



Risk Assessment: Mulligans Flat

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: Shavaun Andreou

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	Mulligans Flat
Address	Justice Kelly Street/Quinane Avenue, Forde, ACT 2914
Contact person at excursion venue	Employee of Mulligans Flat
Contact phone number(s)	02 61 69 6835
Email address	admin_support@woodlandsandwetlands.org.au
Date the venue requires confirmation of booking and final numbers	18.09.2026
Details of Excursion / Incursion	

Date of Event	02.10.2026			
Time of Event	Start:	10 am	End:	12:00 am
Predicted number of children attending	60			
Staff ratio required	1:8			
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 explore the sanctuary on a guided nature walk, discovering the unique plants, animals and habitats found within its critically endangered ecosystem. Throughout the experience, children will participate in four engaging learning stations designed to build their knowledge of native wildlife and conservation. Each station will be adapted to suit the children’s ages, providing an interactive and meaningful learning experience in the natural environment.			
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. Be respectful to the environment and wildlife. Do not yell or make loud noises around animals. Dispose of rubbish properly to keep the reserve clean and safe. Enclosed shoes are mandatory for all children and staff. No crocs, sandals, mules or heels.
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.	If it is raining, bring raincoats and appropriate footwear, there will be shaded areas where children can stay dry. If weather is extreme excursion will not go through and programming will be run at OSHC service
Staffing and Ratios	
Qualified Supervisor attending	Yes- Will be finalised by week 9, 2026

First Aid Staff attending	Yes- Will be finalised by week 9, 2026
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]	This excursion has been planned to build on children’s curiosity about nature, wildlife and exploring the outdoors. Visiting Mulligans Flat gives children the opportunity to learn about Australian plants, animals and biodiversity through hands-on experiences in a natural environment. The experience encourages children to ask questions, make discoveries and develop a greater appreciation for the environment, while also supporting physical activity, confidence, independence and positive interactions with their peers. It also promotes respect and responsibility for wildlife and shared natural spaces.

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.
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?	Justice Kelly Street/Quinane Avenue, Forde, ACT 2914
Is there an area for children to have lunch? Where?	Children will not be eating lunch during this excursion however there are rest and picnic areas for children to rest and eat if hungry.
Is there potential for other activities onsite/nearby?	No
Venue conditions – Is the venue well maintained? Explain	Venue is well maintained with bathroom and parking readily accessible onsite. Walking trails are clearly marked and signage and maps are provided
What is the nature of the space? [ie: large / small / enclosed or open]	Large spaces, some areas enclosed and open
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

Are there any Water Hazards?	Yes, wetlands nearby
Are there any water hazards onsite or nearby?	Yes, wetlands nearby
Where are the toilet facilities/amenities?	One bathroom will be available at the Woolshed.
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 walking trails and enclosures. 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?	No
Does our group mix with other groups?	Yes
Are staff provided by the venue to assist supervision?	No
Instructor qualification [if relevant]	N/A
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	25 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					

Unfamiliar terrain	Slips, trips and falls	First Aid needed	Likely	Moderate	- Staff to walk the path prior to excursion if possible - Stick to marked trails - Children wear appropriate footwear - First aid kits carried - Supervision zones established
Wildlife encounters	Snake bites, insects bites/stings	First Aid needed, Medical attention	Likely	Moderate	- Pre-visit wildlife talk - Long pants, enclosed shoes - Children taught not to touch or approach wildlife - First aiders trained in anaphylaxis and bites - Emergency procedures reviewed
Water bodies (creeks and wetlands)	Slipping into water	First aid need, Medical attention	Unlikely	Moderate	- Avoid direct access to water - Establish exclusion zones - Increase supervision ratios near water - Safety briefing before walk

Supervision and Safety

Getting lost, separated	Child left behind or lost		Unlikely	Low	- High-visibility vests - Regular head counts - Staff with walkie-talkies - Children briefed on staying in groups - Emergency contact plan in place
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

Health and Hygiene					
Medical emergencies (e.g. asthma, allergies)	Severe illness or reaction	First aid needed Medical Attention	Likely	Moderate	- Staff aware of medical conditions - Medication carried and managed - Mobile phones for emergency use
Risk Assessment Finalisation					
Date Completed:	04.09.2026				
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:	21.09.2026
Assistant Director:	Tasaneer Chung	Date:	21.09.2026
Director [if high risk]:		Date:	
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:
Educational Leader:		Date:	Signature:
Educators Attending:		Date:	Signature:
Educators Attending:		Date:	Signature:
Educators Attending:		Date:	Signature:
Educators Attending:		Date:	Signature:

