

Excursion risk management plan For Climb Fit Macquarie

Excursion details			
Date(s) of excursion	14th April 2026	Excursion destination:	3 Waterloo Rd, Macquarie Park NSW 2113
Departure and arrival times	Leaving the centre at 9:30am Returning to the centre at 3:00pm		
Proposed activities	Children will go Rock Climbing	Water hazards? No If yes, detail in risk assessment below.	
Method of transport, including proposed route			
Name of excursion Responsible Person	Emily Markham and Lewis Robertson		
Contact number of excursion co-ordinator	EM -	LR -	
Number of children attending excursion	TBD** (ages 10-12 years)	Number of educators/parents/volunteers	TBD**
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	This excursion ratio will be 1 to 5 as there are road hazards when walking and getting on and off public transport.		
Excursion checklist			

☐ First aid kit and Asthma	☐ List of adults participating in the excursion
☐ List of children attending the excursion	☐ Contact information for each adult
☐ Contact information for each child	☐ Mobile phone / other means of communicating with the service & emergency services
☐ Medical information for each child	☐ Water
☐ Food for morning tea and lunch	☐ Opal Card

Embarking Count	
Educator's Name: Educator's Signature:	Child Count: Adult Count:
Disembarking Count	
Educator's Name: Educator's Signature:	Child Count: Adult Count:

Embarking Count	
Educator's Name: Educator's Signature:	Child Count: Adult Count:
Disembarking Count	
Educator's Name: Educator's Signature:	Child Count: Adult Count:

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Walking to and from bus stop in Wahroonga	Struck by vehicle on road Uneven footpath/slippery pavement	High Significant	Brief participants on rules and behaviour Educators supervise front and back of the line and space themselves along the line. Educator at the front are to direct children onto the bus and do a headcount as they board Remain on pedestrian pathways and use pedestrian crossings when possible. Educators walk between children and the road.	Educators	When boarding the bus and walking to and from each destination
Public transport to and from the excursion venue	Boarding the bus Disembarking the bus and falling	Significant Significant	Educators will ensure all children safely mind the step from the bus to the sidewalk when entering and exiting the bus, and remain seated for the entire trip. Children will leave the bus one at a time, educators to do a head count as they disembark the bus. Enforce rules and monitor behaviour.	Educators	Travelling to and from excursion
Walking to and from the Macquarie bus stop and Climb Fit	Tripping on uneven surface Struck by vehicle	High	Bring children to the attention of the uneven surfaces and ensure walking only. Walk in a single file to the left of the path with educators dispersed throughout. Ensure all children have a partner and the groups stay together.	All educators	Arriving at Climb Fit

	Lost child or go out of bounds Tripping up and down the stairs		Educators to be aware of every child's whereabouts and focusing on the children. Educators remind the children of boundaries and rules. Educators will remind children they are in a public place and need to respect the needs of others. When all groups have arrived, the RP will go inside Climb Fit and find out details for the session, then communicate this to Educators who will walk their small group to the venue.		
At Climb Fit Macquarie	Being separated from the group Fall from height Impact from swinging into the wall or flooring Entanglement, burns, pinches, chaffing	Moderate	Children will go to the bathroom with their pair and an Educator where possible. Once inside Climb Fit children are to remain respectful and well behaved at all times, if they have a concern raise their hand and the closest Educator will go to them. At the end of the session, children will remain at their position until the responsible person allows them to return their shoes. Small groups will make their way back to the lobby and Head count will be done before leaving. Children and educators will undergo a training briefing by Climb Fit staff on the safe use of equipment before commencement. Children will follow any instruction or advice given by staff to keep them safe; misbehaviour may result in the child ceasing activity and sitting out. Children and educators will wear appropriate closed shoes, clothing, hair tied back, and listen to safety briefing given by Climb Fit staff to prevent harnesses from rubbing/ pinching/ burning/ chaffing.	Educators	Whilst at Climb Fit Macquarie

Risk of Allergic Reaction	Food allergy	Critical	Educators to be aware of any children with food allergies and ensure this is taken into account before any food is eaten (brought or purchased)		
The guidelines above will be communicated to all children going on the excursion before we leave the centre including their groups of 5. Educators to always supervise children and adhering to the above ratios and the rules and boundaries set. Children needing to go to the bathroom will be accompanied by a friend and educator. Educators to be aware of how many children are attending the excursion and to continuously count the children. Educators will also be aware of children's ability and temperament attending the excursion. Any concerns about any children should be brought to the Responsible Person's attention immediately. In case of a missing child, Educators will follow the missing child policy and will alert police. The Responsible Person and Educators will follow the direction of the authorities and keep the children calm and safe.					

