

Excursion Risk Management Plan: Elevate Climbing

Excursion details			
Date(s) of excursion	8th October 2026	Excursion destination:	Unit 5/850 Woodville Rd, Villawood NSW 2163
Departure and arrival times	Leave COOSH at 10.00am. Arrive at Elevate Climbing at 10:30am. Lunch at 1pm. Leave Elevate Climbing at 1:30pm. Return to COOSH approx. 2:00pm		
Proposed activities	Bus to Elevate Climbing, 2.5 hour play time at rock climbing, 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 school on Stanley Street. Catch bus to Elevate Climbing, as per attached proposed route. Return trip - As above back to Concord Public School.		
Name of RPD	TBC	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, including 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):	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: * * * * *
Plan Prepared By:	Emily Gould	Date Prepared:	27.08.26
Additional Venue Information:	N/A		
Seatbelt/Safety Restraint?	Yes - Seatbelt will be available for children on the coach as confirmed by Concord Coaches		
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		☐ Centre phone	

☐ Roll of children attending the excursion & contact numbers	☐ Excursion vests worn by each child
☐ List of Medical information for each child attending excursion	☐ Medication and action plans for each child with a medical condition
☐ Camera	☐ All children checked for food applicable, full water bottle and hat
☐ Mobile Phone & Spare battery with cable	☐ Permissions Checked
☐ Sunscreen	☐ Venue and Bus confirms
☐ Blank incident reports and Medication Form	
☐ 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 Entrance	Car movement in the car park and when crossing roads	Extreme	Children will be reminded of road safety prior to the excursion and are only to be in the car park whilst an Educator is walking directly with the group The Educators will position themselves on the road side when walking through the car park to keep the children safe. An Educator will stand at the intersection of any road crossing to block oncoming traffic approaching the crossing.	Educators and children Educators Educators	Children will be advised as to instructions prior to excursion. 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 through the car park	Low – Moderate

Eating & Drinking on Excursion	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
	Food Allergies	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 to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.	Educators and Parents	During Vacation Care planning process.	
			Children's 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	Lost Child	Extreme	All children will wear excursion vests whilst on the excursion. Educators will conduct roll calls and headcounts	Educators to organise vests Educators	Vests to be worn by each child before departing COOSH. 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

			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.	
	Sunburn, Heat Stroke, dehydration, Extreme hot weather etc.	Extreme	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 every 2hrs.	Educator to check. Sunscreen reminders to be given by educators every 2hrs. Children to apply sunscreen	Educator to check on open-sunscreen every 2hrs.	Moderate
		Moderate	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 COOSH. Children without a hat will be given one from the Centre.	Educators and children	Children directed by Educators, Whilst on excursion	High
		Moderate	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. Staff will fill up water bottles when required.	Children-directed by Educators	Before departure and reminders throughout the day.	Low
		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.	Educators	On arrival at the venue and then throughout the day	Low

	• Toilet Supervision		All children will be asked to use the bathroom before beginning the activity to avoid continual small groups going to the bathroom.	Educators	Upon arrival to the venue –prior to climb	Low
	• 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	During the excursion	Low
	• Serious injury to a staff member	Moderate High	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		Staff will take soap pumps for the toilets	Educators and Instructors	Prior to Excursion	Low
	• Photographs being taken of the		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	Educators	During the excursion	Low

	children by bystanders		of the children due to child protection requirements.			
	Slips, trips, falls	Climbing on rock wall without harness	Children must wear enclosed shoes on equipment and have the harnesses on at all times when next to the rock wall	Educators positioned to ensure quick access to children in need	Prior and during excursion	Moderate
		- Running and falling over on equipment (metal hazards e.g. harness secure points)	Discuss safety rules with children prior to excursion	All staff actively supervising and using first aid if required.	During	Moderate
	Falling from heights (landing incorrectly)		Children are given safety debriefs and demonstrations on proper landing technique by staff. Discuss safety rules with children prior to excursion	Educators positioned to ensure quick access to children in need. All staff trained in first aid.	Prior and during excursion	Moderate
	Encounters with the public/other children		Encounters with public are discussed with children before departure to ensure safety of all children	Educators to supervise and monitor the area/children for any potential issues/hazards	Prior and during excursion	Moderate

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Risk	Benefit
• Injury in car park • Lost children at venue • Sunburn, sunstroke, dehydration, extreme hot weather • Sharing food with children with allergies • Injury from falling or tripping whilst walking around or during the activity.	• Development of social skills & expected behaviours when out in the community • Developing physical skill through climbing on equipment • Entertainment through interacting with other students • Making friends • Developing a sense of self by challenging fears or self-imposed limits • Trying new things and experiences

Map of Planned Route

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Elevate Climbing Villawood, Unit 5/850 W

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Concord Public School, Burwood Rd & St

⊕

Add destination

🕒

Leave now

Options

📱

Send directions to iPhone

🔗

Copy link

🚗

via Woodville Rd and M4

Fastest route, despite the usual traffic

⚠️ This route has tolls.

Details

Preview

30 min

18.0 km

🚗

via Hume Hwy/Remembrance Driveway/A22

35 min

18.1 km

🚗

via M4

Some traffic, as usual

32 min

17.1 km

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