

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	27th September	Excursion destination:	Thornleigh Golf Centre, Brick Pit Park
Departure and Arrival Times	Walk from centre at 10:20am, return trip to commence at 1:50pm, for arrival back at centre by 2pm		
Proposed Activities	Mini Golf, Play Equipment in Park, Morning Tea, Lunch, Sports Games	Water Hazards? If yes, detail in risk assessment below	Yes/ No
Method of transport, including proposed route	Walking (route is detailed in maps below) (142-178 Pennant Hills Road, Thornleigh 2120 NSW)		
Name of RPD	Elena Rhodes	Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: 17 Actual:	Number of educators/parents/volunteers	Estimated: 2 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.		
Educators on excursion (Names): * Elena Rhodes * Emily Madigan	Educator Training: * HLTAID004, CHCPRT001, CS * HLTAID004, B Edu	Educators Contact Details (to be completed on staff copy of RA only): * * * * *	Educators to Sign once they have read & understood the Risk Management Plan: * * * * *
Plan Prepared By:	Benjamin Caswell	Date Prepared:	24th November 2017
Additional Venue Information:	Yes-attached/ No		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

Excursion Checklist	
<input type="checkbox"/> First Aid Kits incl tissues, plastic bags, sick bags	<input type="checkbox"/> Centre Phone on divert to RPD mobile
<input type="checkbox"/> Roll of Children attending excursion and contact numbers	<input type="checkbox"/> Excursion T Shirts worn by each child
<input type="checkbox"/> List of Medical information for each child attending excursion	<input type="checkbox"/> Medication and Action Plans for each child with a Medical Condition
<input type="checkbox"/> Camera	<input type="checkbox"/> All children checked for food applicable, full water bottle and hat
<input type="checkbox"/> Mobile Phone with Battery	<input type="checkbox"/> walkie talkies (1 per educator)

☐ Sunscreen

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Venue - multiple	Being injured by traffic while crossing road or walking	Extreme	Staff: child ratio will be a maximum of 1 adult to 10 children. Children will walk in pairs on the left hand side of the footpath.	Educators and children	Children will be advised of instructions prior to excursion. Educators will position themselves at the beginning of the line, the end of the line and evenly down the middle of the line for the walk to the venue. Educators will remain in this format for entire walk from leaving the centre to the venue and on the return trip.	Moderate
Walking to and from Venue - multiple			The educators will position themselves on the road side when walking to and from the venue to keep the children safe.	Educators		
Educators on excursion			The lead Educator will cross to the middle of the side street prior to children beginning to cross the road. The Educator in the middle of the group will take over from the lead Educator in the middle of the road as the children cross, allowing the lead Educator to continue with the front of the group. The last Educator will cross at the end of the group, ensuring no children are crossing the road behind them. This formation will allow the educators to block oncoming traffic turning into, or out of, the side streets.	Educators		
			Children will be reminded prior to the excursion to cross only when advised by Educators.	Educators		
Walking to and from Venue - single Educator	Being injured by traffic while crossing road or walking	Extreme	Staff: child ratio will be a maximum of 1 adult to 10 children. Children will walk in pairs on the left hand side of the footpath.	Educator and children	Children will be advised of instructions prior to excursion. The educator will position themselves at the beginning of the line, for the walk to the venue. the Educator will remain in this format for	Moderate
Walking to and from Venue - single Educator on excursion			The educator will position themselves on the road side when walking to and from the venue to keep the children safe.	Educator		

