## **Excursion Risk Management Plan: Stardust Circus**

Date (s) of excursion   Thursday 17th of July 2025   Excursion destination: Standust Circus (Racecourse Carpark, James Ruse Drive)					
Departure and arrival times  Leave COOSH at 10:00am. Arrive at Stardust Circus at 1:30pm. Return to COOSH approx. 2:00pm  Proposed activities  Bus to Stardust Circus at 1:30pm. Return to COOSH approx. 2:00pm  Bus to Stardust Circus, fruit break, 2 bour show, lunch, return to COOSH approx. 2:00pm  Method of transport, including proposed pour show, lunch, return to COOSH abus  Method of transport, including proposed pour show, lunch, return to EOOSH, to front of these shoel gate on Stanley Street. Catch the co-b 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  Number of children attending excursion  Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.  Educator to child ratio, including whether this excursion (Names):  Educators on Excursion (Names):  Educator Training:  Educator Training:  **TBC  **TBC  Educator Training:  **TBC  **TBC  **TBC  **TBC  Christina Chami  Date Prepared:  **TBC	Excursion details				
Leave Stardust Circus, fruit break, 2   Water hazards? NO   Method of transport, including proposed will bus   Water hazards? NO   Method of transport, including proposed proposed route. Return to COOSH will bus   Walk outside COOSH, to front of the storol gate on Stanley Street. Catch the coach bus to Stardust Circus, as per attacked proposed route. Return trip back to Contact Number of RPD   O408 901 741	Date(s) of excursion	Thursday 17th of July 2025	Excursion destination:	•	
Proposed activities   Bus to Stardust Circus, fruit break, 2 hour show, lunch, return to COOSH hour show, lunch if yes, detail in risk assessment below.    Method of transport, including proposed route. Return trip back to cornord Public School, entering through the school gate located on Stanley Street.   Name of RPD	Departure and arrival times	Leave COOSH at 10:00am. Arrive at S	tardust Circus at 10:30am		
Method of transport, including proposed route. Return trip back to Concord Public School, entering through the school gate located on Stanley Street. Catch the concord Public School, entering through the school gate located on Stanley Street. Name of RPD	·	Leave Stardust Circus at 1:30pm. Ret	urn to COOSH approx. 2:00pm		
Proposed route. Return trip back to-cord Public School, entering through the school gate located on Stanley Street.   Name of RPD	Proposed activities	hour show, lunch, return to COOSH			
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.         Ratio as per normal excursion staffing requirements————————————————————————————————————	Method of transport, including proposed	Walk outside COOSH, to front of the	school gate on Stanley Street. Catch the c	coach bus to Stardust Circus, as per attached	
Number of children attending excursion Actual: TBC  Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.  Educators on Excursion (Names):  Educator Training:  *TBC  Educator Training:  *TBC  *TBC  Educator Sequence of thildren attending excursion (Names):  *TBC  *TBC  Educator Training:  *TBC  *TBC	route	proposed route. Return trip back to 0	Concord Public School, entering through t	he school gate located on Stanley Street.	
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.  Educator Son Excursion (Names):  Educator Training: *TBC  *TBC  Plan Prepared By:  Additional Venue Information:  Reminder: Monitor the effectiveness or controls and change if necessary. Review the risk assessment if an incident or significant change occurs.  Excursion checklist  First aid kits incl tissues, plastic bags, sick bags, centre asthma /anaph meds of Child Information Listing for the session ** Control to Child Information Listing for the session ** Control to Child Went and Educator's Contact Details (to be completed on staff copy of RA only):  * TBC  *	Name of RPD	Christina Chami	Contact Number of RPD	0408 901 741	
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.  Educators on Excursion (Names):  *TBC  Educator Training:  *TBC  Educator Training:  *TBC  Educator Training:  *TBC  Educator Training:  *TBC  *TBC  Educator Training:  *TBC  *TBC  Educator Training:  *TBC  *TBC  Educator Training:  *TBC  *TBC  *TBC  Educator Training:  *TBC  *TGC  *TGC	Number of children attending excursion	Estimated: 30	Number of	Estimated: 3	
this excursion warrants a higher ratio? Please provide details.  Educators on Excursion (Names):  *TBC  Educator Training:  *TBC  Educator Training:  *TBC  *TBC  Christina Chami  Christina Chami  Educator Training:  *TBC  *TBC  Educator's Contact Details (to be completed on staff copy of RA only):  *TBC		Actual: TBC	educators/parents/volunteers	Actual: TBC	
*TBC	this excursion warrants a higher ratio?		g ratio. No higher staffing requirements n	eeded.	
Additional Venue Information:  Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.  Excursion checklist  First aid kits incl tissues, plastic bags, sick bags, centre asthma /anaph meds Roll of children attending the excursion & contact numbers Child Information Listing for the session  Medication and action plans for each child with a medical condition	` '	_	completed on staff copy of RA only):	understood the Risk Management Plan:	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.  Excursion checklist  First aid kits incl tissues, plastic bags, sick bags, centre asthma /anaph meds Roll of children attending the excursion & contact numbers Excursion vests worn by each child Child Information Listing for the session  Medication and action plans for each child with a medical condition	Plan Prepared By:	Christina Chami	Date Prepared:	3rd of June 2025	
Excursion checklist    First aid kits incl tissues, plastic bags, sick bags, centre asthma /anaph meds   Centre phone     Roll of children attending the excursion & contact numbers   Excursion vests worn by each child     Child Information Listing for the session   Medication and action plans for each child with a medical condition	Additional Venue Information:	No			
□ First aid kits incl tissues, plastic bags, sick bags, centre asthma /anaph meds □ Roll of children attending the excursion & contact numbers □ Centre phone □ Excursion vests worn by each child □ Child Information Listing for the session □ Medication and action plans for each child with a medical condition	Reminder: Monitor the effectiveness of	of controls and change if necessary.	Review the risk assessment if an inc	ident or significant change occurs.	
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□ Child Information Listing for the session □ Medication and action plans for each child with a medical condition	☐ Roll of children attending the excursion &	contact numbers	·		
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i i i i i i i i i i i i i i i i i i i	☐ Hand sanitiser		☐ All children checked for food applicable, full water bottle and hat		

