

## Excursion Risk Management Plan: Sydney Zoo

Excursion details			
Date(s) of excursion	2nd of October, 2025	Excursion destination:	Sydney Zoo (700 Great Western Highway, Eastern Creek)
Departure and arrival times	Leave COOSH 9:30am. Arrive at the zoo at 10:30am. Leave the zoo at 2:00pm. Return to COOSH approx. 3:00pm - Duration of the activity: 3 hours		
Proposed activities	Bus to the zoo, recess, walking around and seeing all the animals, lunch, return back to school.	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk outside concord public school to front of school on Burwood Road. Before entering the bus, a head count will be conducted. We will catch a bus to the zoo, as per attached proposed route. A head count is conducted as the children get off the bus. The bus will stop at the front entrance of the zoo. Another headcount will be conducted. Return trip - As above, back to Concord Public School.		
Name of RPD	Emily Gould	Contact Number of RPD	0408 901 741
Number of children attending excursion	Estimated: 25 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio Include whether this excursion warrants a higher ratio? Please provide details.	1:9 Ratio as per normal excursion staffing ratio. No higher staffing requirements needed.		
Educators on Excursion (Names):  * TBC * TBC * TBC * TBC * TBC	Educator Training:  * TBC * TBC * TBC * TBC * TBC	Educator's Contact Details (to be completed on staff copy of RA only): * * * * *	Educators to sign once they have read and understood the Risk Management Plan: * * * * *
Plan Prepared By:	Christina Chami	Date Prepared:	28/08/23
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 on divert to RPD mobile	
<input type="checkbox"/> Roll of children attending the excursion & contact numbers		<input type="checkbox"/> Excursion vests worn by each child	
<input type="checkbox"/> List of Medical information for each child attending excursion		<input type="checkbox"/> Medication and action plans for each child with a medical condition	

<input type="checkbox"/> Camera	<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"/> Venue and Bus confirms
<input type="checkbox"/> Blank incident reports and Medication Form	
<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 the bus and the zoo Entrance	<ul style="list-style-type: none"> <li>Falling on the concrete road</li> </ul>	Low	The distance from the bus to the entrance is short. Educators will be positioned in the front, middle and back of the line monitoring the children. Closed shoes will be worn by all children and staff.	Children & Educators	At the start of the excursion.	Low
	<ul style="list-style-type: none"> <li>Fellow cars passing by</li> </ul>	Low	The bus will arrive in the drop off section of the venue. The bus will stop at the front of the entrance to ensure the distance between the bus and the entrance is short. There is a pedestrian crossing out the front to ensure safety when arriving at the venues entrance.	Children & Educators	At the start of the excursion.	Low
	<ul style="list-style-type: none"> <li>Children may be injured, unaccounted for, or exposed to danger during the</li> </ul>	Moderate	<p>A risk assessment and headcount will be conducted before embarking and after disembarking to ensure all children are accounted for.</p> <p>A nominated staff member will stand at the bus/vehicle door to assist children safely on and off.</p>	All staff and RPD's	At the start and end of the excursion	Low

	process of boarding or leaving the transport vehicle		<p>Children will embark/disembark in small groups under staff direction to prevent crowding or rushing.</p> <p>An educator will conduct a roll call against the attendance sheet before the vehicle departs and immediately upon disembarking.</p> <p>Children will be instructed to sit quickly and remain seated with seatbelts fastened until told otherwise.</p> <p>Staff will position themselves at the front and back of the group to maintain supervision while moving to and from the vehicle.</p> <p>The boarding/disembarking area will be checked to ensure it is safe, free from traffic, and accessible.</p> <p>A buddy system is established between the children</p> <p>Staff to check the bus for any children once all children have departed</p> <p>Staff will carry the first aid kit, medication, service phone, rolls, and emergency contacts at all times.</p>			
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Eating & Drinking on Excursion	<ul style="list-style-type: none"> <li>Choking whilst drinking and/or eating</li> </ul>	High	Children will be provided a space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During excursion	Low
	<ul style="list-style-type: none"> <li>Allergies</li> </ul>	Extreme	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.	Educators	Before departing for the excursion and whilst on excursion.	Low
			Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.	Educators	During Excursion.	
			Parents are reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.	Educators and Parents	During the Vacation Care planning process.	
			Children will be asked about their morning tea prior to the excursion to ensure no nuts or any other related allergy products are contained.	Children, directed by educators	Prior to excursion.	
General	<ul style="list-style-type: none"> <li>Lost Child</li> </ul>	Extreme	All children will wear yellow vests whilst on the excursion.	Educators to organise vests	Vests to be worn by each child before departing the OOSH building.	Moderate
			Educators wear their bright blue work tops.	Educators	Before departure.	
			Educators will conduct roll calls. Headcounts will be conducted before boarding the bus, getting off the bus, once we have arrived at the venue, every 20 minutes whilst at the venue, before we leave the venue, before getting on the bus and once we have arrived back at school.	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.	
		Moderate				Low

