

# NWOOSH Vacation Care

## Excursion Risk Assessment

Excursion Details			
<b>Dates of excursions</b>	Tuesday 27th August 2019	<b>Excursion destination:</b>	Thornleigh Vet - 180 Pennant Hills Road, Thornleigh, NSW, 2120
<b>Departure and Arrival Times</b>	Leave Centre 3:30pm for 3:45pm arrival at Vet. Leave 4:30pm for 4:45pm arrival at Centre.		
<b>Proposed Activities</b>	Talk about Vets, Group Demonstration Activity, Holding & Patting Kittens, Afternoon Tea	<b>Water Hazards?</b>	Yes/ <b>No</b> If yes, detail in risk assessment below
<b>Method of transport, including proposed route</b>	Walking (route is detailed in map on last page)		
<b>Name of RPD</b>	TBD	<b>Contact Number of RPD</b>	02 9484 4412
<b>Number of children attending excursion</b>	Estimated: 20 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. However, extra staff on support.		
<b>Educators on excursion (Names):</b>  *TBD *TBD *TBD	<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>	Benjamin Caswell	<b>Date Prepared:</b>	16th July 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 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"/> Mobile Phones (1 per educator)		
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Wet Weather Gear		
<input type="checkbox"/> Spare Administer Medication Sheet	<input type="checkbox"/> Portable Ice-packs (2) in Bag		

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>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
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
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	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 and Children directed by Educators	During Excursion	Low

Vet	Holding & Patting of Animals (Kittens) [Risk of being scratched, bitten, etc]	High	All of the animals are the Vet in the boarding/pound section have been Vaccinated. Children will line up outside the fenced area and await instructions from Vet or the Boarding Assistant. If deemed the kittens are not safe for holding and patting, the children will be advised and stay outside the boarding area. The Vet or Boarding Assistant will bring a kitten near the fence to show the children, as well as talking about what they do at the Boarding area. Should kittens be deemed safe and in the mood to pat, the children will be sat down along the inside fence line. The Boarding Assistant or Vet will bring one kitten to a child at a time. Children will be reminded to stay seated at all times and the kittens will be brought to them. They are to stay seated until all cages are closed and instructed they may move through door.	Educators and Children directed by Educators and Vet Staff	During Excursion, Prior to Commencement of Activity	Low
Vet	Cross-Contamination of Diseases from Holding Animals or Touching Vet Products	Moderate	As mentioned above, all animals are Vaccinated. There is also hand washing facilities located on premises with soap. RPD to check prior to leaving excursion that enough soap is supplied before visit. Children will be encouraged to wash their hands at the start of the visit before touching anything and to wash them after touching any of the animals.	Educators and Children directed by Educators and Vet Staff	Prior to Excursion during Preparation, During Excursion, Prior to Commencement of Activity	Low

Vet	Slipping from surfaces	Moderate	The boarding facilities have concrete paths which are cleaned and washed daily. These paths will be, where possible, washed well before visit to allow drying or after visit. If any paths are wet, Vet will advise Educators who will then direct staff to walk around these areas or use an alternate pathway.	Educators and Children directed by Educators and Vet Staff	Prior to Excursion during Preparation, During Excursion, Prior to Commencement of Activity	Low
Vet	Outside Main Gate to boarding Area - Latching hazard	Moderate	The outside main boarding gate doesn't match properly to the ground below, creating a small step that may cause a tripping hazard when not latched properly. Children will be advised of this tripping hazard and directed by Educators.	Educators and Children directed by Educators and Vet Staff	During Excursion, Prior to Commencement of Activity	Low
Vet	Driveway Entrance	Moderate	Educators will direct children to stay to the far left of the driveway when entering [and opposite when exiting] to ensure traffic can go around the children.	Educators and Children directed by Educators	During Excursion	Low
Vet	Rooms Inside	Moderate	Children will be instructed by Educators to not enter any of the rooms in the back of the Vet unless instructed to by the Vet or Assistant. Vet will advise RPD and Educators which rooms will be open for show to the children. This will be advised on day due to Vet operations, which vary each day. Where possible, the Vet will shut the doors to room not being used or/and contain any animals or equipment that are not part of the tour.	Educators and Children directed by Educators and Vet Staff	During Excursion, Prior to Commencement of Activity	Low

Vet	Injury from Activity	Moderate	There are proposed activities of x-ray viewing or of handling a piece of equipment the vet uses. Children will be advised that x-rays can bend and have sharp edges and to be careful when holding. The equipment will most likely be a stethoscope or torch. Children will be advised best of how to handle these.	Educators and Children directed by Educators and Vet Staff	During Excursion, Prior to Commencement of Activity	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>Educators to ensure no nuts or any other related allergy products are contained. If an allergen is contained, separate food will be provided and sealed before used.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p> <p>Educators</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Scoosh Program &amp; Menu planning process.</p> <p>Prior to excursion.</p>	Low



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

## 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	* To increase community awareness of local businesses
* Injury to children or staff from slips / trips / falls	* To develop on children's curiosity about animals and to have the chance to pat an animal
* Choking / food allergy issues when consuming food brought from centre	* To develop knowledge of the inner workings of a VET and having the chance to ask questions about the undertakings and be shown areas not always open to the public
* Injury from walk to the VET	* To develop understanding of the VET and Boarding Assistant Role
* Injury from Kittens such as Bites/Scratches	* Participate in activities that demonstrate part of the workings of the VET
* Injury from mis-use of equipment	* To continue community links between the VET and following on from previous visit to the centre during last term.
* Disease from Animals	* To develop local knowledge of area and roads
	* To encourage fitness by walking to the excursion site.
	* FUN!