☐ Mobile Phone & Spare battery with cable	□ Permissions Checked
□ Sunscreen	□ Walkie talkies
□ Blank Medication Forms	
□ 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	Car movement     on the road	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	Car movement in the car park	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> <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
	Food Allergies	Extreme	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.	RPD and Educators		Moderate

			The child information listing is printed out at the beginning of the session which contains all children's medical conditions which the RPD shares with the staff.		Before departing for the excursion and whilst on excursion.	
			For children who require medication, their medication box is packed in the excursion bag, this includes all their medication, their action plan and is clearly labelled with their name and their medical condition.	Educators	Prior to the excursion	
			Medication is to be kept with staff throughout the entire day to ensure prompt access when in different areas of the venue.	Educators and Parents	During Excursion	
			Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service. Supervised eating times ensures that educators are observing if any of the children are eating nuts.	Educators and Parents	Prior to excursion and during meal times	
			Hand washing occurs prior to meal times and hand sanitising must occur after meal times to avoid the spread of any allergies.	Children, directed by educators	During excursion	
General	Lost Child	Extreme	All children will wear excursion vests at all times whilst on the excursion.	Educators to organise vests	Vests to be worn by each child before departing COOSH.	Moderate
			Educators will conduct roll calls and headcounts.	Educators	Prior to departing, arrival at the venue, before lunchtime, prior to leaving the venue and on return to the centre. Regular headcounts will also be conducted throughout the day.	

