

Excursion Risk Management Plan: Our Big Kitchen

Excursion details			
Date(s) of excursion	Thursday, 22nd January 2026	Excursion destination:	36 Flood St, Bondi NSW 2026
Departure and arrival times	Leave COOSH at 9:00am, Arrive at approx 10:00am. Leave The Big Kitchen at 1:30pm, Return to COOSH at approx 2:00pm		
Proposed activities	Bus to Our Big Kitchen, cooking and baking, lunch, return to COOSH via bus	Water hazards? NO If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk outside OOSH, to front of school on Burwood Rd/Stanley Street, Concord. Catch bus to Our Big Kitchen, as per attached proposed route. Return trip - Catch the bus from Our Big Kitchen to Concord Public School.		
Name of RPD	TBC	Contact Number of RPD	TBC
Number of children attending excursion	Estimated: Actual:	Number of educators/parents/volunteers	Estimated: Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	TBC		
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:	Gabriella Skontos	Date Prepared:	Monday 17th November 2025
Additional Venue Information:	N/A		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			
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 T-shirts 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"/> Cones to mark off out of bounds and in bound areas, and hazards	
<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 bus and Our Big Kitchen	<ul style="list-style-type: none"> Car movement in driveway 	Extreme	Children will be reminded of road safety prior to the excursion and are to be instructed and led by an educator in small groups as they walk down the driveway to Our Big Kitchen. Children and staff will walk in a single line. Educators will position themselves at the beginning of the line, the end of the line and evenly down the middle of the line for the walk from the bus and down the driveway to enter.	Educators and children	Children will be advised as to instructions prior to excursion.	Moderate
	<ul style="list-style-type: none"> Children may be injured, unaccounted for, or exposed to danger during the process of boarding or leaving the transport vehicle 	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> <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>	All Staff & RPD		

			<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>			
Cooking	<ul style="list-style-type: none"> Allergies 	High	<p>Ingredients may contain allergens to some children.</p> <p>COOSH educators are to provide Our Big Kitchen with a list of allergies for children, to ensure those ingredients are not present.. All cooking/baking will be made with vegan ingredients and no nuts.</p>	Children	During the excursion	Moderate
	<ul style="list-style-type: none"> Kitchen utensils and slippery floors 	High	<p>Our Big Kitchen to instruct students, and to position themselves around the children to ensure they use utensils safely.</p> <p>Floors can be slippery if ingredients/liquids are dropped. Prompt clean up and instruct children away from the area until dry.</p>	Children and educators	During the excursion	Low

	<ul style="list-style-type: none"> • Trestle tables 	Moderate	Educators to check that the trestle tables are stable prior to commencement of the activity. Educators to caution students to not lean on the tables to ensure stability.	Children	During the excursion	Moderate
	<ul style="list-style-type: none"> • Fire hazard in the kitchen 	High	<p>Educators will walk around each table and will ensure children are following instructions to safely use utensils.</p> <p>Our big kitchen staff will position the cooking stations away from the kitchen, so children and educators will not be anywhere near the oven. In the case of a fire, children and educators will be directed by Our Big Kitchen staff to the nearest safety area and will follow their protocols.</p>	Children, educators and Our Big Kitchen staff	During the excursion	Low
On site	<ul style="list-style-type: none"> • Slips on Steps 	High	<p>Children are to keep shoes on at all times and are to walk up and down the stairs.</p> <p>Steps are wide and have gripping tape applied to them to catch onto the socks as a slip preventative. COOSH Educators provide supervision to children when using the steps and remind them to hold rails and not run.</p>	Children and educators	During the excursion	Low
General	<ul style="list-style-type: none"> • Lost Child 	Extreme	<p>All children will wear excursion vests whilst on the excursion. Educators will be positioned in specific areas to supervise correctly. All staff will have walkies to identify children moving between areas.</p> <p>Educators will conduct roll calls and headcounts.</p>	Educators to organise vests	<p>Vests to be worn by each child before departing the OOSH building.</p> <p>Prior to departing, arrival at the venue, before lunchtime, prior to leaving</p>	Moderate

