

## Excursion Risk Management Plan: Stardust Circus

Excursion details			
Date(s) of excursion	Thursday 17th of July 2025	Excursion destination:	Stardust Circus (Racecourse Carpark, James Ruse Drive)
Departure and arrival times	Leave COOSH at 10:00am. Arrive at Stardust Circus at 10:30am Leave Stardust Circus at 1:30pm. Return to COOSH approx. 2:00pm		
Proposed activities	Bus to Stardust Circus, fruit break, 2 hour show, lunch, return to COOSH via bus	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk outside COOSH, to front of the school gate on Stanley Street. Catch the coach bus to Stardust Circus, as per attached proposed route. Return trip back to Concord Public School, entering through the school gate located on Stanley Street.		
Name of RPD	Christina Chami	Contact Number of RPD	0408 901 741
Number of children attending excursion	Estimated: 30 Actual: TBC	Number of educators/parents/volunteers	Estimated: 3 Actual: TBC
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Ratio as per normal excursion staffing ratio. No higher staffing requirements needed.		
Educators on Excursion (Names):  *TBC	Educator Training:  * TBC	Educator's Contact Details (to be completed on staff copy of RA only):  * TBC	Educators to sign once they have read and understood the Risk Management Plan: * * * * *
Plan Prepared By:	Christina Chami	Date Prepared:	3rd of June 2025
Additional Venue Information:	No		
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			
Excursion checklist			
<input type="checkbox"/> First aid kits incl tissues, plastic bags, sick bags, centre asthma /anaph meds		<input type="checkbox"/> Centre phone	
<input type="checkbox"/> Roll of children attending the excursion & contact numbers		<input type="checkbox"/> Excursion vests worn by each child	
<input type="checkbox"/> Child Information Listing for the session		<input type="checkbox"/> Medication and action plans for each child with a medical condition	
<input type="checkbox"/> Hand sanitiser		<input type="checkbox"/> All children checked for food applicable, full water bottle and hat	

<input type="checkbox"/> Mobile Phone & Spare battery with cable	<input type="checkbox"/> Permissions Checked
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Walkie talkies
<input type="checkbox"/> Blank Medication Forms	
<input type="checkbox"/> Soap Pump for toilets	

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking between school and to the bus	<ul style="list-style-type: none"> <li>Car movement on the road</li> </ul>	Moderate	Children will be reminded of road safety prior to the excursion. The bus will arrive on a quieter street, Stanley Street. Children are to walk down the street in two lines holding hands with their partner. Staff are to be scattered on the front, middle and end of the line, redirecting children when needed.	Educators and children	During excursion	Low
Walking between the bus and the entrance of Stardust Circus	<ul style="list-style-type: none"> <li>Car movement in the car park</li> </ul>	Moderate	The bus will park directly in front of the entrance of Stardust circus to minimise movement in the carpark. Children and staff to maintain the line arrangements.	RPD to inform the bus driver on where to stop the bus, Educators and Children to maintain line arrangements		
Eating & Drinking on Excursion	<ul style="list-style-type: none"> <li>Choking whilst drinking and/or eating</li> </ul>	High	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating. No drinking or eating is permitted on the bus or outside of meal times without staff supervision.	Educators and Children	During excursion	Low
	<ul style="list-style-type: none"> <li>Food Allergies</li> </ul>	Extreme	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.	RPD and Educators		Moderate



			<p>Children will have a partner for the excursion, they will hold their partners hand walking to and from the bus and will be instructed to look out for their partners during the excursion.</p> <p>Children will be informed on what to do if they get lost during the safety briefing before the excursion.</p> <p>Staff are to communicate through walkie talkies.</p>	<p>Children, directed by educators</p> <p>Educators and children</p> <p>Educators</p>	<p>Prior to and during excursion.</p> <p>Prior to excursion</p> <p>During the excursion</p>	
	<ul style="list-style-type: none"> <li>Toilet Incidents</li> </ul>	Moderate	<p>Staff will walk groups to and from the bathrooms and inspect prior to each use to ensure safety. Children will be notified of the location of the toilets before activity commences. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3.</p> <p>All children will be asked to use the bathroom before beginning the activity to avoid continual small groups going to the bathroom.</p>	<p>Children-directed by Educators</p> <p>Educators</p>	<p>Children directed by Educators, Whilst on excursion</p> <p>Before departure and reminders throughout the day.</p>	Moderate
	<ul style="list-style-type: none"> <li>Serious injury to a child</li> </ul>	Moderate	<p>Where a child has a serious injury, one staff member will render first aid, whilst the others move the other children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, who will call the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus</p>	<p>Children and Educators</p>	<p>During the excursion</p>	Low