	<ul style="list-style-type: none"> <li>● Toilet Supervision</li> </ul>		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.	Educators and children	Children directed by Educators, Whilst on excursion	
	<ul style="list-style-type: none"> <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 driver will be called and the children returned to the centre.	Children-directed by Educators	During the excursion	Low
	<ul style="list-style-type: none"> <li>● Serious injury to a staff member</li> </ul>	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
	<ul style="list-style-type: none"> <li>● Photographs being taken</li> </ul>	High	Where an Educator sees a member of the public taking photographs in the direction of the	Educators	During the excursion	Low

	of the children by bystanders		COOSH children, they will advise the RPD who will respectfully request no photographs are taken of the children due to child protection requirements.			
	<ul style="list-style-type: none"> <li>Extreme Weather conditions</li> </ul>	High	Children must all apply sunscreen prior to the excursion and top it up every 4 hours. All children must wear a hat, those without hats will be given a spare hat.	Educators & Children	During the excursion	Moderate
	<ul style="list-style-type: none"> <li>Unstable /uneven bumpy/ gravel ground</li> </ul>	Low	Kids will be advised and guided to stay together, walk slowly and remain with an educator at all times. Educators will supervise kids in small groups when walking around the venue, small groups will alternate on play equipment whilst being supervised by educators. Educators and zoo staff will have medical and first aid kits accessible	Educators & Venue staff	Before and during excursion	Moderate
	<ul style="list-style-type: none"> <li>Contact near or around animals and plants</li> </ul>	Low	Animals are supervised by venue staff, animals are regularly checked for potential infections or diseases. Students are required to wash their hands frequently at accessible hand washing stations or through hand sanitiser brought by educators or around the venue. First aid kits are accessible and held with educators at all times.	Venue staff, students & educators	Before, during and finishing excursion	

Risk	Benefit
<ul style="list-style-type: none"> <li>Choking whilst drinking and/or eating</li> <li>Food Allergies</li> <li>Lost Child</li> <li>Serious injury to a child</li> </ul>	<ul style="list-style-type: none"> <li>Development of social skills</li> <li>Development of expected behaviours when out in the community</li> <li>Learning about animals</li> <li>Interacting with peers in a new environment</li> <li>Meeting new people</li> </ul>

<ul style="list-style-type: none"><li>• Serious injury to a staff member</li><li>• Photographs being taken of the children by bystanders</li></ul>	<ul style="list-style-type: none"><li>• Exploring a new environment</li><li>• Responds to child suggestions</li><li>• Allowing kids to respond to instructions effectively</li><li>• FUN!</li></ul>
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### Map of Planned Route

Best

44 min

1h 27m

6 hr

2h 2m

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Concord Public School, Burwood Rd & St

