



Risk Assessment: Phillip Ice Skating

Service Details

Service Name Telopea Park P&C School Aged Care Program

Approved Provider Number SE-00009710

Hours of operation Before School Care: 7:30am to 9:00am

After School Care: 3:15pm to 6:00pm

Vacation Care: 8:00am to 6:00pm

Approved Provider: Telopea Park School Parents and Citizens Association Incorporated.

Nominated Supervisor: Ibrahim obeid

Service Contact Number 0426 692 553

Service Contact Email: admin@tpsoshc.org.au

Excursion and Incursion Risk Assessment Form

- **WHO:**
 - The staff of Telopea Park Out of School Hours Care complete this form in consultation with employees when an excursion for children is being planned or when a risk has been identified or reported on a planned excursion.
- **WHEN:** The form is to be completed as soon as possible when a hazard is reported or identified or the service is planning on attending an excursion off site or when conducting an on-site incursion.
- **WHY:**
 - This form will assist in determining the level of risk involved in a proposed excursion and whether sufficient controls can be put in place to reduce the risk to an acceptable level. The form is designed to assist those responsible for resolving the matter/s to prioritise their attention for action.
- **NOTE ⁽¹⁾:** All staff attending the excursion must read the risk assessment prior to attending the excursion.
- **NOTE ⁽²⁾:** *Please ensure the risk assessment is reviewed periodically and communicated to all relevant workers.*

Excursion / Incursion Proposal	
Organiser:	Lachlan Stewart
Venue – Site Details	
Venue	Phillip Swimming and Ice Skating Centre
Address	1 Irving St, Phillip 2606
Contact person at excursion venue	Employee of Phillip Swimming and Ice Skating Centre
Contact phone number(s)	02 6282 1660
Email address	info@skimskate.com.au
Date the venue requires confirmation of booking and final numbers	01.10.2026
Details of Excursion / Incursion	

Date of Event	07.10.2026			
Time of Event	Start:	1 pm	End:	2:30 pm
Predicted number of children attending	60			
Staff ratio required	8:1			
Predicted number of staff attending	12			
Brief details of activities in which children will be engaging [attach more information if more space required – or if the venue has provided a program]	Children will participate in ice skating alongside their peers in a safe and engaging environment. The activity will support the development of gross motor skills, balance and coordination, while encouraging resilience, confidence and autonomy as children practise new skills, problem-solve and engage in physical activity.			
Recommendations for effective supervision:	Assign groups with key educators: Divide children into small groups (e.g. 1:8) and allocate a dedicated educator to each group for close supervision. Count regularly: Conduct headcounts before boarding transport, upon arrival, after toilet breaks, and before leaving the venue. Pre-brief children: Set clear expectations about behaviour in space and towards wildlife. Explain what to do if stung or bitten by an insect/animal. Remind them of boundaries. Maintain vigilance: Educators should remain alert, avoid distractions, and be ready to respond to any issues. Hydration and rest checks: Encourage regular water breaks and monitor for signs of exhaustion, overheating, or distress.			

	Supervise strategically: Ensure educators position themselves effectively in the area to cover all angles and maintain visibility.
Any site specific / activity instructions for children:	Stay with your group and assigned educator at all times. Do not run off or leave the play area without permission—staff need to know where you are for your safety. Let an educator know if you feel tired, unwell, or need help. You can have a rest, get water, or sit out for a break at any time. Children and educators should wear long pants and tops. It will be cold in the venue and this can also protect you if you fall over or injure yourself.
Any weather requirements of the event. If the event is contingent on certain weather conditions, an alternative day plan must be prepared, attached and noted here.	N/A
Staffing and Ratios	
Qualified Supervisor attending	Yes- Will be finalised by term 3 week 10, 2026
First Aid Staff attending	Yes- Will be finalised by term 3 week 10, 2026
Contact number of supervisor on day	0426 692 553

Ratio of staff to Children	8:1
Specialised skills required [ie: Lifesaving Certificate]	First Aid Qualified staff attending
Ages of children	5-12
Excursion/Incursion Rationale	
Rationale: [Include child input and requests]	Children have expressed interest in active and challenging experiences that allow them to have fun and engage with their peers. Phillip Ice Skating provides an opportunity for children to build confidence, resilience and physical skills while taking appropriate risks in a supported environment. The experience also encourages children to develop independence, social awareness and respect for others while participating safely in a shared community space.
How are these MTOP learning outcomes being achieved? Include how the sub-outcomes are being achieved.	1.1 Children feel safe, secure, and supported: Children are supervised in small groups with familiar educators, ensuring they feel secure in a busy, unfamiliar environment. 1.3 Children develop knowledgeable and confident self-identities: The open-ended physical play allows children to take risks, explore their capabilities, and feel proud of their achievements. 1.4 Children learn to interact with others with care, empathy and respect: Turn-taking, helping peers, and group encouragement foster social connection and respectful behaviour. 2.1 Children develop a sense of belonging to groups and communities: Participating in a shared excursion experience strengthens peer relationships and community identity within the OSHC group. 2.3 Children become aware of fairness: Children practise fairness through turn-taking and following group rules at inflatables, promoting inclusive and respectful play.

	3.1 Children become strong in their social and emotional wellbeing: Children express joy and enthusiasm in movement, develop confidence through physical challenges, and receive positive feedback from peers and educators. 3.2 Children take increasing responsibility for their own health and physical wellbeing: Children monitor their energy levels, take breaks when needed, hydrate, and follow safety instructions for safe physical activity. 5.1 Children interact verbally and non-verbally with others for a range of purposes: Children communicate needs (e.g., for a turn or break), cheer on friends, and share ideas and strategies during play. 5.2 Children engage with a range of texts and gain meaning from these: Safety signage, visual instructions, and verbal cues from staff are read and understood by children to guide safe behaviour.
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Facilities and Venue /Activity Assessment

Does the site have their own Risk Assessment?	No
Has a site visit been conducted?	Yes
Where is the Bus Parking? Is there a safe place for children to alight?	Yes, 1 Irving st Phillip, ACT 2606
Is there an area for children to have lunch? Where?	Yes, seating is available at benches near rink.
Is there potential for other activities onsite/nearby?	No
Venue conditions – Is the venue well maintained? Explain	Good condition, well maintained and clean

What is the nature of the space? [ie: large / small / enclosed or open]	Large enclosed space with room to move freely
Is there adequate lighting and ventilation?	Yes
Are there clear boundaries indicating the area for children to remain in?	Yes
What is the condition of the equipment children will be accessing?	Good condition
Is there adequate shade?	Yes - indoor
Are there any Water Hazards?	Yes, skating on ice
Are there any water hazards onsite or nearby?	Yes, skating on ice
Where are the toilet facilities/amenities?	Onsite in building
Emergency evacuation Where is the emergency evacuation meeting point?	The designated emergency evacuation meeting point will be located at the nearest car park area , away from buildings. This space allows for safe headcounts and clear visibility. Staff at the venue will guide visitors during an evacuation, and educators will follow standard OSHC procedures for roll calls and supervision.

Does the site have staff directly supervising the activity?	Yes
Does our group mix with others groups?	Yes
Are staff provided by the venue to assist supervision?	No
Transport Details	
Mode of travel Bus Details of Transport Company and contact person:	CDC Charter Buses
Date bus booked	04.09.2026
Estimated time of travel between different destinations	15 minutes

If not travelling by transport, does the chosen route avoid major roads and crossings as much as possible? [please attach copy of the route]	N/A
It is confirmed that the transport is seat belted	Yes

Excursion/ Incursion Risk Assessment [Please use Matrix at end of document to assess the risk]