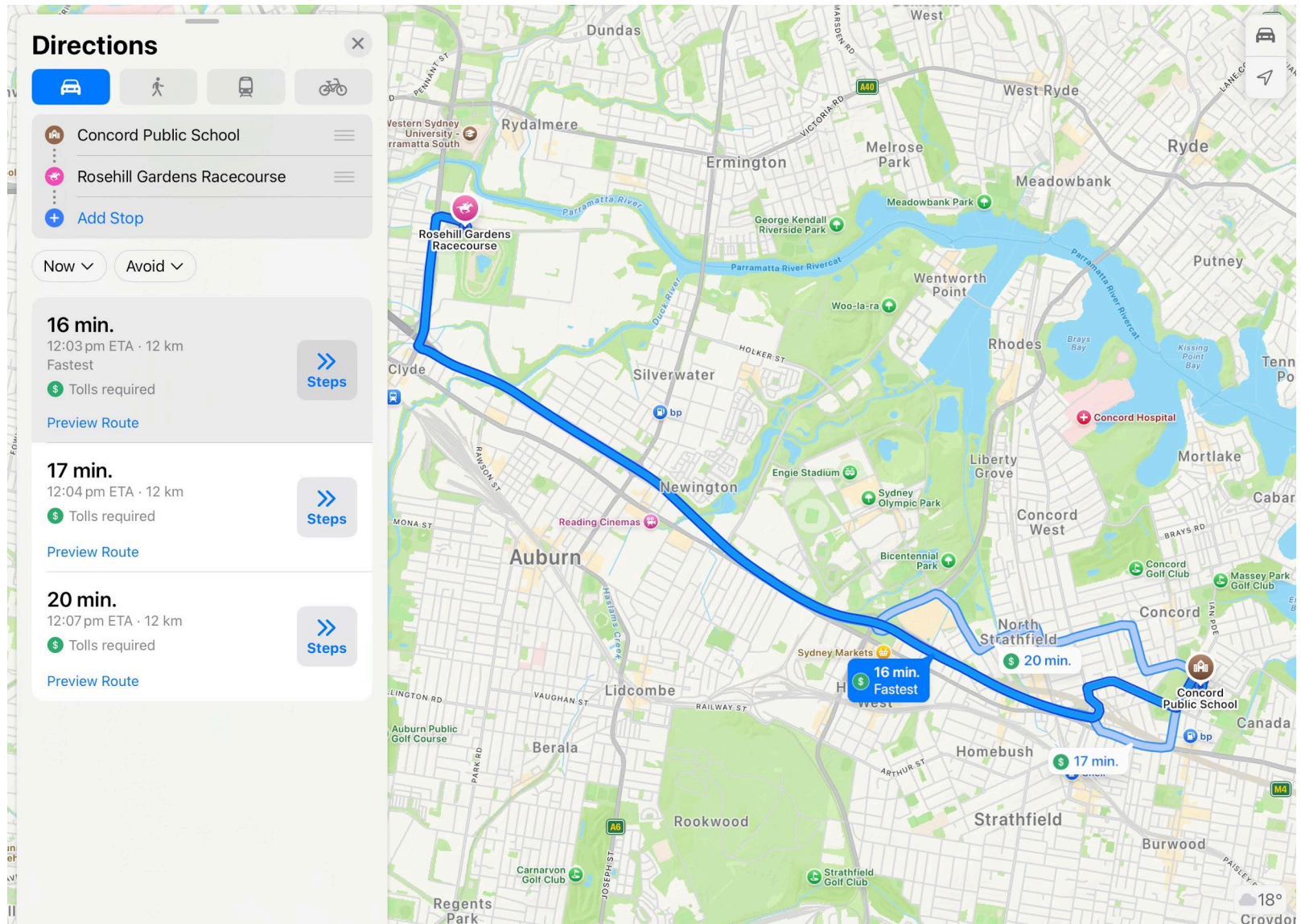
	<ul style="list-style-type: none"> <li>• Serious injury to a staff member</li> </ul>	Moderate	<p>driver will be called and the children returned to the centre</p> <p>Where a staff member has a serious injury, one staff member will render first aid, whilst the others move the children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, and the venue staff who will assist in calling the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre</p>	Educators	During the excursion	Low
	<ul style="list-style-type: none"> <li>• Infection control</li> </ul>	Low	<p>Staff will take soap pumps for the toilets and hand sanitiser. All children must wash their hands before meal times and sanitise after. Hand sanitiser will be given to children after the activity ends.</p>	Educators	During the excursion	Low
	<ul style="list-style-type: none"> <li>• Photographs being taken of the children by bystanders</li> </ul>	Moderate	<p>Where an Educator sees a member of the public taking photographs in the direction of the COOSH children, they will advise the RPD who will respectfully request no photographs are taken of the children due to child protection requirements.</p>	Educators	During the excursion	Moderate
	<ul style="list-style-type: none"> <li>• Children falling asleep on the bus</li> </ul>	Moderate	<p>Staff to conduct 20 minute checks on the bus to check if there are any children sleeping. If there are, staff must check on the child every 20 minutes and complete the sleep and rest checklist.</p>	Educators	During the excursion	Low

Injuries from equipment	<ul style="list-style-type: none"> <li>Slips, trips, falls and fire caused by electrical incident</li> </ul>	Low	<p>Children are reminded to be aware of their surroundings and are to follow the safety briefing by the coosh staff prior to the excursion. All staff are trained in first aid and cpr in the case of an emergency. All staff are to maintain active supervision.</p> <p>Encounters with the public are discussed with children before departure to ensure safety of all children.</p> <p>All cables flown or set in cable track in pedestrian / traffic areas. Electrical safety check done as part of OHS review by the venue prior to performances.</p>	<p>Venue to provide, staff to ensure children wear them for the duration of the activity</p> <p>Educators</p> <p>Venue Staff</p>	Prior to & during excursion	Moderate
	<ul style="list-style-type: none"> <li>Animal escape</li> </ul>	Low	<p>Ensure all animal enclosures are built to safety standards and erected by trained staff. Undertake periodic maintenance checks.</p>	Venue Staff	Prior to & during excursion	Low



<ul style="list-style-type: none"> <li>● Slips, trips, falls and fire caused by electrical incident</li> <li>● Photographs being taken of the children by bystanders</li> <li>● Toilet incidents</li> <li>● Lost Child</li> <li>● Food allergies</li> </ul>	<ul style="list-style-type: none"> <li>● Development of social skills &amp; expected behaviours when out in the community</li> <li>● Making friends</li> <li>● Trying new things and experiences</li> <li>● Teaches risk assessment and adaptability</li> <li>● Safety understanding</li> <li>● Imagination &amp; creativity</li> </ul>
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#### **Map of Planned Route**





# Risk Matrix

L i k e l i h o o d	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