



Risk Assessment: Moncreiff Playground

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	Moncrieff Playground
Address	Bon Scott Cres, Moncrieff ACT 2914
Contact person at excursion venue	Lachlan Stewart
Contact phone number(s)	0426 692 553
Email address	TPSOSHC Admin
Date the venue requires confirmation of booking and final numbers	N/A
Details of Excursion / Incursion	

Date of Event	09.10.2026			
Time of Event	Start:	11am	End:	2:00pm
Predicted number of children attending	60			
Staff ratio required	1:8			
Predicted number of staff attending	12			
Number of additional staff required to meet the ratio required [above 1:11]	1:8			
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 attending the excursion will have the opportunity to explore and engage with the playground equipment at Moncrieff Community Recreation Park. Upon arrival, children will have lunch together in the designated grass area before participating in active and social play. Children will be encouraged to explore the equipment, engage with their peers and develop their gross motor skills, coordination and confidence through physical play.			
Recommendations for effective supervision:	Educators will spread across the playground to cover grounds. Educators will be placed around the playground to cover all boundaries.			
Any site specific / activity instructions for children:	Children will follow instructions from the supervisor on duty.			

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.	The excursion will proceed in suitable weather conditions. If weather conditions become unsafe or unsuitable, such as heavy rain, storms or extreme temperatures, children and educators will return to the service and participate in the planned alternative activities.
Staffing and Ratios	
Qualified Supervisor attending	Lachlan Stewart
First Aid Staff attending	First Aid Qualified staff attending
Contact number of supervisor on day	0426 692 553
Ratio of staff to Children	1:8
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]	Feedback from previous Holiday Programs has shown that children and families would like more variety in excursions and opportunities to explore new environments. Moncrieff Playground provides a range of equipment that allows children to challenge themselves, develop gross motor skills, coordination and confidence, while enjoying active play with their peers. The excursion also encourages children to build independence, make safe choices and develop respect for shared community spaces.
How are these MTOP learning outcomes being achieved? Include how the sub-outcomes are being achieved.	Outcome 1: Children will learn to interact with their peers and other members of the general community with respect while on the excursion. Outcome 2: Children will learn to interact with their local community surroundings and contribute to their world. Outcome 3: Children will take charge of their own, social, emotional and mental wellbeing during the excursion they will take charge on their own autonomy. Outcome 4: Children will learn to use resources to connect to the people, place and technologies of their surroundings.
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Facilities and Venue /Activity Assessment	
Does the site have their own Risk Assessment? [please attach a copy]	N/A
Has a site visit been conducted?	Yes
Where is the Bus Parking? Is there a safe place for children to alight?	Yes

Is there an area for children to have lunch? Where?	Yes- Children will have lunch at the park.
Is there potential for other activities onsite/nearby?	N/A
Venue conditions – Is the venue well maintained? Explain	Yes
What is the nature of the space? [ie: large / small / enclosed or open]	Large outdoor space.
Is there adequate lighting and ventilation?	Yes, the venue is a large outdoor space.
Are there clear boundaries indicating the area for children to remain in?	Yes, staff will be aware of the boundaries and children will be explained to their boundaries upon arrival.
What is the condition of the equipment children will be accessing?	Safe and clean, well maintained.
Is there adequate shade?	Yes, there are undercover areas at the park..
Are there any Water Hazards?	No
Are there any water hazards onsite or nearby?	No

Where are the toilet facilities/amenities?	Bathrooms are available at the venue.
Emergency evacuation	Children will head across the road for an evacuation to wait for buses.
Where is the emergency evacuation meeting point?	Across the road to wait safely for the buses.
Does the site have staff directly supervising the activity?	N/A
Does our group mix with others groups?	Yes
Are staff provided by the venue to assist supervision?	N/A
Instructor qualification [if relevant]	N/A
Transport Details	

Mode of travel Bus Details of Transport Company and contact person:	CDC Canberra Charters charters.canberra@cdcbus.com.au 1800 780 935
Date bus booked	04.09.2026
Estimated time of travel between different destinations	30 mins
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					
Bus breakdown or accident	Not applicable for this activity	M	U	5	Children will be monitored closely when crossing roads, Children will remain in-between two staff members

Bus breakdown or accident	Stranding of staff and children, injury, inability to make it to shelter/to school	M	U	5	Using well renowned and reliable bus service.
Children exposed to extreme weather conditions during transportation	Stranding of staff and children, injury, inability to make it to shelter/ to school	M	VU	5	Staff will cancel or postpone the excursion should weather conditions merit a cancellation.
Alighting the bus	Injury, no safe area for children to alight	L	VU	4	Children will be supervised by an educator whilst alighting. Alighting will only happen in safe areas.
Public transport	Not applicable for this activity				
Environmental Hazards					
Foreign objects [eg: needles and broken glass]	Needle stick injury or other injury.	L	U	4	First aid officers are trained in first aid and will check areas for dangerous objects prior to child use.
Water safety	Injury.	L	U	4	Children will be closely monitored by educators.