			<p>The Educator will advise the lead child of where they are to stop once they have crossed the road. The Educator will then cross to the middle of the side street prior to children beginning to cross the road. The Educator will not leave the road until the last child has reached them, upon which they will follow the last child across the street. This formation will allow the educator to block oncoming traffic turning into, or out of, the side streets.</p> <p>Children will be reminded prior to the excursion to cross only when advised by the Educator.</p>	<p>Educator</p> <p>Educator</p>	the entire walk from leaving the centre to the venue and on the return trip.	
Walking to and from Venue	Tripping while walking up steps / escalators.	Moderate	Children will be reminded prior to and whilst on the excursion to take the trip up and down any steps slowly and to wait for those in front of them.	Educators and children	During briefing prior to excursion and whilst on the excursion.	Low
General	Lost Child	Extreme	<p>All children will wear excursion T-Shirts whilst on the excursion.</p> <p>Educators will conduct roll calls and headcounts at all stopping points and before and after leaving areas / venues.</p>	Educators to organise T-Shirts	<p>Shirts to be worn by each child before departing the OOSH building.</p> <p>Prior to departing, arrival at the venue, before lunchtime, prior to leaving the venue and on return to the centre. Regular headcounts will also be conducted throughout the day.</p>	Moderate
Walking through Shopping Centre to Venue	Lost child	Extreme	Whilst walking through the shopping centre, the Educators will ensure all children stay together in one group	Educators	Whilst on excursion	Moderate

General	Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.	Extreme	<p>UV rating will be checked prior to excursion commencing. Children will be required to employ sun safe practices consistent with UV rating, as is required in centre</p> <p>Children and staff will be expected to wear hats at all times when outdoors. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre.</p> <p>Children will be checked for drink bottles and asked to ensure all are filled prior to the excursion. Any child without water will be given a sealed pre-purchased water bottle by staff before commencement of excursion. Children will be given regular drink breaks throughout the day to ensure they remain hydrated</p> <p>Sunscreen will be applied to each child, where permission has been given & UV 3 or above.</p>	<p>Educators and children</p> <p>Children-directed by Educators</p> <p>Educators</p> <p>Educators</p>	<p>Prior to leaving Centre / as part of daily WHS check</p> <p>Before departure and reminders throughout the day.</p> <p>Prior to leaving the Centre</p> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p>	Low
General	Wet Weather	Moderate	<p>Children will be reminded to bring their wet weather gear on the excursion. Where possible, the centre will provide wet weather gear, such as umbrellas. When there is wet weather, Educators will direct children to use their wet weather for any outdoor time on the excursion</p> <p>Parents will be reminded to pack wet weather gear before excursions.</p>	<p>Children, directed by educators</p> <p>Educators and Parents</p>	<p>During briefing, prior to excursion, and whilst on excursion</p> <p>Prior to excursion.</p>	Low

Outdoor Play	Outdoor Play	Extreme	Educators will ensure shaded play areas and / or indoor alternatives are available to children if UV climbs.	Children directed by Educators.	This will be planned prior to leaving the service, when UV rating is reviewed during WHS check	Low
General	Toilet Supervision	Moderate	Staff are to inspect toilets before use, to check if safe and all-clear before children use them. Children will be notified of the location of the toilets before activity commences. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3.	Children and Educators	On arrival at the venue and then throughout the day before group use by children.	Low
General- multiple Educators on Excursion	Serious injuries to a child	Moderate	Where a child has a serious injury, one staff member will render first aid, whilst the others move the other children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, and the venue staff who will assist in calling the ambulance. Where a staff member leaving in an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the children will immediately be returned to the centre.	Children and Educators	During excursion	Low
General- multiple Educators on Excursion	Serious injury to a staff member	Moderate	Where a staff member has a serious injury, one staff member will render first aid, whilst the others move the children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, and the venue staff who will assist in calling the ambulance. Where a staff member leaving in an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the children will immediately be returned to the	Educators	During excursion	Low

			Children will immediately be returned to the centre			
General- single Educator on Excursion	Serious injuries to a child	Moderate	Where a child has a serious injury, the Educator will render first aid, whilst requesting a lead child direct all other children to a safe separate area. The lead child will also be asked to call the Director, and request an extra Educator meet the group immediately. Where an ambulance is required to be called, the Educator will do so, and the venue staff who will assist in calling the ambulance.	Children and Educators	During excursion	Low
General- single Educator on Excursion	Serious injury to a staff member	Moderate	Where a staff member has a serious injury, the lead child will be requested to move the children to a safe separate area. The lead child will also be asked to call the Director, and request an extra Educator meet the group immediately. Where an ambulance is required to be called, the Educator will request the assistance of the venue staff.	Educators	During excursion	Low
Park	Bottles, rubbish, dangerous items at the Park	Extreme	Educators are to do a thorough inspection of the venue prior to children playing on the equipment, sitting for lunch etc. Educators are to remove any rubbish from the area if safe to do so. If there are any dangerous items which cannot be moved then educators should use boundary cones to cordon off the area and advise children of out of bounds space	Educators	During excursion	Low

