



Risk Assessment: Ninja Parc

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.

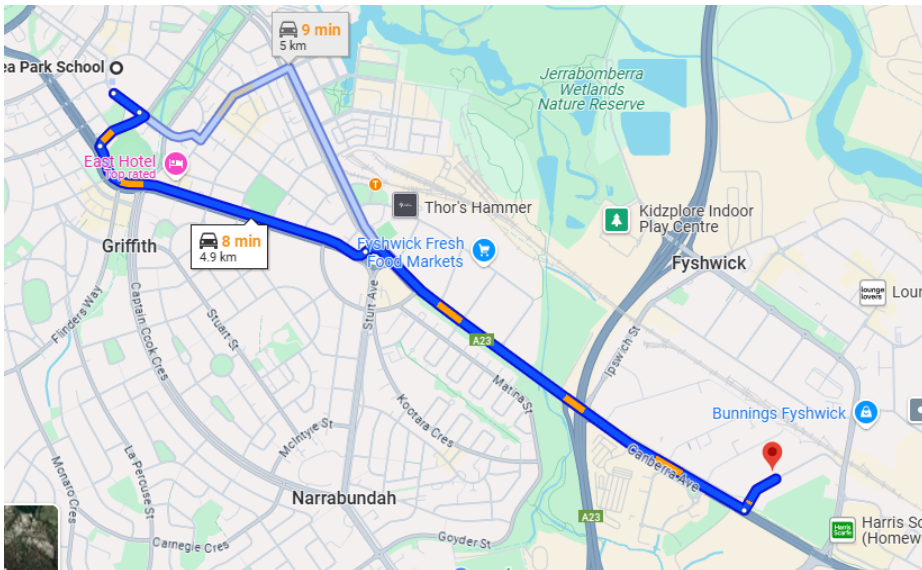
Nominated Supervisor: SIbrahim Obeid

Service Contact Number 0426 692 553

Service Contact Email: admin@tpsoshc.org.au

Risk assessment and management template - Excursions

Service Name	Telopea Park School Out of School Hours Care
Excursion details	Excursion to Ninja Parc Canberra
Date (s) of excursion. If it is a regular outing include a description of when children are to be taken on regular outings.	30.09.2026
Proposed activities. List all activities that will take place during the excursion.	Children attending the OSHC vacation care program will participate in an excursion to Ninja Parc Fyshwick, The excursion will involve a variety of physical activities designed to promote agility, coordination, and teamwork in a safe and engaging environment. Upon arrival, children will receive a safety briefing from Ninja Parc staff before participating in structured and free-play activities. Activities will include navigating obstacle courses such as climbing walls, balance beams, and monkey bars, engaging in team-based challenges and relay races, and, if applicable, taking part in a guided Ninja Training session led by qualified instructors. Regular hydration and rest breaks will be incorporated to prevent exhaustion, with a designated area for children to take breaks as needed. Educators will supervise all activities, ensuring children follow safety rules and remain within designated play areas. The group will then return to the OSHC service following a final headcount and roll call.
Pick up location and destination (s). List each location travelled to and from as part of the excursion. E.g., the museum, park for lunch and service.	Pick-up location: Telopea Park School Out of School Hours Care (25 New South Wales Crescent, Barton, ACT, 2600, Ngunnawal Country) Destination: 11 Whyalla St, Ninja Parc Fyshwick ACT
Estimated departure and arrival times and duration of the excursion. E.g., from the service to each destination and returning to the service.	Departing the Service: 1:15 Arriving at Ninja Parc: 1:30pm Departing Ninja Parc: 3:00pm

	Arriving at the Service: 3:15
Proposed route You can include an image of the route sourced online.	
Means of transport E.g., public bus, private bus, coach, private car, taxi, tram	CDC Charters
Requirements for seatbelts or safety restraints in your state or territory have been met.	Yes / No Comment: It is a requirement from CDC for children to wear seat belts on the bus
Number and full names of each adult involved in the excursion. E.g., service staff, family members, volunteers	Please see below:

The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required. E.g. for children's individual needs.	Approx. 8
The number of children involved in the excursion.	Approx. 40
Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below.	Yes / No Comment:
Educator to child ratio, including whether this excursion warrants a higher ratio. Provide details in the risk assessment table below.	1:8 with the intention of a program coordinator, educational leader and first aid team member not accountable for the ratio with the children to support with first aid if needed.
Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for): Grouping and Preparation: • Children are grouped primarily by age and friendship groups, with up to eight children assigned to one educator. • Two educators pair together, combining their groups to maintain effective supervision during walks and activities. • Before departure, educators conduct a headcount and mark attendance against the roll to ensure all children are accounted for. Exiting the Service Premises: • Educators escort their groups to the designated transport area.	

- A roll call and headcount are conducted before boarding transport.
- Educators provide clear instructions to children regarding safety rules and expectations for the excursion.

