

# NWOOSH Vacation Care

## Excursion Risk Assessment

Excursion Details			
<b>Dates of excursions</b>	25th January 2019	<b>Excursion destination:</b>	Brickpit Courts
<b>Departure and Arrival Times</b>	Leave NWOOSH at 3:15pm, Return to NWOOSH approx 4:30pm		
<b>Proposed Activities</b>	Relaxation and play in the main court of the brickpit	<b>Water Hazards?</b> If yes, detail in risk assessment below	Yes/ <b>No</b>
<b>Method of transport, including proposed route</b>	Walk outside OOSH to front of school on Dartford Rd. Walk along Dartford Rd on footpath to Sefton Rd, then turn left towards traffic lights. Cross Sefton Rd at lights, walk on footpath along Dartford Rd and then along footpath in Brickpit park until reaching court entrance.		
<b>Name of RPD</b>		<b>Contact Number of RPD</b>	02 9484 4412
<b>Number of children attending excursion</b>	Estimated: 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>
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<b>Plan Prepared By:</b>	Kaitlin Daoud	<b>Date Prepared:</b>	27th November 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	

Activity	Hazard identified	Risk assessment	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	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	All children will wear excursion T-Shirts whilst on the excursion.	Educators to organise T-Shirts	Shirts to be worn by each child before departing the OOSH building.	Moderate

			Educators will conduct roll calls and headcounts at all stopping points and before and after leaving areas / venues.		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.	
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 &amp; 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	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
General - Walking to and from venue	Bottles, rubbish, dangerous items on road/footpath	Extreme	One educators is to walk ahead of children to do a thorough inspection of the environment prior to children walking through.. 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 an alternate route to walk	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
General/Brickpit Courts	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators hold WWCC as do venue staff.	Educators	During Excursion	Low

Brickpit Courts	Injury (General) Sprains, strains, broken bones, dislocation)	High	Children will be advised prior to commencement of and during excursion to play with caution and to keep a safe distance from peers_____ Brickpit staff to ensure facility is safe for use and free from hazard_____ Brickpit staff and NWOOSH educators first aid trained _____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.	Educators, Children and Brickpit staff	Before and during Excursion	Low
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Brickpit Courts	Injury from sporting equipment/	High	<p>Children will be reminded to keep a safe distance from each other while using equipment.</p> <p>Children will be reminded to be cautious of their surroundings while using equipment.</p> <p>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.</p>	Educators/Children	During excursion, prior to use of equipment	Low
Brickpit Courts	Injury from falling fixtures (lighting, signage)	High	<p>Children will be reminded to use equipment with caution and to keep a safe distance between equipment and lighting.</p> <p>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.</p>	Educators/Children	During excursion, prior to use of equipment	Low

Brickpit Courts	Injury from falls/ slips due to water (Leaking Roof)	High	Brickpit staff to inspect courts for leaks when raining. If leak discovered, staff to use EWP to temporarily patch leak from inside ____ Building services to be contacted to organise contractor to seal leak when safe to do so ____ Children will be taken off the courts in the event of a roof leak and seated in a safe, dry area ____ 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.	Educators/Children/Brickpit Staff	During Excursion	Low
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Brickpit Courts	Injury from falls/slips due to water (Showers and taps in bathrooms and changerooms )	High	Brickpit staff to inspect changerooms prior to excursion and If water discovered on tiles to notify supervisor on duty immediately who will eliminate with towel and erect warning signs ____ Educators will inspect bathrooms and changerooms before the commencement of the excursion to ensure there are no water hazards due to shower or taps ____ Children will be reminded not to enter shower area or turn on shower taps ____ Children will be reminded to turn off all taps after use and to dry floors with paper towel should any water splash on to the ground ____ Educators to inspect bathrooms following use by the children ____ 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.	Educators/Children/Brickpit Staff	Before, During and After Excursion	Low
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Brickpit Courts	Injury from falls/ slips due to water (bubblers)	High	Brickpit staff to ensure signage next to bubbler notifying patron's not to leave bubbler on & to fill bottles over sink to reduce spillage. If water on floor discovered, supervisor to mop up immediately & leave out wet floor signage _____. Children will be reminded to turn bubblers off after use and to be cautious of where they are walking _____. Children will be advised to clean split water with paper towel following bubbler use _____. 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.	Educators/Children/Brickpit Staff	During Excursion	Low
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Brickpit Courts (Grandstand and Mezzanine)	Injury from trips/falls down stairs	High	Brickpit staff to ensure all stairs are free of hazards _____. Educators to remind children to walk down stairs and not run _____. Educators to remind children to use hand rails provided by Brickpit Facility _____. One educator to supervise grandstand and mezzanine at all times reminding children to walk _____. Brickpit staff to ensure hand rails are in adequate condition _____. 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.	Educators/Children/Brickpit Staff	Before and During Excursion	General/Brickpit Courts
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Brickpit Courts (Entry/Exit Stairs)	Injury from trips/falls down stairs	High	Brickpit staff to ensure all stairs are free of hazards which may pose as a danger to children _____. Educators to remind children to walk down stairs and not run _____. One educator to remain at stairs reminding children to walk _____. Educators to remind children to use hand rails provided by Brickpit Facility _____. Brickpit staff to ensure hand rails are in adequate condition _____. 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.	Educators/Children/Brickpit Staff	Before and after Excursion	General/Brickpit Courts
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## 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 while walking to and from excursion	* 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	* Continue to develop relationships with key Educators and brickpit staff whilst on the excursion
* Injury to children from equipment	* Development of confidence in physical abilities and learning limits when using the equipment.

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

