

Service Name: Bilgola Plateau Public School OOSH Care Centre	
Excursion details: Maritime Museum, Darling Harbour	
Date of excursion.	22.01.2025
Proposed activities.	Travel to and from venue by private coach Educator led tour of the museum including boarding the boats
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: 1 William St, Sydney 2010 </div>
Estimated departure and arrival times and duration of the excursion	Departure-9.15am arrive at venue at approx. 10. 30.am Return-Depart at 2.45pm arrive back at centre at approx. 3.45pm Duration-6 ½ hours

Proposed route	<p>Head northeast on Plateau Rd toward Bilambee Avenue At the roundabout, take the 3rd exit onto Barrenjoey Rd Road name changes to Pittwater Rd Keep straight onto Pittwater Rd Keep slightly left to stay on Pittwater Rd Continue on Pittwater Rd Turn right on Wakehurst Parkway Use the right two lanes to turn right onto the Warringah Rd underpass Continue straight onto Warringah Rd Turn left onto Clive St Continue onto Eastern Valley Way Turn left onto Sailors Bay Rd Turn right onto Strathallen Ave Continue onto Miller St Use the left lane to take the slip road to Metroad4/city Eastern Suburbs Continue onto Cahill Expressway Continue onto Warringah Freeway Continue onto Bradfield Highway Turn left onto Western Distributor Slight left onto Western Distributor/A4 signs to Anzac Bridge Use the right two lanes to take the exit towards Harris St Turn right onto Harris St Take Murray ST to the museum</p>
Means of transport	<p>Private coach-North Sydney Bus Charters</p>

Requirements for seatbelts or safety restraints in your state or territory have been met.	Yes
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.	1:9
The number of children involved in the excursion.	TBC
Any water hazards during the excursion, including any risks associated with water-based activities?	Yes
Educator to child ratio, including whether this excursion warrants a higher ratio.	1:9

<p>Describe the process for entering and exiting the service premises and the pick-up location or destinations</p> <p>Exiting centre</p> <p>Our digital and paper rolls are checked to ensure numbers correlate.</p> <p>The roll is called, and children are checked off, any children not on the roll are added to digital and paper roll</p> <p>A head count is done on site</p> <p>Children are put with a buddy and line up at the service entrance gate</p> <p>A staff member waits at bottom of stairs and leads the group as children exit the gate another head count is done</p> <p>An educator checks the premises and ensures no children are left, this information is passed to the educator who did the head count and numbers checked.</p> <p>Children are escorted to the coach with an educator in front of the group, behind the group and as per numbers, throughout the group</p> <p>As children enter the coach another head count is done and verified</p> <p>Once all children are on the coach a final head count is done</p> <p>Arrival at excursion destination</p> <p>Two Educators disembark the coach, one waits at the assembly point the other at the coach door conducting a head count as children disembark. Numbers are checked and verified.</p> <p>Children disembark with their buddy and assemble at assembly point</p> <p>Once all children have assembled the roll is called and another head count is done and numbers verified</p> <p>The Responsible Person checks every seat and onboard toilet (if applicable) to ensure no child is left onboard</p> <p>Departure from excursion destination</p>	

Children assemble at assembly point

A head count is done, and numbers verified

Children are paired with their buddy

As children enter the coach another head count is done, and numbers verified

Once all children are on the coach a final head count is done

Arriving at the centre

Two Educators disembark the coach, one waits at the assembly point the other at the coach door conducting a 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 an educator conducts a head count, numbers are checked and verified

Once inside the centre all children assemble, a final head count is done and the roll is marked

Describe the procedures for embarking and disembarking the vehicle

Children are pairs when embarking/disembarking

Head counts are conducted before embarking/disembarking

Digital and paper rolls are checked against head count numbers

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)	
<input checked="" type="checkbox"/> First aid kit	<input checked="" type="checkbox"/> List of adults attending
<input checked="" type="checkbox"/> List of children attending	<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
<input checked="" type="checkbox"/> Medication, medical management plans	<input checked="" type="checkbox"/> Other items, please list Emergency management backpack

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travel	Accident/ motion sickness	Low	Hire experienced licensed drivers. Ask parents to identify any children who suffer motion sickness. Have First Aid Kit ready, sit	Nominated Supervisor	Coaches booked prior to excursion

			children with an educator at front of bus		
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>2 staff check 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 and another educator check coach</p> <p>Bus driver checks coach</p>	<p>Procedures communicated to staff prior to excursion.</p> <p>During excursion</p>
Use of public toilets	Dangerous person	Low	<p>Staff will accompany children to the toilets. Staff will check toilets are safe before children enter 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</p>	<p>All staff</p> <p>RP to coordinate</p>	<p>Staff told of procedures prior to excursion.</p> <p>Procedures communicated to parents.</p> <p>Procedures practiced on excursion.</p>

			am coming in to check the toilets' Children will use the buddy system		
Use of public spaces	Unfamiliar environment/hazards	Low	Excursion site will be visited by the Joanna (Director) prior to excursion to assess suitability and to identify and assess risks	Nominated Supervisor All staff RP to coordinate	Prior to excursion During excursion
Using public space/walking from bus to premises	Child lost Traffic	Low	Active supervision 1:9 ratio Educators briefed on safety and how to ensure active supervision Children briefed on safety Children to wear OOSH t shirts and wrist bands Regular head counts	All staff	Communicated to staff prior to excursion During excursion

			<p>Procedures to be followed-us ethe SANDWICH procedure, staff are located at the front and back of the group and dispersed throughout the group</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>		
Using public space	Being separated from the group-lost child	Moderate	<p>Communicate to staff and children our buddy system</p> <p>Safe procedures communicated to staff and children</p> <p>1:9 ratio</p> <p>Routine head counts</p>	<p>Nominated Supervisor</p> <p>All Staff</p>	<p>Communicated to staff prior to excursion</p> <p>During excursion</p>

			Children to wear Camp Bilgola and wrist bands t-shirts with mobile phone number		
Weather extremes	Sun burn, heat exhaustion, falling trees, lightning, thunder, torrential rain, flooding	Low	Monitor weather forecast and adjust activities where necessary	All staff Responsible Person	During excursion Prior to excursion
Walking near a body of water	Drowning	High	Ensure our walking procedures are clear and communicated to staff Safety briefing given to children on safe walking practices 1:9 ratio Walking away from the waters edge	All staff Responsible Person	Prior to excursion During excursion
Boarding vessels	Child separated from group	High	Head counts done before boarding and after disembarking	All staff Responsible Person	During excursion

	Drowning		<p>1:9 ratio</p> <p>Educator in direct supervision of 9 children</p> <p>Only one group to board the vessels at a time</p> <p>No direct contact with water</p>		
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Risk Matrix						
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			
Plan prepared by:	Full name: Joann dalby Ball Role/Position: NS, Director	Date: 17.12.2025	
Prepared in consultation with:	Relevant laws, regulations and safety advice Lily Faithfull Senior Educator		
Communicated to all relevant staff:	Yes		
Vehicle safety information reviewed:	Kids and Traffic contacted to check procedures.		
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		