Embarking Transport:

- Children board transport under close supervision, ensuring an orderly and safe process.
- A supervisor counts students onto the bus ensuring that one educator is on the bus for every 8 children.
- Educators check seatbelts or restraints (if applicable) and conduct a final headcount before signaling readiness for departure.

Arrival at the Destination:

- Upon arrival, educators disembark children in an organised manner, ensuring that each child remains with their assigned group.
- A headcount and roll call are completed immediately to confirm all children are present.
- Children are sat down at meeting point for instructions.
- Groups are reminded of the buddy system and boundaries, and supervision is maintained at all times.

During the Excursion:

- Each educator is responsible for regular headcounts and roll calls, particularly after transitions between activities or areas.
- Educators remain with their paired colleagues to ensure consistent supervision across both groups.
- Clear communication between educators is emphasized to address any issues or adjustments promptly.

Returning to Transport:

- Before returning to the service, educators gather children at a designated meeting point and conduct another headcount and roll call.
- Children board transport following the same orderly and supervised process as during departure.

Re-Entering the Service Premises:

- Upon return, children disembark under close supervision and are escorted back to the service.
- A final headcount and roll call are conducted to confirm all children have returned safely.
- Parents or guardians are notified of any updates, incidents, or delays as appropriate.

Documentation and Review:

- Records are maintained throughout the process, including attendance rolls, headcounts, and any incidents that occur during the excursion.
- Educators are required to review and evaluate the excursion procedures to identify any areas for improvement.

Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking):

Departure from OSHC:

- Children are **signed in** and a **pre-excursion safety briefing** is conducted.
- **Headcount and roll call** completed before moving to the pick-up location.
- Children are grouped with educators and supervised while boarding transport.

Arrival at Ninja Parc:

- **Headcount and roll call** before exiting transport.
- Children move to a **designated meeting point** for a safety briefing.
- Educators ensure supervision and enforce safety rules.

Leaving Ninja Parc & Returning to OSHC:

- **Headcount and roll call** before boarding transport.
- Educators check the area for belongings and confirm all children are accounted for.

Re-entry to OSHC:

- **Final headcount and roll call** upon arrival.
- Children are signed back into the service.
- Parents/guardians sign children out as per OSHC procedures.

Excursion checklist – items to be readily available during the excursion
(Please tick)

☐ First aid kit	☐ List of adults involved in the excursion
☐ List of children involved in the excursion	☐ Contact information for each adult
☐ Contact information for each child	☐ Mobile phone / other means of communicating with the service & emergency services
☐ Medication, health plans and risk assessments for individual children	☐ Other items, please list

Use the table below to identify and assess risks to the safety, health or wellbeing of children attending the excursion, and specify how these risks will be managed and minimised (regulation 101(1)). This must include any risks associated with water-based activities.

Risk assessment			
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures
Transport (bus or private vehicle)	Boarding and exiting safely, risk of being left behind, vehicle accident	Moderate	Supervised boarding/disembarking, headcounts, seatbelt checks, roll call before departure
Obstacle course (climbing walls, balance beams,	Slips, trips, falls, minor injuries (sprains, bruises)	Moderate	Pre-activity safety briefing, correct footwear required, staff

monkey bars, cargo nets, etc.)			supervision, first aid trained educators present
Overcrowding in play areas	Collisions, children feeling overwhelmed	Moderate	Group rotations, designated play zones, etc.
Fatigue or overexertion	Dehydration, exhaustion	Moderate	Scheduled water and rest breaks, reminders to drink water, monitoring for signs of fatigue
Allergic reactions (snacks, environmental allergens)	Anaphylaxis, allergic response	High	Allergy action plans followed, first aid kit with EpiPens on hand, medical information checked prior to excursion

Losing a Child	- A child wandering off or getting separated from the group	High	- Implement a buddy system for all children - Assign specific children to each educator with an 8:1 ratio - Conduct headcounts before, during, and after the activity
Transport to and from venue	- Traffic accidents or delays	Moderate	- Conduct headcounts and roll calls before and after boarding transport - Follow strict supervision during embarkation and disembarkation processes
Emergency Situations	- Fire or evacuation required at the venue	Low	- Familiarize all participants with emergency exits and procedures upon arrival - Ensure educators are trained in emergency response and first aid

Behaviour management issues	Children running off, not following rules, peer conflicts	Moderate	
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Risk Matrix						
Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

Plan and Review		
Plan prepared by:	Full name: Lachlan Stewart Signature: Role/Position: Coordinator	Date: 07.09.2026
Prepared in consultation with:	Full name: Tasanee Chung Signature: Role/Position: Assistant Director	
Vehicle safety information reviewed and attached:	Yes / No Comment if needed:	
Risk assessment to be evaluated and reviewed on:	Date: 1.09.2026	

Name	Signature	Name	Signature