Plan prepared by	Emily Markham and Lewis Robertson		
Prepared in consultation with:			
Communicated to:	Educators and Children attending the excursion Available to the parents to read		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

Risk Matrix

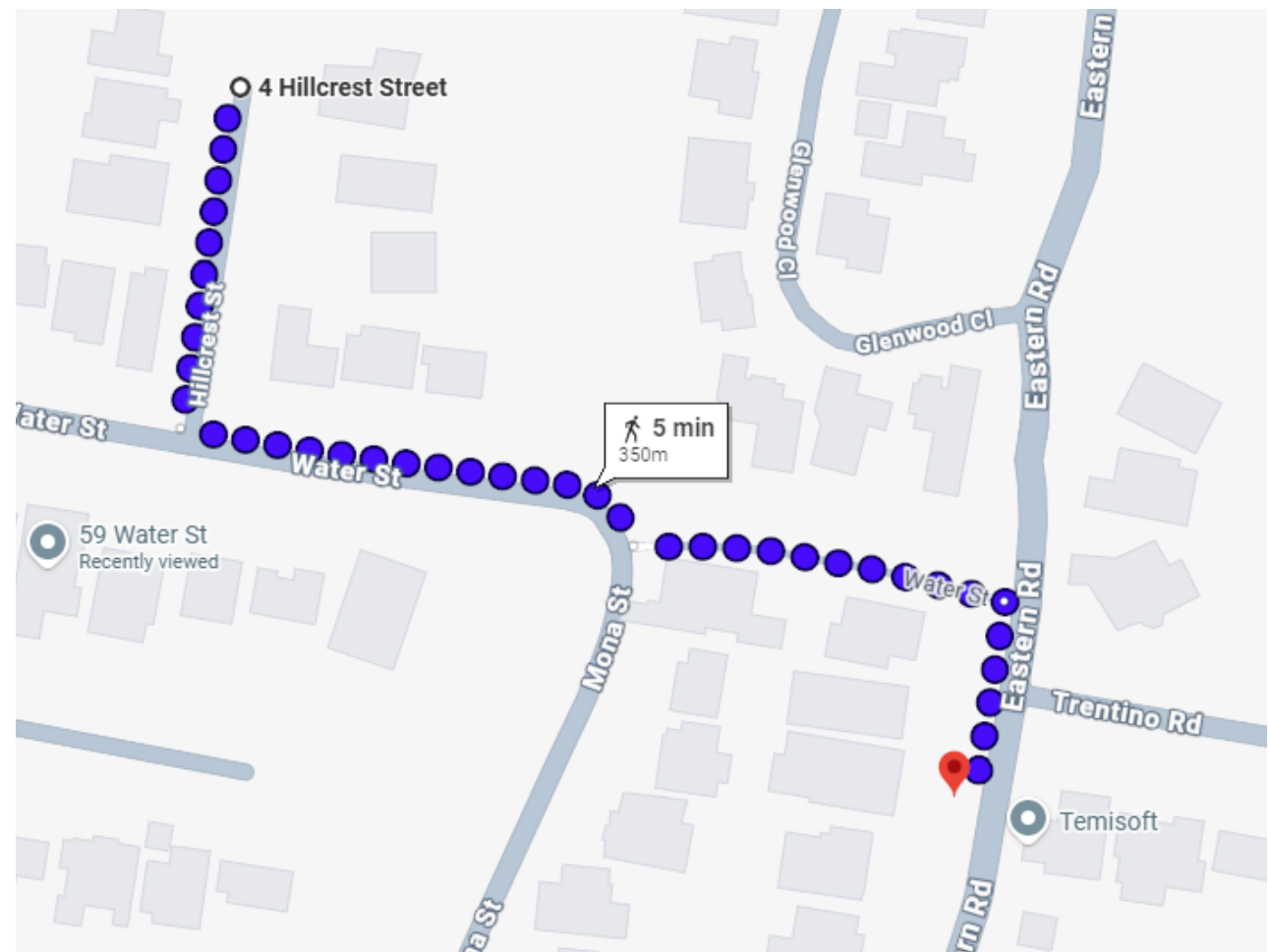
L
i
k
e
l
i
h
o
o
d

	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	Very Low	Low	Low	Moderate	High

Route:

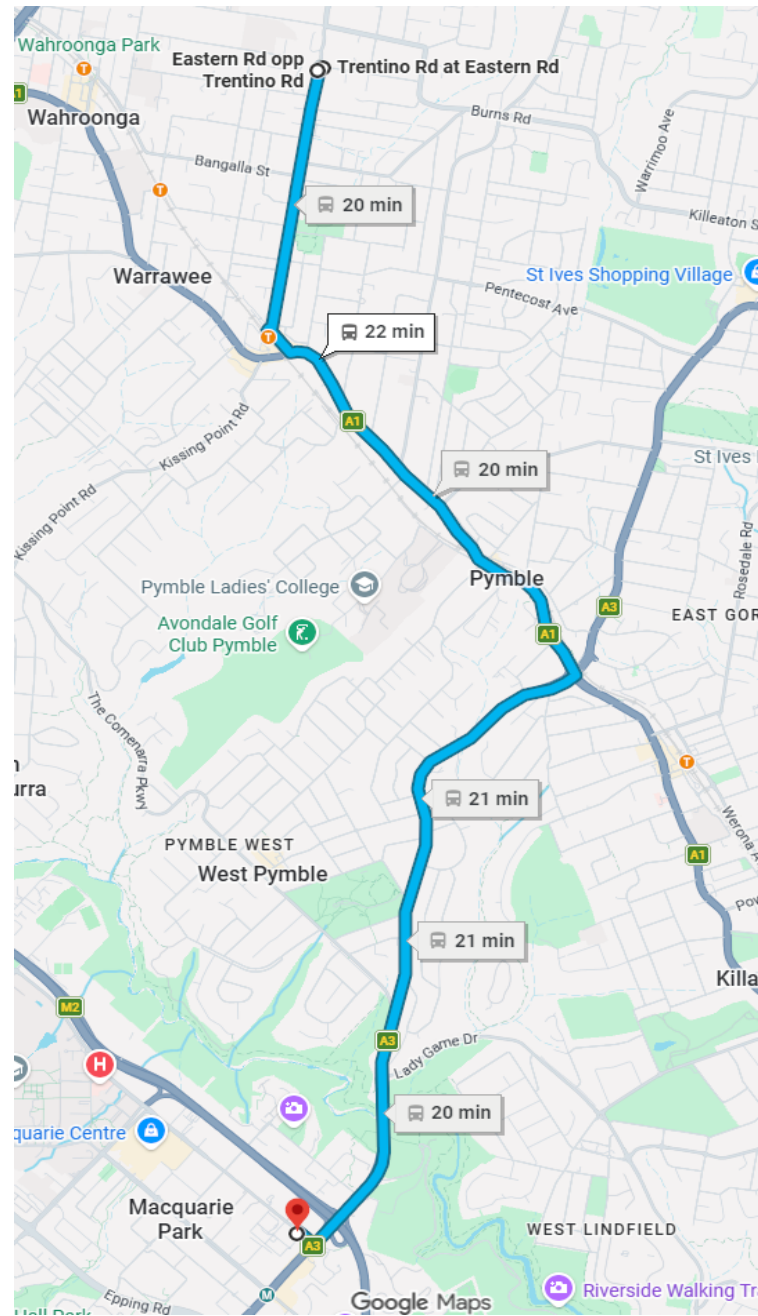
From: Wahroonga Public School
To: Bus stop on Eastern Rd opp
Trentino Rd

Image:



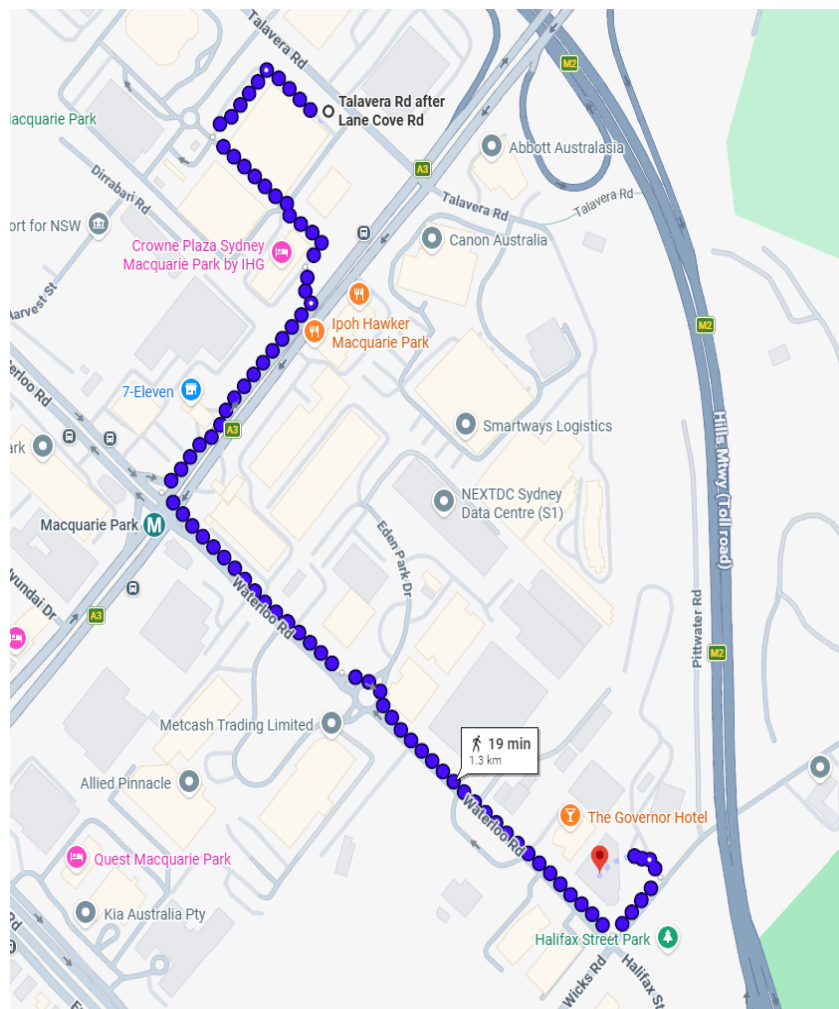
From: Bus stop on Eastern Rd opp
Trentino Rd

To: Bus Stop on Talavera Rd after Lane
Cove Rd



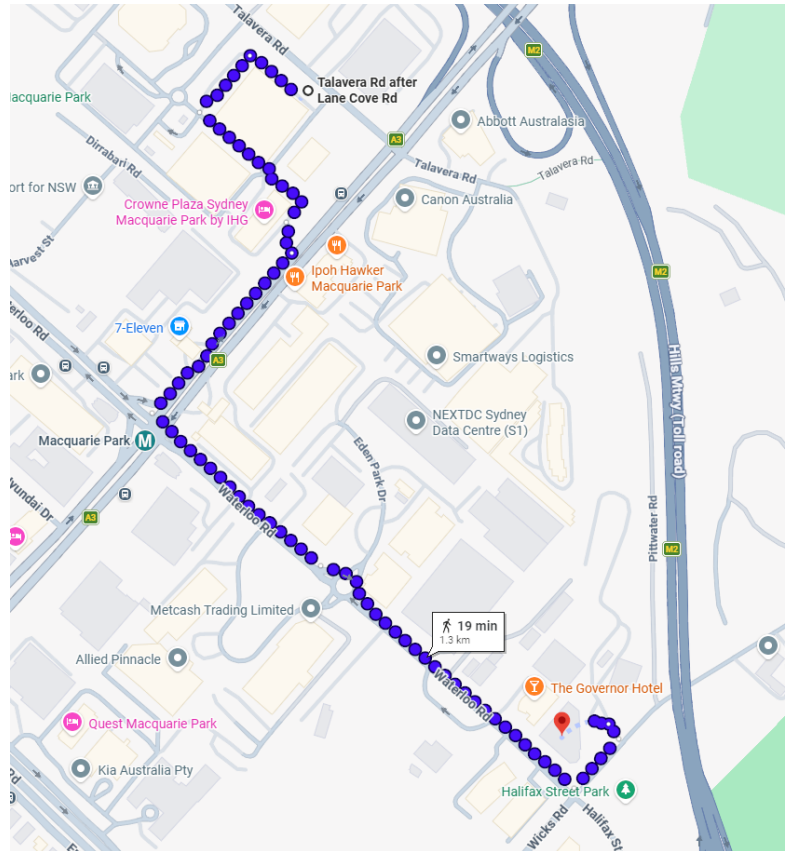
From: Bus Stop on Talavera Rd after Lane Cove Rd

To: Climb Fit Macquarie



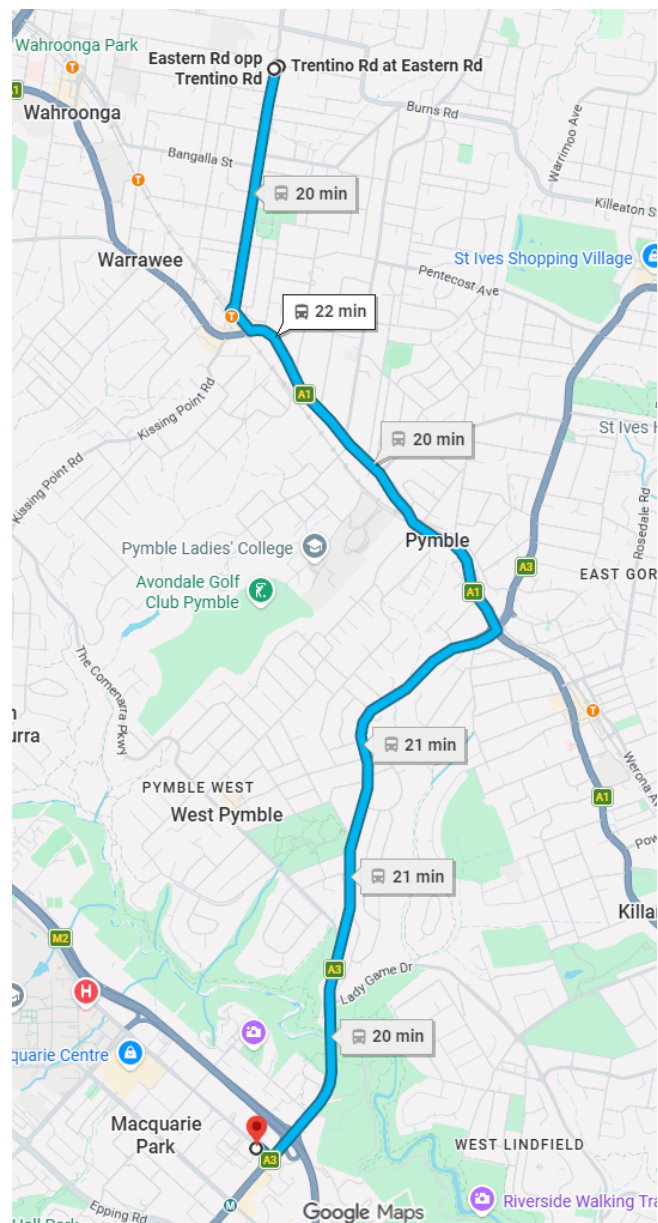
From: Climb Fit Macquarie

To: Bus Stop on Talavera Rd after Lane Cove Rd



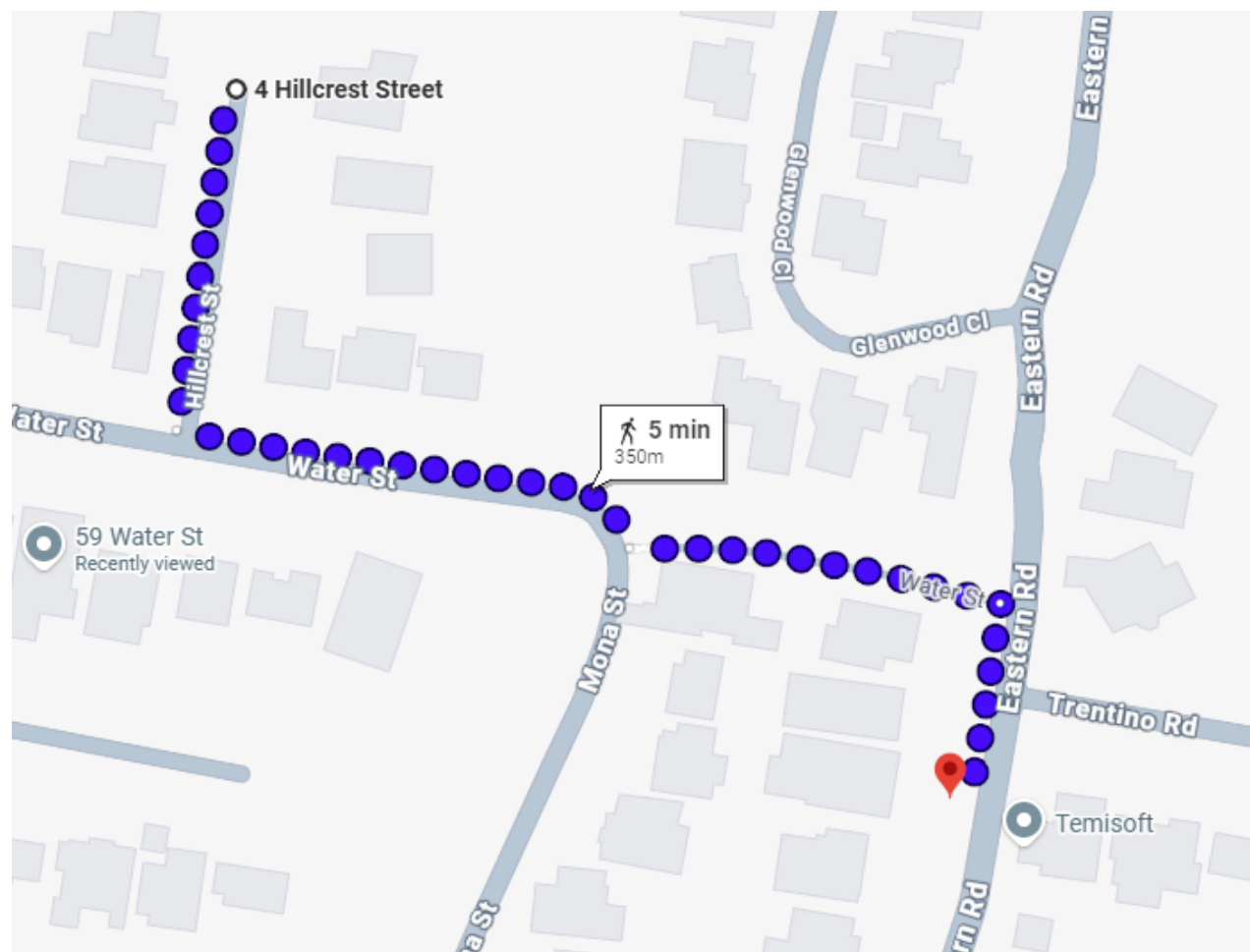
From: Bus Stop on Talavera Rd after Lane Cove Rd

To: Bus stop on Eastern Rd opp Trentino Rd



From: Bus stop on Eastern Rd opp
Trentino Rd

To: Wahroonga Public School



[illegible]
