

Means of transport	Private coach-North Sydney Bus Charters
Requirements for seatbelts or safety restraints in your state or territory have been met.	No legislative requirement to have seat belts in a bus/coach that is transporting more than 12 passengers. Where available we will hire coaches that are fitted with seatbelts, but we recognise this will not always be possible. Where seat belts are not fitted, we will ensure all children are secure in their seats and do not move around the coach. This information has been verified by Kids and Traffic and by checking the laws and regulations.
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.	1:10
The number of children involved in the excursion.	TBC
Any water hazards during the excursion, including any risks associated with water-based activities?	No

Educator to child ratio, including whether this excursion warrants a higher ratio.	1:10
<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> <p>Arrival at excursion destination</p>	

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

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.

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)

<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 Emergency management backpack

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Travel	Accident/ motion sickness	Medium	<p>Hire experienced licensed drivers.</p> <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>Nominated Supervisor to organise and communicate</p> <p>RP to coordinate</p> <p>Staff attending</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>
Travel	Child left on coach	High	<p>Strict procedures will be followed (as detailed above)</p> <p>Roll calls</p>	<p>Nominated Supervisor develops procedures and communicates these to staff</p>	<p>Procedures communicated to staff prior to excursion.</p>

			<p>Head counts</p> <p>2 staff check coach</p> <p>Bus driver checks coach</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>During excursion</p>
Use of public toilets	Dangerous person	Moderate	<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>	<p>Nominated Supervisor to organise and communicate</p> <p>RP to coordinate</p> <p>Staff attending</p>	<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	<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</p>	<p>Nominated Supervisor to organise and communicate</p>	<p>Prior to excursion</p>

			<p>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 supervised and done at regular intervals, and at any time necessary and appropriate.</p>	<p>RP to coordinate</p> <p>Staff attending</p>	<p>During excursion</p>
<p>Using public space/walking from bus</p>	<p>Being separated from the group-lost child</p> <p>Traffic</p>	<p>Moderate</p>	<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>Nominated Supervisor</p> <p>Responsible person</p> <p>All staff</p>	<p>Prior to excursion</p> <p>During excursion</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>		
Participating in excursion activity (walking)	Injury, uneven ground	Low	<p>Active supervision</p> <p>Children briefed on safety</p>	<p>Nominated supervisor to organise waivers</p> <p>Responsible person</p> <p>Staff attending</p>	<p>Prior to excursion</p> <p>During excursion</p>
Weather extremes	Sun burn, heat exhaustion, falling trees, lightning, thunder, torrential rain, flooding	Low	<p>Monitor weather forecast and adjust activities where necessary</p>	<p>Nominated Supervisor to organise and communicate</p> <p>RP to coordinate</p> <p>Staff attending</p>	<p>During excursion</p> <p>Prior to excursion</p>

<p>Medical Emergency</p>	<p>Accident, injury, allergic reaction</p>	<p>Moderate</p>	<p>Ensure any child attending with a diagnosed medical issue is identified.</p> <p>Check all relevant medical management plans and medications are taken on the 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>	<p>Nominated Supervisor to organise and communicate</p> <p>RP to coordinate</p> <p>Staff attending</p>	<p>Prior to excursion</p> <p>During excursion</p>
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Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	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: 11.3.2026	
Prepared in consultation with:	Relevant laws, regulations and safety advice		
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		