

## Excursion Risk Management Plan: Australian Museum

Excursion details			
Date(s) of excursion	Monday, 20th July 2026	Excursion destination:	1 William Street, Darlinghurst (Australian Museum)
Departure and arrival times	Leave COOSH 10am. Arrive at the Australian Museum bus stop at 11am. Leave the Museum at 2pm. Return to COOSH approx. 2:00pm. Duration of the activity: 2 hours		
Proposed activities	Bus to Museum, recess, walking around and seeing all the animals, lunch, return back to school.	Water hazards? YES 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 Australian Museum as per the attached proposed route. A head count is conducted as the children get off the bus. The bus will stop at the front entrance or directly adjacent to the Australian Museum at a bus stop. Another headcount will be conducted. Return trip - As above, back to Concord Public School.		
Name of RPD	TBC	Contact Number of RPD	TBC
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.	1:10 Ratio as per normal excursion staffing ratio. No higher staffing requirements needed.		
Educators on Excursion (Names):	Educator Training:	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:
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
Plan Prepared By:	Gabriella Skontos	Date Prepared:	21/05/2026
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 Australian Museum entrance	<ul style="list-style-type: none"> <li>Falling on the concrete road</li> </ul>	Low	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 on the corner of Lime Street and King Street and children and educators will exit the bus on the footpath to ensure safety away from passing traffic.	Children & Educators	At the start of the excursion.	Low
	<ul style="list-style-type: none"> <li>Main road, high traffic flow</li> </ul>	Moderate	Children and staff will walk on the far left closest to the wall. A staff member will be in front, behind and walking alongside the children in the middle to ensure safety when walking along the side of the road to the Australian Museum.	Children & Educators	At the start and end of the excursion	Low

	<ul style="list-style-type: none"> <li>Children may be injured, unaccounted for, or exposed to danger during the process of boarding or leaving the transport vehicle</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> <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>	All staff and RPD's	At the start and end of the excursion	Low
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			Staff will carry the first aid kit, medication, service phone, rolls, and emergency contacts at all times.			
At the Australian Museum	<ul style="list-style-type: none"> <li>● Dim lit rooms with flashing images and short video clips</li> <li>● Automatic doors</li> <li>● Souvenir shop</li> </ul>	<p>Moderate</p> <p>Moderate</p> <p>Low</p>	<p>Educators will brief children prior to entering dim lit rooms and remain with the group at all times. Children who feel uncomfortable or scared will be able to exit the room with an educator. Children with epilepsy or sensitivity to flashing images or lighting will not enter these rooms and will remain outside with an educator.</p> <p>Educators will supervise children closely when entering and exiting through automatic doors. Children will be instructed to walk and wait for their educator before passing through to prevent rushing, injury, or separation from the group.</p> <p>Educators will supervise children, ensuring they do not enter the souvenir shop, in order to avoid glass souvenirs breaking and allergies from lollies.</p>	<p>Children</p> <p>Children</p> <p>Children</p>	<p>During excursion</p> <p>During excursion</p> <p>During excursion</p>	<p>Low</p> <p>Low</p> <p>Low</p>

Eating & Drinking on Excursion/ access and open cafe	<ul style="list-style-type: none"> <li>Choking whilst drinking and/or eating</li> <li>Allergies</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
		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		Prior to departing, arrival at the venue, before				

			<p>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.</p>	Educators	<p>lunchtime, prior to leaving the venue and on return to the centre. Regular headcounts will also be conducted throughout the day.</p>	
	<ul style="list-style-type: none"> <li>Toilet Supervision</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.</p>	Educators and children	<p>Children directed by Educators, Whilst on excursion</p>	Low
	<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 driver will be called and the children returned to the centre.</p>	Children-directed by Educators	<p>During the excursion</p>	Low
	<ul style="list-style-type: none"> <li>Serious injury to a staff member</li> </ul>	Moderate	<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</p>	Educators	<p>During the excursion</p>	Low

			<p>remaining educators, the bus driver will be called and the children returned to the centre.</p>			
	<ul style="list-style-type: none"> <li>Photographs being taken of the children by bystanders</li> </ul>	High	<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	Low
	<ul style="list-style-type: none"> <li>Extreme Weather conditions</li> </ul>	High	<p>Children must all apply sunscreen prior to the excursion and top it up every 4 hours. All children must wear a hat when walking to and from the venue, those without hats will be given a spare hat.</p>	Educators & Children	During the excursion	Moderate
	<ul style="list-style-type: none"> <li>Unstable/uneven bumpy/gravel ground on street/road</li> </ul>	Low	<p>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 Sealife staff will have medical and first aid kits accessible</p>	Educators & Venue staff	Before and during excursion	Moderate
	<ul style="list-style-type: none"> <li>Stairs, lifts and escalators</li> </ul>	Low	<p>Children and educators will walk in a group and will avoid escalators unless necessary. Children and educators will walk alongside the left hand-side of the stairs, with an educator at the front, behind and with the children.</p>	Students and educators	During the excursion	Low

			If necessary to use escalators, children and educators will walk in a single line and children will be instructed to hold onto the railing.			
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Risk	Benefit
<ul style="list-style-type: none"> <li>● Dark/dim lighting - limiting ability to see</li> <li>● Glass souvenirs</li> <li>● Food Allergies</li> <li>● Lost Child</li> <li>● Serious injury to a child</li> <li>● Photographs being taken of the children by bystanders</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/history and art</li> <li>● Interacting with peers in a new environment</li> <li>● Meeting new people</li> <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>

### Map of Planned Route

Best 21 min 52 min 2h 39m 48 min —

+ Add destination

🕒 Leave now Options

📱 Send directions to iPhone 🔗 Copy link

🚗

**via A44** **21 min**

Fastest route now due to traffic conditions

⚠️ This route has tolls.

[Details](#) [Preview](#)

12.3 km

🚗

**via A44 and Western Distributor/A4** **24 min**

Some traffic, as usual

12.1 km

🚗

**via M4** **21 min**

Some traffic, as usual

14.8 km

Explore nearby Australian Museum

🛢️ Petrol
🔌 EV charging
🏨 Hotels
🏥 Royal North Shore Hospital

Layers
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Australia
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1 km

Best 21 min 38 min 2h 40m 49 min

Australian Museum, 1 William St, Darlingh

Concord Public School, Burwood Rd & St

Add destination

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<b>via M4</b>	<b>21 min</b>	14.6 km
Fastest route now due to traffic conditions		
<b>⚠️ This route has tolls.</b>		
Details Preview		
<b>via A44</b>	<b>25 min</b>	12.0 km
Some traffic, as usual		
<b>via Cross City Tunnel and M4</b>	<b>22 min</b>	17.8 km

Explore nearby Concord Public School

Get app

Search along the route...

Petrol EV charging Hotels

Reverse starting point and destination

Layers

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Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
L i k e l i h o o d	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