

Excursion Risk Management Plan

Excursion details			
Date(s) of excursion	18 th July 2019	Excursion destination	34 Quarter Sessions Rd, Westleigh NSW 2120 (Ruddock Park) Accessible via Coral heath Avenue also.
Departure and arrival times	Leave NWOOSH 10am, Return to NWOOSH Approx 2:30pm		
Proposed activities	Morning Tea, Tennis, Lunch, Games, Use of Equipment, Free Play on oval	Water hazards? Yes/No If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk outside OOSH, to the front of the school on Dartford Rd. Catch Chartered Bus from Dartford Road onto Sefton Parade turning onto Chilvers road, Duffy Avenue, Arriving at Quarter Sessions Road or turning Into Coral Heath Avenue Arriving at Ruddock Park.		
Name of RPD	TBD	Contact number of RPD	Centre: 9484-4412 (on divert to mobile)
Number of educators/parents/volunteers	Estimated: 4 Actual:		
Number of children attending the excursion	Estimated: 40 Actual:	Educator to child ratio, including whether this excursion warrants a higher ratio?	1:10
First Aid Trained Educators (Names):			
Excursion checklist			
<input type="checkbox"/> First aid kits (one per educator)	<input type="checkbox"/> List of adults participating in the excursion & contact details		
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Phone – Centre phone on divert to RPD mobile phone		
<input type="checkbox"/> Contact information for each child (hard and soft copies)	<input type="checkbox"/> Medication for each child with a medication condition		
<input type="checkbox"/> Medical information for each child downloaded to phone	<input type="checkbox"/> Excursion T-shirts for each child and educators to wear uniform and name tag		
<input type="checkbox"/> Walkie Talkies (one for each educator)	<input type="checkbox"/> Other items, please list: Water, Tissues, backpack, any medication (?)		
<input type="checkbox"/> Lunch (bread, sausages, veg saugsages)	<input type="checkbox"/> Sports Equipment For Games		
<input type="checkbox"/> Portable Sunscreen	<input type="checkbox"/> Camera		

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from bus	<ul style="list-style-type: none"> Walking onto road into traffic while walking along and crossing roads. 	Extreme	<p>Supervision will be 1 adult to 10 children. Children will walk in pairs on the left hand side of the footpath.</p> <p>The educators will position themselves on the road side when walking to the park to keep the children safe. Educators will stand at the intersection of any road crossing to block oncoming traffic turning into, or out of, the streets.</p> <p>Children will be reminded prior to the excursion to cross only when advised by Educators.</p>	<p>Educators and children</p> <p>Educators & Children (Instructed by staff)</p> <p>Educators</p>	<p>Children will be advised to 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 outside of centre to the school and on the return trip.</p>	Moderate
	<ul style="list-style-type: none"> Tripping while walking up steps. 	Moderate	<p>Children will be supervised and guided up and down stairs safely where needed.</p> <p>Children will be reminded prior to excursion to take the trip up and down any steps slowly and to wait for those in front of them.</p>	<p>Educators and children</p> <p>Educators</p>	<p>During briefing prior to excursion and whilst on the excursion.</p>	Low
	<ul style="list-style-type: none"> No Barrier around the carpark 	Extreme	<p>-Children will be guided around the carpark/roads. Children will be supervised in coned off areas, a safe distance from the carpark or roads, to ensure the children's safety. Supervision will be constant and staff will remain highly vigilant at all times.</p> <p>-Children will be reminded prior to the excursion about safety and behaviour when around carparks or roads.</p>		<p>During Briefing prior to excursion and whilst on the excursion.</p>	Medium
General	<ul style="list-style-type: none"> Lost Child 	Extreme	<p>-All children will wear excursion T-Shirts whilst on the excursion which have the Centre's name and phone number.</p> <p>-Educators to wear the service uniform and their name tags at all times.</p>	<p>Educators to organise T-Shirts</p> <p>Educators</p>	<p>Shirts to be worn by each child before departing the OOSH building. Before departure.</p>	<p>Moderate</p> <p>Moderate</p>