Eating & Drinking on Excursion	Choking whilst drinking and/or eating	High	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During excursion	Low
Eating & Drinking on Excursion	Food Allergies	Extreme	<p>Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.</p> <p>Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.</p> <p>Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.</p> <p>Children's will be asked about their morning tea and lunches prior to the excursion to ensure no nuts or any other related allergy products are contained.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p> <p>Children, directed by educators</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p>	Low
Riding on Bus	Injury from sudden braking	High	Children will be reminded to sit while travelling on the bus and to face towards the direction of travel	Educators	During Excursion	Low
Riding on Bus	Boarding and Disembarking off bus	High	Children will be reminded to watch their step when getting on and off the bus at the stops.	Children directed by Educators	During briefing prior to excursion & whilst on excursion.	Low
Riding on Bus	Bus breakdown	Low	Where a bus breaks down, the children will remain on the bus until another bus is organized, Once the replacement bus arrives, the children will swap busses. Where remaining on the bus is considered dangerous (due to heat or mechanical reasons), the RPD will locate a safe area to have the children wait for the new bus to arrive.	Children and Educators	During excursion	Low

Riding on Bus	Bus Accident	High	<p><i>If the accident is not serious:</i> On regular road keep children safe by staying on the bus if it is safe to do so.</p> <p>If not, move children to a safe location on footpath or a grass area that is safe and protected from oncoming traffic.</p> <p><i>If the accident is serious:</i> Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time.</p> <p>Assess casualties and administer first aid as best you can until emergency help arrives. Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive. Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents</p> <p>Keep children safe by staying on the bus if it is safe to do so.</p>	Educators and Children directed by Educators	During excursion	Low
Walking to and from Venue Walking to and from Venue	Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.	Extreme	Should the temperature become too hot to return to OOSH by foot, alternative arrangements will be made to ensure the safety of each child. Parents will be contacted and notified immediately should there be changes to the daily programs travel arrangements / pickup location.	Educators	Temperature to be assessed prior to leaving on excursion for a decision / alternate plans to be made	Low
Café Visit	Food Allergies	Extreme	Café Menu items and orders will be checked during excursion to ensure no allergens are contained	Educators	During excursion	Low

Taronga Zoo	Bites / Stings from animals	Moderate	Children will be reminded not to put their fingers through cages, and not to touch animals in enclosures. A first aid kit will be available to every group Educator. Signs will be pointed out to children to remind them of park rules.	Educators	During excursion	Low
Taronga Zoo	Allergies to plants and animals	Moderate	Children will be reminded to wash their hands regularly with soap whilst at the zoo, particularly after touching any animals that are available for petting.	Children, directed by educators	During Excursion	Low
General	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators hold WWCC as do venue staff, and Bus driver	Educators	During Excursion	Low
Watching a Movie at Cinema	Children having an anxiety attack from loud noise / darkness	Moderate	Children who are susceptible to anxiety or are concerned about loud noise and darkness will be placed in seats immediately adjoining Educators. Educators will also sit at the end of each row, and their positions will be made known to the children prior to the movie starting.	Educators	During Excursion	Low
Watching a Movie at Cinema	Children being scared from the content of the film	Moderate	Children who are known to be easily frightened will be placed in seats immediately adjoining Educators. Educators will also sit at the end of each row, and their positions will be made known to the children prior to the movie starting.	Educators	During Excursion	Low
Park Equipment	Injury caused from park equipment	Moderate	Educators to assess the park equipment before use by children. Any equipment deemed dangerous will be marked with cones as out of bounds and children notified.	Educators	During Excursion, Prior to Commencement of Activities	Low

