

Excursion Details			
<b>Dates of excursions</b>	15th July, 2019	<b>Excursion destination:</b>	Networld, Central Coast
<b>Departure and Arrival Times</b>	Bus Departs 9:00am Bus Pick-up 1:30pm for return to centre by 3pm.		
<b>Proposed Activities</b>	To enjoy time away from the centre and partake in the networld course!	<b>Water Hazards?</b> If yes, detail in risk assessment below	Yes/ <b>No</b>
<b>Method of transport, including proposed route</b>	Private Bus (route is detailed in map below)		
<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: 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>  * * * *
<b>Plan Prepared By:</b>	Kaitlin Daoud	<b>Date Prepared:</b>	22nd May 2019
<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 signifcant change occurs.			
Excursion Checklist			

☐ First Aid Kits incl tissues, plastic bags, sick bags

☐ Roll of Children attending excursion and contact numbers

☐ List of Medical information for each child attending excursion

☐ Camera

☐ Mobile Phone with Battery

☐ Sunscreen

☐ Spare Administer Medication Sheet

☐ Centre Phone on divert to RPD mobile

☐ Excursion T Shirts worn by each child

☐ Medication and Action Plans for each child with a Medical Condition

☐ All children checked for food applicable, full water bottle and hat

☐ Mobile Phones (1 per educator)

☐ Wet Weather Gear

☐ Portable Ice-packs (2) in Bag

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
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>Educators and children</p> <p>Children-directed by Educators</p>	<p>Prior to leaving Centre / as part of daily WHS check</p> <p>Before departure and reminders throughout the day.</p>	Low

			<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</p> <p>Educators</p>	<p>Prior to leaving the Centre</p> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p>	
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>	<p>Low</p> <p>Low</p>
General	Toilet Supervision	Moderate	<p>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.</p>	<p>Children and Educators</p>	<p>On arrival at the venue and then throughout the day before group use by children.</p>	<p>Low</p>

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>	Educators and Children directed by Educators	During excursion	Low

			<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>			
General	Child Protection	High	<p>Children will never be left alone with members of the public without supervision.</p> <p>All Educators hold WWCC as do venue staff, and Bus driver</p>	Educators	During Excursion	Low
Walking to and from Venue	Injury	Moderate	Children will be reminded to walk at all times when traveling to and from the venue.	Educators	Before and During Excursion	Low
Networld (General)	Injury from uneven/wet ground	Moderate	Children will be reminded to walk and be aware of their surroundings at all times whilst moving around the Networld Park	Educators and children	Before and During Excursion	Low

Networld (General)	Injury from Carpark Cars	Moderate	<p>Children will be reminded of the restricted areas prior to the commencement of and during the excursion</p> <p>Educators will remind children to walk and take extra caution whilst walking through the carpark to and from the venue</p> <p>The bus will drop children off in an area that is safe inside the carpark</p> <p>Educator's will position themselves at the front, middle and back of the line to ensure the children do not leave their lines</p> <p>Whilst children are not partaking in the net course, educator's will position themselves at the exit points to the carpark to ensure</p>	Educators & Children	Before departing for the excursion and whilst on excursion.	Low
Networld (General)	Injury from Wildlife		<p>Children will be reminded to take caution and be aware of their surroundings when handling the nets</p> <p>Networld staff and educators to ensure children are wearing fully enclosed footwear prior to commencing the excursion</p>	Educators & Children	Before and During Excursion	Moderate

Networld (Nets)	Falling from Nets	High	<p>Networld staff and educators to ensure clear instruction is given to the children regarding appropriate use of the nets and equipment prior to and during the session</p> <p>Networld lists as part of Activities Rules that children are not allowed to climb the nets</p> <p>Educators &amp; Net World staff will position themselves closely to the children to ensure they are not climbing the net</p> <p>Networld staff to ensure all safety checks/procedures are followed prior to and during the excursion to ensure there are no further incidents</p>	Educators. Networld Staff & Children	Before and During Excursion	Moderate
Networld (Nets)	Injury due to rough play/Tumbling		<p>Children will be reminded prior to and during the session to keep a safe distance from each other.</p> <p>Educators to inform children that any rough play or tumbling on the nets will result in their removal from activities</p> <p>Educators to maintain supervision of children and pacify any potential conflict</p>	Educators & Children	Before and During Excursion	Moderate



Networld (Nets)	Injury due to misuse of equipment		<p>Children will be reminded prior to and during session to keep a safe distance from each other</p> <p>Networld lists as part of Activities Rules that children are not allowed to climb the nets</p> <p>Educators will position themselves appropriately to ensure children are not climbing the net</p> <p>Networld Staff and Educators to ensure all children are made aware of potential danger and consequences when equipment is misused.</p> <p>Educators to inform children that any misuse of the equipment will result in their removal from activities. Educators to maintain supervision of children using equipment.</p>	Educators. Networld Staff & Children	Before and During Excursion	Moderate
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Networld (Nets)	Injury from Nets due to inappropriate clothing		<p>Networld Staff and Educators to ensure children are aware of rules and potential dangers/ consequences when equipment is misused</p> <p>Educators and Networld staff to ensure all children are wearing fully enclosed shoes prior to the commencement of the excursion</p> <p>Educators will position themselves appropriately to ensure children are following the rules</p> <p>Networld staff to ensure all safety checks/procedures are followed prior to and during the excursion to ensure there are no faulty nets or equipment</p>	Educators. Networld Staff & Children	Before and During Excursion	Moderate
Networld (Nets)	Injury from getting caught or tangled in Nets		<p>Networld lists as part of Activities Rules that loose or sharp items must be placed in the child's bag prior to commencing the activities.</p> <p>Parents have read conditions and are to ensure children wear appropriate footwear to take on day of excursion</p> <p>Networld lists as part of Activities Rules that children are not allowed to climb the nets</p> <p>Educators will position themselves appropriately to ensure children are not climbing the net</p> <p>Networld staff to ensure all safety checks/procedures are followed prior to and during the excursion to ensure there are no</p>	Educators. Networld Staff & Parents	Before and During Excursion	Moderate

Networld (Nets)	Children becoming frightened of heights	Moderate	<p>Children who are known to be easily frightened or afraid of heights will be teamed up with an Educator. The Educators position's will be made known to the children prior to the excursion's activities starting</p> <p>A "no jumping" zone will also be made availavble to the children who may be afraid of heights or feeling overwhelmed.</p>	Educators. Networld Staff & Children	During Excursion	Low
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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 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	*To investigate ideas of bravery and facing your fears
* Choking / food allergy issues when consuming food brought from home	* To develop social skills and build relationships with other children
* 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 confronted due to the heights of the excursion	* To develop new skills and have FUN!

# Risk Matrix

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	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