		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.	Children, directed by educators	Prior to and during excursion.	
		Children will be informed on what to do if they get lost during the safety briefing before the excursion.	Educators and children	Prior to excursion	
		Staff are to communicate through walkie talkies.	Educators	During the excursion	
<ul> <li>Toilet Incidents</li> </ul>	Moderate	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.	Children- directed by Educators	Children directed by Educators, Whilst on excursion	Moderate
		All children will be asked to use the bathroom before beginning the activity to avoid continual small groups going to the bathroom.	Educators	Before departure and reminders throughout the day.	
<ul> <li>Serious injury to a child</li> </ul>	Moderate	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	Children and Educators	During the excursion	Low

		driver will be called and the children returned to the centre			
Serious injury to a staff member	Moderate	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	Educators	During the excursion	Low
Infection control	Low	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.	Educators	During the excursion	Low
Photographs     being taken of     the children by     bystanders	Moderate	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.	Educators	During the excursion	Moderate
Children     falling asleep     on the bus	Moderate	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.	Educators	During the excursion	Low

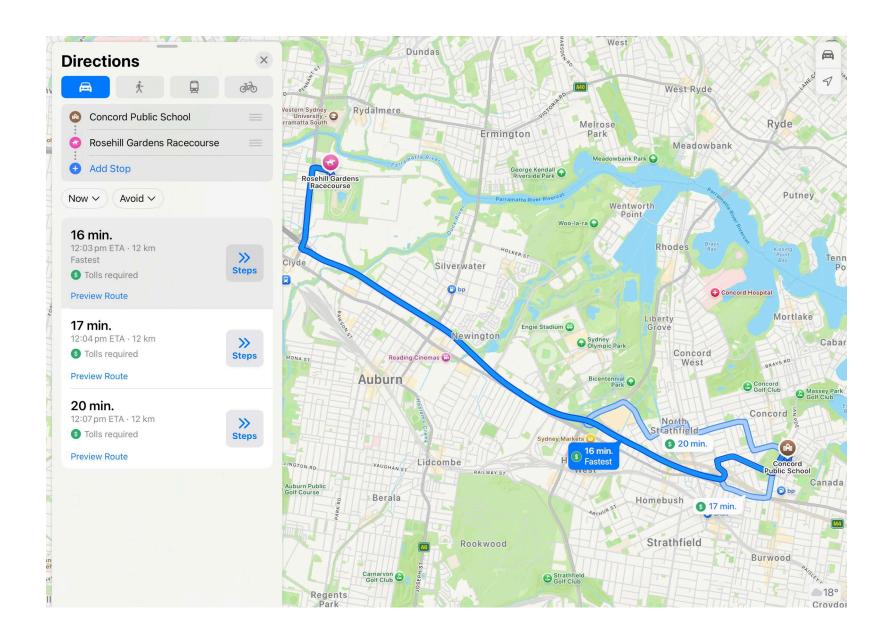
Injuries from equipment	<ul> <li>Slips, trips, falls and fire caused by electrical incident</li> </ul>	Low	Children are reminded to be aware of their surroundings and are to follow the safety briefing by the coosh staff prior to the excursion. All staff are trained in first aid and cpr in the case of an emergency. All staff are to maintain active supervision.  Encounters with the public are discussed with	Venue to provide, staff to ensure children wear them for the duration of the activity  Educators	Prior to & during excursion	Moderate
			children before departure to ensure safety of all children.			
			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.	Venue Staff		
	• Animal escape	Low	Ensure all animal enclosures are built to safety standards and erected by trained staff. Undertake periodic maintenance checks.	Venue Staff	Prior to & during excursion	Low

Risk	Benefit

- Slips, trips, falls and fire caused by electrical incident
- Photographs being taken of the children by bystanders
- Toilet incidents
- Lost Child
- Food allergies

- Development of social skills & expected behaviours when out in the community
- Making friends
- Trying new things and experiences
- Teaches risk assessment and adaptability
- Safety understanding
- Imagination & creativity

**Map of Planned Route** 



## Risk Matrix Consequence Insignificant Minor Moderate Major Catastrophic Almost certain Moderate High High Extreme Extreme L Likely Moderate High Moderate Extreme Extreme k Possible е Moderate High High Extreme Low h Unlikely 0 Low Low Moderate High High 0 d Rare Moderate High Low Low Low