

# NWOOSH Vacation Care

## Excursion Risk Assessment

Excursion Details			
<b>Dates of excursions</b>	10th July 2018	<b>Excursion destination:</b>	Golden Ridge Animal Farm, Dural
<b>Departure and Arrival Times</b>	Bus pickup 9:00am, return trip to commence at 2:00pm, for arrival back at centre by 3:00pm		
<b>Proposed Activities</b>	Meet and cuddle the animals, learn about farming life and milk the cows!	<b>Water Hazards?</b>	Yes/ <b>No</b> If yes, detail in risk assessment below
<b>Method of transport, including proposed route</b>	Private Bus (route is detailed in map below)		
<b>Name of RPD</b>	TBC	<b>Contact Number of RPD</b>	02 9484 4412
<b>Number of children attending excursion</b>	Estimated: 30 Actual:	<b>Number of educators/parents/volunteers</b>	Estimated: 3 Actual:
<b>Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.</b>	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.		
<b>Educators on excursion (Names):</b>	<b>Educator Training:</b>	<b>Educators Contact Details (to be completed on staff copy of RA only):</b>	<b>Educators to Sign once they have read &amp; understood the Risk Management Plan:</b>
* TBC	*	*	*
* TBC	*	*	*
* TBC	*	*	*
* TBC	*	*	*
* TBC	*	*	*
* TBC	*	*	*
* TBC	*	*	*
<b>Plan Prepared By:</b>	Benjamin Caswell	<b>Date Prepared:</b>	9th June 2018
<b>Additional Venue Information:</b>	Yes-attached/ <b>No</b>		
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)		
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Children Wet Weather Gear		

Activity	Hazard identified	Risk assessment	Elimination/control measures	Who	When	Residual Risk Rating
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
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>Educators and children</p> <p>Children-directed by 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>	Low

			Sunscreen will be applied to each child, where permission has been given & UV 3 or above.	Educators	Before leaving the service. To be reapplied every two hours throughout the day.	
General	Wet Weather	Moderate	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	Children, directed by educators	During briefing, prior to excursion, and whilst on excursion	Low
			Parents will be reminded to pack wet weather gear before excursions.	Educators and Parents	Prior to excursion.	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 centre	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	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.	Educators	Before departing for the excursion and whilst on excursion.	Low

			<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 and Parents</p> <p>Children, directed by educators</p>	<p>During Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p>	
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></p> <p>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></p>	Educators and Children directed by Educators	During excursion	Low

			<p>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.</p> <p>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>			
General	Child Protection	High	<p>Children will never be left alone with members of the public without supervision. All Educators hold WWCC as do venue staff, and Bus driver</p>	Educators	During Excursion	Low
Golden Ridge - Cow Milking Activity	Injury from Milking of Cow	High	<p>Golden Ridge Farm Staff will supervise children when milking the cow. One child only per turn when milking. A trained cow will be used with a leg tie while in milking bail. Children will line up for a turn outside the milking bail.</p>	Educators	During Excursion	Low
Golden Ridge	Spread of Infectious Diseases from Animals	Moderate	<p>Golden Ridge Farm provides washing facilities which includes anti-bacterial soap for washing hands and clean running tap water. Children will wash hands before and after meal times, and before and after any activities involving the animals at the farm. Farm animals used by the Farm will be in healthy order. Should any animal be a concern, the children will not have access to them</p>	Educators	During Excursion	Low

Golden Ridge	Tripping and other injuries from wet weather and walkways	High	Children will be reminded, as per above, to bring sufficient wet weather gear. Should the weather be inclement, the inside hall will be used for the eating area during morning tea and lunch. Children will be guided around the farm by Educators and Golden Ridge Farm staff and boundaries set. Should the weather be inclement, the activities will be conducted in the main barn yard area. Any hazardous areas will be marked off with crowd control tape.	Educators	During Excursion	Low
Golden Ridge	Injury from feeding of animals, animal viewing	High	All fences and gates where appropriate will be kept shut to ensure animals stay in pens. All fences are between 1 and 2 meters high where applicable. Only small animals that have no upper teeth that cannot break skin will be used in feeding activities. Golden Ridge Farm staff will demonstrate how to feed the animals before children commence activity. The Staff will then supervise the feeding with help from the Educators.	Educators	During Excursion	Low
Golden Ridge	First Aid	High	Golden Ridge Farm has one staff on sight at all times that is First Aid Qualified. The Farm also has a fully stocked First Aid Kit on site. Educators to check with Farm upon arrival to ensure they are away of the First Aid Officer at the farm	Educators	During Excursion	Low
Golden Ridge	Injury from animals	High	Golden Ridge Farm staff will give an induction talk to the children after morning tea and prior to commencement of activities. This will include the boundaries at the farm, rules as well as the correct animal handling procedure. A staff member will supervise any animal handling with assistance from Educators	Educators	During Excursion, Prior to 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 or from the feeding activity	* To learn about farm life and the animals on the farm
* Choking / food allergy issues when consuming food brought from home	* Learn how to milk a cow
* Injury from bus accident / breakdown / braking	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills
* Children being concerned or scared of animals	* FUN!
* Spread of diseases from animals	* Learn how to feed animals & handle them correctly



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