	<ul style="list-style-type: none"> Sun Burn, Heatstroke, dehydration etc. 	Extreme	-Educators will conduct roll calls and headcounts	Educators	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.	Moderate
			UV rating will be checked prior to excursion commencing.	Educators	Children directed by Educators, whilst walking to and from venue/transport.	Low
			Children and staff will be expected to wear hats at all times. Children will put their hats on before leaving the OOSH building. Children without a hat will be given one from the Centre.	Educators and children	During Excursion	Low
			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. Water will also be available at the venue.	Children-directed by Educators	Before leaving the service. To be reapplied every two hours throughout the day.	Low
			Educators will ensure shaded play areas and indoor alternatives are available to children.	Educators	On arrival & During excursion	Low
	<ul style="list-style-type: none"> Toilet Supervision 	Moderate	Sunscreen will be applied to each child, where permission has been given.	Educators.	During the excursion	Low
			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.	Educators	During the excursion	High

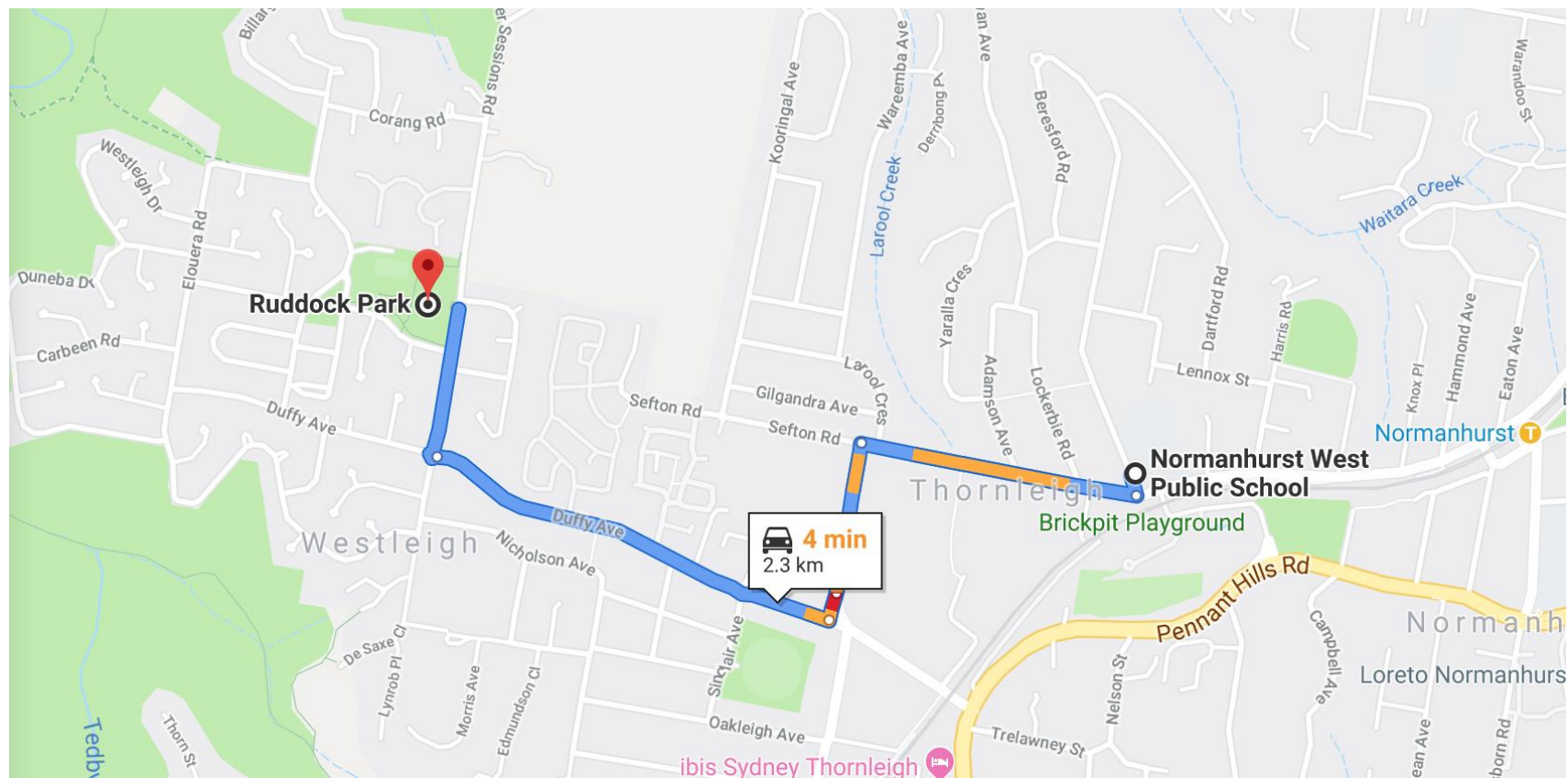
	<ul style="list-style-type: none"> Serious injuries to a child 	Moderate	Where a child has a serious injury, one staff member will render first aid, whilst the others move the other children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, and the venue staff who will assist in calling the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre	Educators	During Excursion	Moderate
	<ul style="list-style-type: none"> 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 on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre	Educators	During excursion	Low
			Educators will direct children to refrain from touching possible animals or plants that could cause potential harm.	Children & Educators	During excursion	Low
Eating & Drinking on Excursion	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> 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
			Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.	Educators	During Excursion.	Low

			Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.	Educators and Parents	During Vacation Care planning process.	Low
			Children's will be asked about their morning tea and lunch during the excursion to ensure no nuts or any other related allergy products are contained.	Children, directed by educators	Before departing for the excursion and whilst on excursion.	Low
Riding on Bus	<ul style="list-style-type: none"> Injury from sudden braking 	High	Children will be reminded to sit while travelling on the bus and to face towards the travel of journey	Educators	During Excursion	Low
	<ul style="list-style-type: none"> Alighting onto bus 	High	Children reminded to watch the step when alighting onto/from the bus at the stops.	Children directed by Educators	During briefing prior to excursion & whilst on excursion.	Low
	<ul style="list-style-type: none"> Bus breakdown 	Low	Where a bus breaks down, the children will remain on the bus until another bus is organized, upon which the children will swap busses. Where remaining on the bus is considered dangerous, the RPD will locate a safe area to have the children wait for the new bus to arrive.	Educators and children	During Excursion	Low
Ruddock Park Equipment	<ul style="list-style-type: none"> Injury from faulty equipment 	High	Staff to check equipment before use by children. Any faulty equipment reported to Responsible Person on Duty & children to be notified which equipment is not to be used.	Educators	During excursion, before commencement of equipment use.	Low
	<ul style="list-style-type: none"> Injury (falls) due to misuse of equipment 	Extreme	Educators to maintain supervision of all children using the equipment. All children to be made aware of potential danger and consequences when equipment is misused.	Educators, children directed by educators	During excursion.	Low
	<ul style="list-style-type: none"> Injury due to rough play 	High	Educators to inform children that any rough play on the equipment will result in their removal from activities. Educators to maintain supervision of children and pacify any potential conflict.	Educators	During excursion, prior equipment use.	High

	<ul style="list-style-type: none"> Injury/sickness from spinning equipment Burns due to equipment (slides) 	High	<p>Educators will inform all children of the possible injuries that can occur and how equipment should be used. Educators will be supervising all equipment play, ensuring children are using the equipment safely and sensibly. Maintained supervision will be constant during play.</p> <p>Educators will ensure children are using equipment slides sensibly, wearing proper clothing and footwear before use. Maintained supervision will be constant during play.</p>	<p>Educators</p> <p>Educators</p>	<p>During Excursion (Equipment use)</p> <p>During Excursion (Equipment Play – Slides)</p>	<p>Low</p> <p>Low</p>
Tennis Courts	Slight Sandy surfaces (Slippery)	High	Children will only be allowed on the Tennis courts with sandshoes to ensure safe play. The children/parents will be reminded prior to excursion date about the use of sandshoes if wishing to participate in tennis activities. The Tennis courts will be supervised by our experienced staff members who hold current WWCC when in use.	Children & Educators	During Excursion (Tennis Courts)	Moderate

Risk		Benefit	
<ul style="list-style-type: none"> Lost children at venue or during movement to and from the venue Heat stroke, dehydration, exhaustion etc. Asthma attacks due to physical exertion, triggers of different weather conditions Sharing food with children with allergies Injury (sprain, fall, collision) whilst using equipment 		<ul style="list-style-type: none"> Development of social skills & expected behaviors when with other people of the community Development of Gross motor. skills through play (Tennis/Use of oval) Physical activity Development of friendships from possible other centres FUN! 	
Plan Prepared by:		Blake Jervis	23 rd May 2019
Plan Reviewed by:			

Communicated to:	
Venue and safety information reviewed and attached	Yes / No Comment if needed: Venue information booklet has been printed and given to each staff member. This includes a map for all staff of the park as well as contact information of Council Services.
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	



Risk Matrix

Consequence						
Likelihood		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