NS, Director | Date: 20.06.2025 | |
| Prepared in consultation with: | Relevant laws, regulations and safety standards | | |
| Communicated to all relevant staff: | Yes | | |
| Vehicle safety information reviewed: | Kids and Traffic contacted to check procedures. NSBC contacted to check safety information. | | |
| Risk assessment to be evaluated and reviewed on: | Date: This is a one-off excursion, if the same excursion is done again, risk assessment will be reviewed, and a new risk assessment developed | | |