

Service Name: Bilgola Plateau Public School OOSH Care Centre	
Excursion details: Discovery Centre, Dickens Drive, Centennial Park Sydney, 2000	
Date of excursion.	14.01.2026
Proposed activities.	<p>Catching a private coach to and from venue</p> <p>Playing in Ian Potter's Wild Play Garden</p>
Pick up location and destination.	<p>Pick up from centre, direct route to venue Centre: 148A Plateau Rd, Bilgola Plt 2107</p> <p>Pick up from venue, direct route to centre Venue: Dickens Drive, Centennial Park Sydney, 2000</p>
Estimated departure and arrival times and duration of the excursion.	<p>Departure centre at 9.30am arrive at venue at 10.45am</p> <p>Depart venue at 2.15pm and arrive at centre at 3.30pm</p> <p>Duration-6 hours</p>
Proposed route	<p>Travel NE along Plateau Rd</p> <p>At the roundabout take the third exit onto Barrenjoey Rd</p> <p>Continue onto Pittwater Rd</p> <p>Use the left 3 lanes to turn slightly left to stay on Pittwater Rd</p> <p>Slight right onto Pittwater Rd</p> <p>Pittwater Rd turns slightly right and becomes Wakehurst Parkway</p>

	<p>Use the right 2 lanes to turn sharp right onto Warringah Rd Underpass</p> <p>Continue straight onto Warringah Rd.</p> <p>Use the left 2 lanes to turn slightly left onto Clive St.</p> <p>Continue onto Eastern Valley Way</p> <p>Turn left onto Sailor's Bay Rd towards the City</p> <p>Turn right onto Strathallen Ave.</p> <p>Continue onto to Miller St</p> <p>Turn left onto Earnest St</p> <p>Merge onto M1</p> <p>Take the exit onto Anzac Pde.</p> <p>Keep right at the fork and merge onto Anzac Pde</p> <p>Turn left onto Land Rd</p> <p>Turn right onto Cook St</p> <p>Turn left towards Grand Dr</p> <p>Continue straight onto Grand Dr</p> <p>Turn right onto Dickens Dr</p>
<p>Means of transport</p> <p>E.g. public bus, private bus, coach, private car, taxi, tram</p>	<p>Private coach-North Sydney Bus Charters</p>

Requirements for seatbelts or safety restraints in your state or territory have been met.	Comment: There is no legislation requirement however we only use coaches fitted with approved seat belts
Number and full names of each adult involved in the excursion.	Joanna Dalby Ball 0432 000 817 Additional educators TBA
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required	1:10
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.	1:10 Due to associated risks this excursion warrants a lower ratio
<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 a 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>	

Once all children have assembled the roll is called and another head count is done, and numbers verified

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

Departure from excursion destination

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 (include how each child is accounted for in embarking and disembarking):

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 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
<input checked="" type="checkbox"/> Medication, health plans and risk assessments for individual children	<input checked="" type="checkbox"/> Other items, please list

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travel	Accident/ motion sickness	Low	<p>Hire experienced licensed drivers.</p> <p>Ask parents to identify any children who suffer motion sickness. Have First Aid Kit ready, sit children with an educator at front of bus.</p>	<p>Joanna (Director)</p> <p>Joanna (Director)</p>	<p>Coaches booked prior to excursion</p> <p>Notice sent to parents</p>
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 am coming in to check the toilets'</p>	All staff, RP to coordinate	<p>Staff told of procedures prior to excursion.</p> <p>Procedures communicated to parents.</p> <p>Procedures practiced on excursion.</p>
Use of public spaces	Unsuitable venue	Low	Excursion site will be visited by the Joanna (director) prior to excursion to assess suitability.	<p>Nominated Supervisor</p> <p>All staff, RP to coordinate</p>	<p>Prior to excursion</p> <p>During excursion</p>
Using public space/walking from bus to premises	Being separated from the group-lost child	Moderate	Communicate to staff and children our buddy system.	Nominated Supervisor	<p>Prior to excursion</p> <p>During excursion</p>

	Traffic		<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 6 children</p> <p>Staff member at front and back of group.</p> <p>Routine head counts</p> <p>Children to wear Camp Bilgola and wrist bands t-shirts with mobile phone number</p>	<p>Responsible person</p> <p>All staff</p>	
Weather extremes	Sun burn, heat exhaustion, falling trees, lightning, thunder	Low	<p>Hats will be worn</p> <p>Sun cream applied at 2 hourly intervals</p> <p>Monitor weather forecast and adjust activities where necessary</p>	<p>All staff</p> <p>Responsible Person</p>	<p>During excursion</p> <p>Prior to excursion</p>

Using the playground equipment	Injury	Moderate	Active supervision Children given boundaries and safe play instructions	All staff	During excursion
Water Play	Drowning	High	Strict supervision. No actual bodies of water, no pools of water	Nominated Supervisor Responsible person All staff	During 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 are taken on the excursion. Ensure at least one attending staff member is First Aid trained Check First Aid kits are well stocked	Nominated Supervisor to organise and communicate RP to coordinate Staff attending	Prior to excursion During excursion

			Review risk assessments developed by the centre and excursion specific risk assessments developed by the excursion provider		
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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: Joanna Dalby-Ball Role/Position: NS, Director	Date: 17.12.2025	
Prepared in consultation with:	Full name: Lily Faithfull Role/Position: Senior Educator		
Communicated to all relevant staff:	Yes Comment if needed: Risk assessment clear and communicated to all staff		
Vehicle safety information reviewed and attached:	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		