					the venue and on return to the centre. Regular headcounts will also be conducted throughout the day.	
	<ul style="list-style-type: none"> Sunburn, Heat Stroke, dehydration, Extreme hot weather etc. 	Extreme	<p>UV rating will be checked prior to excursion commencing. Should UV rating be anticipated to be 3 or above, children will need to apply sunscreen before leaving for the excursion and for the return back to school.</p> <p>Children and staff will be expected to wear hats when walking to and from the bus and whilst on the excursion. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre.</p> <p>Children will be checked for full drink bottles prior to the excursion. Any child without water will be given a sealed pre-purchased water bottle by staff before commencement of excursion. Children will be given regular drink breaks throughout the day to ensure they remain hydrated.</p>	<p>Educator to check. Sunscreen reminders to be given by educators to put it on every time they are outside.</p>	<p>Educator to check on sunscreen application</p> <p>Children directed by Educators, Whilst on excursion</p> <p>Before departure and reminders throughout the day.</p>	Low
	<ul style="list-style-type: none"> Toilet Supervision 	Moderate	<p>Bathrooms are located in an unsupervised area. Staff will walk groups to and from the bathrooms to ensure safety. Children will be notified of the location of the toilets before activity commences.</p>	<p>Children-directed by Educators</p> <p>Educators</p>	<p>On arrival at the venue and then throughout the day</p>	Low

			Staff will ensure children go together minimum as pairs, and where practical, in groups of 3.			
	<ul style="list-style-type: none"> Serious injury to a child 	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 and Educators	Before and during excursion	Moderate
	<ul style="list-style-type: none"> 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 and Instructors	During excursion	Moderate
	<ul style="list-style-type: none"> Infection control 	Moderate	Staff will take soap pumps for the toilets	Educators	Prior to Excursion	Low
Eating & Drinking on Excursion	<ul style="list-style-type: none"> Choking whilst drinking and/or eating 	High	Children will be provided 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"> Food Allergies 	Extreme	<p>Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.</p> <p>Medication is to be kept with educators throughout the day.</p> <p>Parents are reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.</p> <p>Children will be asked about their morning tea prior to the excursion to ensure no nuts or any other related allergy products are contained.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p> <p>Children, directed by educators</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During the Vacation Care planning process.</p> <p>Prior to excursion.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
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Risk	Benefit
<ul style="list-style-type: none"> Injury in carpark Lost children Sharing food with children with allergies Injury from falling over or tripping 	<ul style="list-style-type: none"> Development of social skills & expected behaviours when out in the community Developing fine motor skills through cooking Developing skills of following instructions Entertainment through interacting with other students and enjoyment of being outside in a public environment Making friends Gaining knowledge and respect of external places Developing a sense of self by challenging self imposed limits FUN!

Map of Planned Route

Best

25 min

1h 7m

3h 51m

1h 10m

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Concord Public School, Burwood Rd & St

Our Big Kitchen, 36 Flood St, Bondi NSW

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Add destination

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Leave now

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Options

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Send directions to your phone

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Copy link

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via Cross City Tunnel

25 min

Fastest route now due to traffic conditions

⚠️ This route has tolls.

Details

Preview

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via A44 and Cross City Tunnel

25 min

17.6 km

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⚠️ 12:50 PM – 1:57 PM

1 hr 7 min

B 410 / 464 / 466

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T4

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Hotels

Map of Sydney area showing the planned route (blue line) from Concord Public School to Bondi Junction. The route passes through Burwood, Ashfield, Leichhardt, and Surry Hills. Key landmarks include the Sydney Olympic Park Aquatic Centre, Luna Park Sydney, and the Sydney Airport. The map also shows various parks, beaches, and public transport stations.

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Layers

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Google Maps

Brighton-Le-Sands

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2 km

Risk Matrix

		Consequence				
L i k e l i h o o d		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