Sydney Zoo, 700 Great Western Hwy, Eas

+

Add destination

⌚

Leave now

Options

📱

Send directions to your phone

🔗

Copy link

🚗

via A44 and M4

Best route now due to traffic conditions

44 min

25.8 km

Details

🚗

via A44, M4 and Great Western Hwy/A44

Some traffic, as usual

44 min

25.9 km

🚗

via M4

Some traffic, as usual

52 min

29.3 km

Explore nearby Sydney Zoo

🍴

Restaurants

🛏

Hotels

⛽

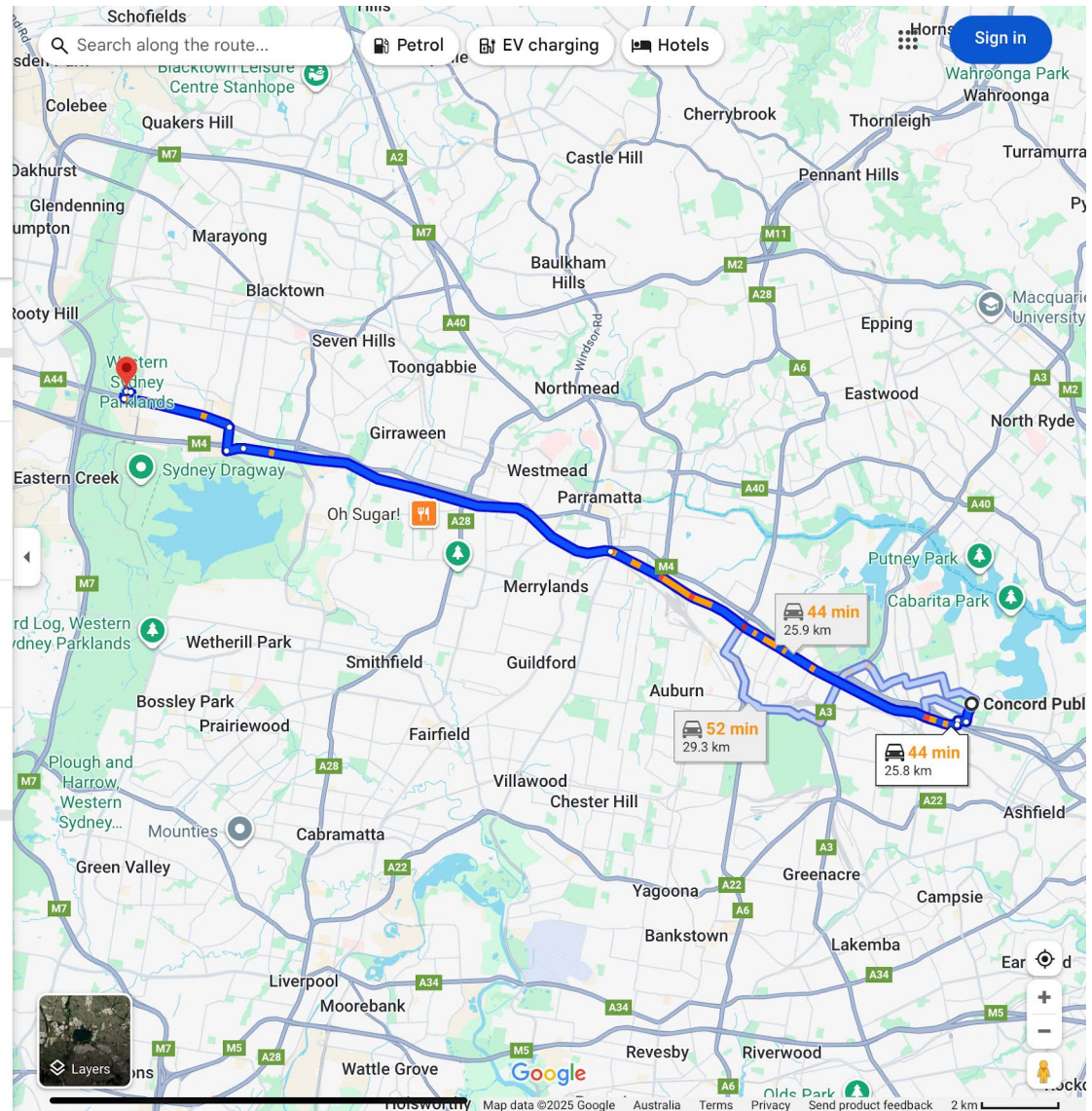
Petrol stations

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Car Places

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More





# Risk Matrix

		Consequence				
L i k e l i h o o d		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Moderate	Moderate	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	Moderate	High	High
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