Park Equipment	Use of Swings, Injury caused from Swings	Moderate	Educators to remind children one child on each swing at a time. Educators will remind children and also monitor that no child crosses in front or behind of the synthetic area while the children are swining. Children will line up to the side of swings for their turn.	Educators	During Excursion	Low
Park Equipment	Use of Rope Structure, Injury caused from Rope Structure	Moderate	Educators will position themselves so they can see the entire Rope Structure. No more than 10 children on the structure at a time. Children will be reminded to look above and below when climbing and to watch out for others hands when placing their feet.	Educators	During Excursion	Low
Park Equipment	Location of Medication, Delay in Access	Moderate	Medication is to be kept near each child throughout the afternoon to ensure prompt access when in different areas of the venue. (Ie if child is at ropes structure, the medication will be kept with the staff up there.) If only one staff on Excursion, the children will play in one area at a time (Flying Fox or Ropes or Swings) to ensure safety and access to medication for each child.	Educators	During Excursion	Low
Equipment & Mini-Golf Activity	Injury from Damaged or Faulty Equipment	High	Staff to inspect equipment before use by children and notify Thornleigh Golf Centre of any defects.	Educators	During Excursion, before activities commence.	Low
Equipment & Mini-Golf Activity	Injury from mis-use of equipment.	High	Thornleigh Golf Centre staff to do induction and house rules talk to children prior to use of equipment. Children reminded of how to swing properly of golf clubs.	Educators & Thornleigh Golf Centre Staff	During Excursion, before activities commence.	Low
Equipment & Mini-Golf Activity	Injury from Golf Clubs	High	Children reminded to stand back when someone is having their turn. One child at a time to play on any hole. Children to wait their turn in designated areas.	Children, directed by Educators	During Excursion	Low
Equipment & Mini-Golf Activity	Injury (trips) from equipment.	High	Children to be advised of risks of leaving items on the ground in pre-activity briefing. Children reminded not to run on surfaces in the Mini Golf Area.	Children, directed by Educators	During Excursion	Low

Equipment & Mini-Golf Activity	Injury from access to pond areas.	High	Children to use water scooper for collect balls should they land in pond. Children will be reminded if they need assistance or unable to reach their golf ball, to get staff to help them or gain attention of Thornleigh Golf Centre Staff. Pond areas have been fenced off on sides facing towards the holes.	Children, directed by Educators	During Excursion, before and during commencement of activities.	Low
Equipment & Mini-Golf Activity	Injury from small creek as part of course	High	An artificial creek runs through 2 off the holes, with one hole having the creek as part of the course the ball to run down. Should ball become stuck under bridge in creek, children to advise staff to collect if safe, otherwise venue staff will be alerted. Children will be briefed before commencement of activities about the water hazards and how to respond if balls are left in creek. {Hole with rocky creek is fine for children to kneel next to and collect balls as only 4 cm deep. Hole with plain creek, children can use golf club to try to access ball, if not, they should wait for ball to go into pond before using scooper.}	Children, directed by Educators with assistance from Thornleigh Golf Centre Staff where required.	During Excursion, before and during commencement of activities.	Low

Risk Benefit Analysis

Risk	Benefit
* Lost Child	* Development of social skills & expected behaviours when with other people of the community
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Continue to develop relationships with key Educators whilst on the excursion
* Child Protection issues with members of the public	* Relaxation and Recreation
* Injury to children or staff from slips / trips / falls	* Development of confidence with physical skills and learning limits when using the Equipment (Flying Fox & Ropes Structure)
* Choking / food allergy issues when consuming food brought from home	* To investigate ideas of humour
* Injury from use of Flying Fox or Ropes Structure or Swings	* Knowledge of their local area by walking to and from the venue
* Water hazard/drowning from ponds	* Improved health and fitness by walking to and from the venue
* Injury from slippery surfaces and small creeks	* Development of new & improved skills involved with Mini-Golf activity
* Injury caused from mis-use of golf equipment	* Development of mathematics skills when tallying scoring shots on score card
* FUN!	* FUN!

Risk Matrix						
Likelihood	Consequence					
		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