Equipment hazards	There is the potential for equipment hazards given the nature of the environment.	F	U	4	Children will be monitored by educators and equipment hazards
Venue Specific Hazards	<i>Not applicable for this activity</i>				

Supervision and Safety

Lost children	Children getting lost or injured	M	U	4	Children will be in designated, educator monitored groups while moving from location to location. While in location, the boundaries of the area are clear, and easily supervised by educators.
Injuries that may occur during participation in activities	Serious injuries that may occur from falling including broken limbs or concussion	M	U	5	Children will be safety briefed before they are allowed access to the facilities. The venue has roaming staff for support and supervision. Telopea Educators will also roam and supervise continuously.

Mixing with the public	Aggression, children getting lost	M	VU	5	Groups will be maintained and monitored at least 2/3 educators will be together at all times
Aggression from others / animals	Violence; Child abduction; injury	M	U	6	Identify on arrival a Service safe space for children to withdraw to; arrange and engage in activities away from other members of the public; educators to conduct drills onsite; Educators to complete pre-briefing for all students upon their arrival.
Emergency procedure	Lost children, not knowing where to go.	M	VU	6	Educators will ensure children remain in designated, monitored groups. Educators will ensure children remain in designated, monitored groups. Children will be aware of the service phone number as it is printed on their excursion shirts or lanyards. .
Health and Hygiene					
Toileting facilities	Slippery floors, sanitation issues	F	VU	6	Center is well maintained. Educators to check toileting facilities before child use and to accompany groups to toilet facilities.
Medication	Asthma/anaphylaxis issue, medication not available	M	VU	5	All up to date medicines of children accompanying us to the excursion will have medical needs accounted for. Educators will carry this medicine with them at all times. Ambulance will be called where necessary.

Food / allergies	Anaphylaxis, religious/dietary requirements	M	VU	5	All food will be children's own and bought from school. Medical and dietary needs are to be known to all staff.
Sun smart / weather considerations	<i>Hazardous Weather</i>	M	U	5	Wet weather will be taken into consideration and wet weather program may conduct instead. Children and Educators to wear a sun smart hat and sunscreen will be available on the excursion.
Risk Assessment Finalisation					
Date Completed:	07.09.2026				
Completed by [name]:	Lachlan Stewart				
Workers consulted:	No				
Overall Risk Assessment Rating:	5				

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:		
Assistant Director:	Tasanee Chung	Date:		
Director [if high risk]:	Ibrahim Obeid	Date:		

Committee Approval [if required]:		Date:	
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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:	

This section is to be completed by the excursion organiser and submitted to the Educational Leader as soon as possible after the excursion has occurred (maximum 2 days post-excursion/incursion).

Yes	No	N/A	Checklist Item
Y	N	N/A	A weather check has been conducted to ensure that the weather conditions are suitable for the excursion/incursion to proceed.
Y	N	N/A	A signed permission form for the specific excursion/incursion and any specific activity which is to take place during the day has been received from the parents for all children attending.
Y	N	N/A	A list of children attending the excursion is left at the service prior to departure and a copy carried by the excursion supervisor for the purpose of checking at regular intervals during the course of the excursion.
Y	N	N/A	The excursion or incursion is consistent with the requirements/exclusions of the Public Liability Insurance Cover held by the service.
Y	N	N/A	A fully stocked first aid kit is ready to be taken on the excursion, or has been put in an appropriate and accessible location for the incursion.
Y	N	N/A	Each participating child's emergency contact details have been updated and a copy is available to take on the excursion.

Y	N	N/A	A mobile phone is organised to take on the excursion and is on floor during the incursion.
Y	N	N/A	Medication and a management plan for any children attending are available and updated.
Y	N	N/A	A designated educator has been assigned to directly supervise any child with a chronic illness/allergic conditions. [NB: The educator is to hold the child's medication and management plan throughout the excursion.]
Y	N	N/A	At least one Educator in attendance has First Aid Training.
Y	N	N/A	In-centre activities and a day plan for the remainder of the day have been planned and a schedule is available for all staff working on the day.
Y	N	N/A	A menu, if required, for the day has been planned and displayed at the centre.
Y	N	N/A	Shopping requirements for the day of the excursion have been communicated to the Canteen Manager in writing.

Y	N	N/A	Payments for authorisation have been given to the Director and/or the Assistant Director to approve and forward to the bookkeeper.
Y	N	N/A	A cheque has been prepared and signed, if a cheque is required for payment on the day of the excursion/incursion.
Y	N	N/A	The additional needs of any child attending have been considered and accommodated, and if necessary, a child-specific day plan has been written up and shared with relevant staff.
Excursion Check-List Sign-Off:			
Responsible Person:			Date: Signature:
Educational Leader:			Date: Signature:
Educators Attending:			Date: Signature:
Educators Attending:			Date: Signature:
Educators Attending:			Date: Signature:

[illegible]