

Excursion risk management plan For Moving Bodies

Excursion details			
Date(s) of excursion	Wednesday 15th July 2026	Excursion destination	Moving Bodies - 10/2 Marina Close Mt Kuring-Gai Proposed Route : see below
Departure and arrival times	Leaving the centre at 9.50am Returning to the centre at 1pm		
Proposed activities	Children and educators will take part in the moving bodies courses.	Water hazards? No If yes, detail in risk assessment below.	
Method of transport, including proposed route	Chartered Bus, seat belts		
Name of excursion Responsible Person	Lewis Robertson		
Contact number of excursion co-ordinator	(Centre) 0428914394	Lewis	
Number of children attending excursion	50 Children (ages 5 – 12 years)	Number of educators/parents/volunteers	8 Educators
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	This excursion ratio will be 1 to 8 as there are road hazards when getting on the bus and off the bus. There will be extra Educators attending the excursion due to children needing higher support going.		

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

Travelling to	Embarking Count	Disembarking Count
Educators Name:	Child Count:	Child Count:
Educators Signature:	Educator Count:	Educator Count:
Returning to Centre		
Educators Name:	Child Count:	Child Count:
Educators Signature:	Educator Count:	Educator Count:

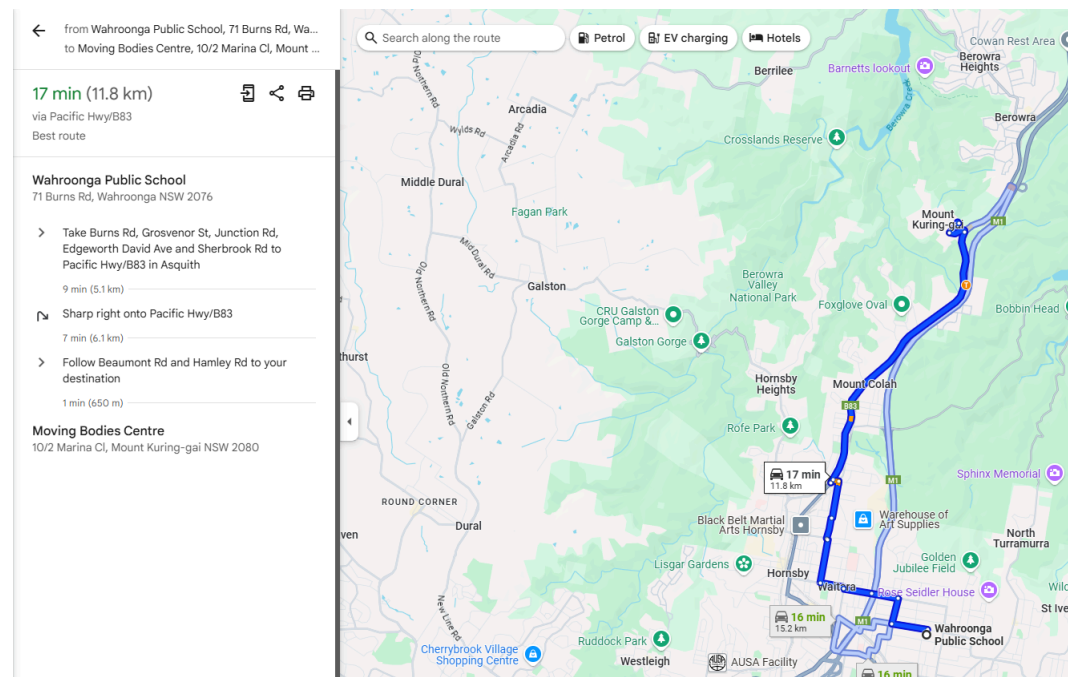
Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Walking to and from bus at the centre	struck by vehicle on road uneven footpath/slippery pavement	High Significant	Brief participants on rules and behaviour Educators supervise front and 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 walking to and from the bus
Bus transport to and from the excursion venue	Boarding bus Bus breaking quickly and children hitting head on seat in front Vehicle accidents	Significant High	Ensure vehicle operators hold appropriate licence(s) and insurance Educators will ensure all children have a seat on the bus. Children will be reminded to sit back in the seat and not on the edge Vehicle to be appropriate for needs of the group e.g., wheelchair access if required Enforce rules and monitor behaviour Ensure all children have a seat and remained seated for the duration of the trip	Educators	Travelling to and from excursion
Walking to and from the bus into and out of moving bodies	Disembarking the bus and falling Tripping on uneven surface Struck by vehicle	Significant High	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 Bring children to the attention of the uneven surfaces and ensure walking only	All educators	Arriving at Moving Bodies

	Lost child or go out of bounds Tripping up and down the stairs		Walk in a pairs to the left of the path with educators dispersed throughout Educators to be aware of every child's whereabouts and focusing on the children Educators will remind children they are in a public place and need to respect the needs of others. When all groups have arrived, we will walk down the stairs to the right of the facility and wait near the gate as we wait for moving bodies to receive us. Educators to remind children to walk carefully down and up the stairs and hold on to the railing where possible.		
At Moving Bodies	See risk assessment from Moving Bodies		Children will eat at the gate and the moving bodies instructor will go over the rules and split the children into groups. Educators will disperse themselves amongst the groups. If Children need to go to the bathroom when at the facility they must tell an educator and take their partner with them. Everyone attending the excursion will follow the moving bodies instructors' directions at all times..	Educators	
The guidelines above will be communicated to all children going on the excursion before we leave the centre. 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	Linda Russell	23/06/2026	
Prepared in consultation with:	Lewis Robertson		
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						
Likelihood		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

Date	Educator	Date	Educator