If the venue has its own risk assessment please ensure this has been attached to the Excursion/Incursion Proposal Form and that it is used as a reference when completing the Risk Assessment below

Identified Hazard	Hazard Implications	Severity	Likelihood	Risk	Current Controls
Transportation					
Transport Accident	Injury during transit	First aid needed, medical attention	Unlikely	Moderate	- Seatbelts worn at all times - Licensed and insured bus service - Staff supervision on bus - Emergency contact info on hand
Environmental Hazards					
Ice surface	Falls, collisions, uneven or damaged ice	Injuries from impact or surface hazards	Likely	Moderate	- Visual inspection - Immediate repair - On-ice supervision - Designated lanes
Supervision and Safety					

Inconsistent staff positioning during transitions	Reduced visibility and control of group	Medium	Medium	Medium	Staff assigned clear positions (front, middle, rear), use of group system, walkie-talkies or phones for quick communication
Unfamiliar environment and emergency situations	Panic or disorganisation, delayed evacuation	High	Low	Medium	Children briefed on emergency procedures, staff familiar with exits and meeting points, mobile phones carried by educators
Inappropriate behaviour in public	Injury risk, disruption to public, group safety compromised	Medium	Medium	Medium	Clear behaviour expectations set beforehand, immediate reinforcement of rules, consistent staff responses

Blades from ice skates	Injury or infection risk	Medium	Medium	Moderate	Keep hands and skin away from exposed blades, ask educators for help if needed, teach children how to safely move in ice skates, set behavior expectations beforehand.
Health and Hygiene					
Exposure to illness (e.g. colds, flu, COVID)	Illness spread among children or staff	Medium	Medium	Medium	Hand sanitiser used before/after food or shared spaces, unwell children/staff do not attend, good hygiene modelled by educators
Shared public surfaces (door handles, seats)	Germ transmission	Medium	Medium	Medium	Regular hand sanitising, encourage children not to touch faces, remind to wash hands after toilet use
Food-related allergies or sensitivities	Allergic reactions or discomfort	High	Low	Medium	Individual health needs checked before excursion, no food sharing, anaphylaxis plans followed, medication/EpiPens brought on outing
Risk Assessment Finalisation					
Date Completed:		25.08.2025			

Completed by [name]:	Lachlan Stewart
Workers consulted:	Educators, team leaders, coordinators and directors.
Overall Risk Assessment Rating:	Moderate

Risk Assessment Matrix				
How serious could the injury be?	How likely is it to be that serious?			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed		Likelihood – is an estimate of how probable it is for the hazard to cause harm		

Legend

1 and 2

Extreme risk

Take action immediately. Permission required from the **Committee and Director** to conduct the excursion/incursion

3 and 4

Moderate risk

Take action as soon as possible. Permission required from the **Director** to conduct the excursion/incursion

5 and 6

Low risk

Take action when applicable. Permission required from **Educational Leader** to conduct the excursion/incursion

Final Risk Assessment and Excursion/Incursion Sign-Off

(NB: Copies of all bookings and booking confirmations need to be attached to the risk assessment)

Excursion Organiser:	Lachlan Stewart	Date:	05.10.2026
Assistant Director:	Tasanee Chung	Date:	05.10.2026
Director [if high risk]:	Ibrahim obeid	Date:	05.10.2026
Committee Approval [if required]:		Date:	

Excursion Checklist

Items to take on Excursion [tick off when packed]:

- ☐ Roll
- ☐ First Aid Kits
- ☐ Emergency Contacts
- ☐ Group Lists
- ☐ Children's Medication and Management Plan
- ☐ Sunscreen/Hand Sanitizer
- ☐ Food (As Required)
- ☐ Required Equipment
- ☐ Walkie Talkies
- ☐ Day Plan

Notes:

Excursion Check-List Sign-Off:

Responsible Person:

Date:

Signature:

[illegible]

Educators Attending:		Date:	Signature: