

## Excursion Risk Management Plan

Excursion details			
Date(s) of the excursion	Monday, 30 <sup>th</sup> September 2019	Excursion destination	SeaLife Aquarium [Darling Harbour] (1-5 Wheat Road, Sydney)
Departure and arrival times	Leave NWOOSH 9:30am, Return to NWOOSH approx. 2:30pm		
Proposed activities	Morning Tea, Penguin Ride, Observe & Learn about Sea Creatures and Lunch.	Water hazards? Yes/ <b>No</b> If yes, detail in risk assessment below.	
Method of transport, including Bus route	Walk outside OOSH, to front of school on Dartford Rd. Catch Chartered Bus to follow Dartford Rd onto Pennant Hills Rd (A28) and then Beecroft Road, M2, M1, Western Distributor exiting onto Harbour Street and then around the block to Wheat Road entrance.		
Name of RPD	TBD	Contact Number of RPD	02 9484 4412 (on divert)
Number of children attending the excursion	Estimated: 30	Number of educators/parents/volunteers	Estimated: 3
Educator to child ratio	1:10 If this excursion warrants a higher ratio, please detail in risk assessment below.		
Educators on excursion (Names):	Educator Training:	Educators Contact Details (to be completed on staff copy of RA only):	Educators to Sign once they have read & understood the Risk Management Plan:
* TBD	*	*	*
* TBD	*	*	*
* TBD	*	*	*
Excursion checklist			
<input type="checkbox"/> 1 First aid kit per group incl tissues, plastic bags, instant ice pack, sick bags		<input type="checkbox"/> List of adults participating in the excursion & contact details	
<input type="checkbox"/> List of children attending the excursion and contact numbers		<input type="checkbox"/> Mobile Phone with battery	
<input type="checkbox"/> Camera		<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, backpack	
<input type="checkbox"/> Sunscreen		<input type="checkbox"/> Medication Form	
<input type="checkbox"/> Centre phone on divert to RPD mobile		<input type="checkbox"/> Children checked for food applicable (nut free), full water bottle and hat	

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Venue	<ul style="list-style-type: none"> <li>Walking onto road into traffic while walking along and crossing roads.</li> </ul>	Extreme	<p>Supervision will be a minimum of 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 aquarium to keep the children safe.</p> <p>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</p> <p>Educators</p> <p>Educators and children</p>	<p>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 from the bus to the venue. Educators will remain in this format for any walking near roads.</p>	Moderate
	<ul style="list-style-type: none"> <li>Tripping while walking up steps.</li> </ul>	Moderate	<p>Children will be supervised and guided up and down stairs safely where needed. (Ramps are used inside the venue)</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>	Educators and children	<p>During briefing prior to excursion and whilst on the excursion.</p>	Low
General	<ul style="list-style-type: none"> <li>Lost Child</li> </ul>	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 will conduct roll calls and headcounts</p>	<p>Educators to organise T-Shirts</p> <p>Educators</p> <p>Educators</p>	<p>Shirts to be worn by each child before departing the OOSH building.</p> <p>Before departure.</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</p>	Moderate

	<ul style="list-style-type: none"> <li>Sun Burn, Heatstroke, dehydration etc.</li> </ul>	Extreme	<p>UV rating will be checked prior to excursion commencing.</p> <p>Children and staff will be expected to wear hats at all times whilst outside. 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. Water will also be available at the venue.</p> <p>Educators will ensure shaded play areas are available and utilised whilst at the Darling Harbour playground.</p> <p>Sunscreen will be applied to each child, where permission has been given.</p>	<p>Educators</p> <p>Educators and children</p> <p>Children-directed by Educators</p> <p>.</p> <p>Educators</p> <p>Children directed by Educators</p>	<p>day.</p> <p>Before excursion, and regular checking throughout the day, as children utilise outdoor areas.</p> <p>Before departure and reminders throughout the day.</p> <p>Before departure and reminders throughout the day.</p> <p>On arrival at the venue.</p> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p>	Low
		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>Educators</p>	<p>On arrival at the venue and then throughout the day before group use by children.</p>	
	<ul style="list-style-type: none"> <li>Serious Injuries to a child</li> </ul>	Moderate	<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.</p>	<p>Educators &amp; Children</p>	<p>During Excursion</p>	Low

	<ul style="list-style-type: none"> <li>Serious injury to a Staff Member</li> </ul>	Moderate	<p>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> <p>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</p>	Educators	During Excursion	Low
	<ul style="list-style-type: none"> <li>Penguin Ride (6 Degrees)</li> </ul>	Moderate	Children will be advised of the cold and offered the opportunity to wear jackets or Jumpers under their VC shirt to make sure for the 2min ride they will be adequately warm during this period.	Educators & Children.	During Excursion before the penguin ride if wish to do so.	Low
	<ul style="list-style-type: none"> <li>Walking down ramps from Dugong Island, (Gap next to ramp -to Ocean)</li> </ul>	Moderate	Children will be sure to walk safely down all ramps and not to climb any infrastructures. A staff member will be present at all times in each new location of the Aquarium as well as with children while moving from area to area to ensure children's safety.	Educators & Children	During the excursion, walking down the ramps from Dugong island	Low
Eating & Drinking on Excursion	<ul style="list-style-type: none"> <li>Choking whilst drinking and/or eating</li> </ul>	High	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During the excursion	Low
	<ul style="list-style-type: none"> <li>Food Allergies</li> </ul>	Extreme	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.	RPD	Before departing for the excursion	Low

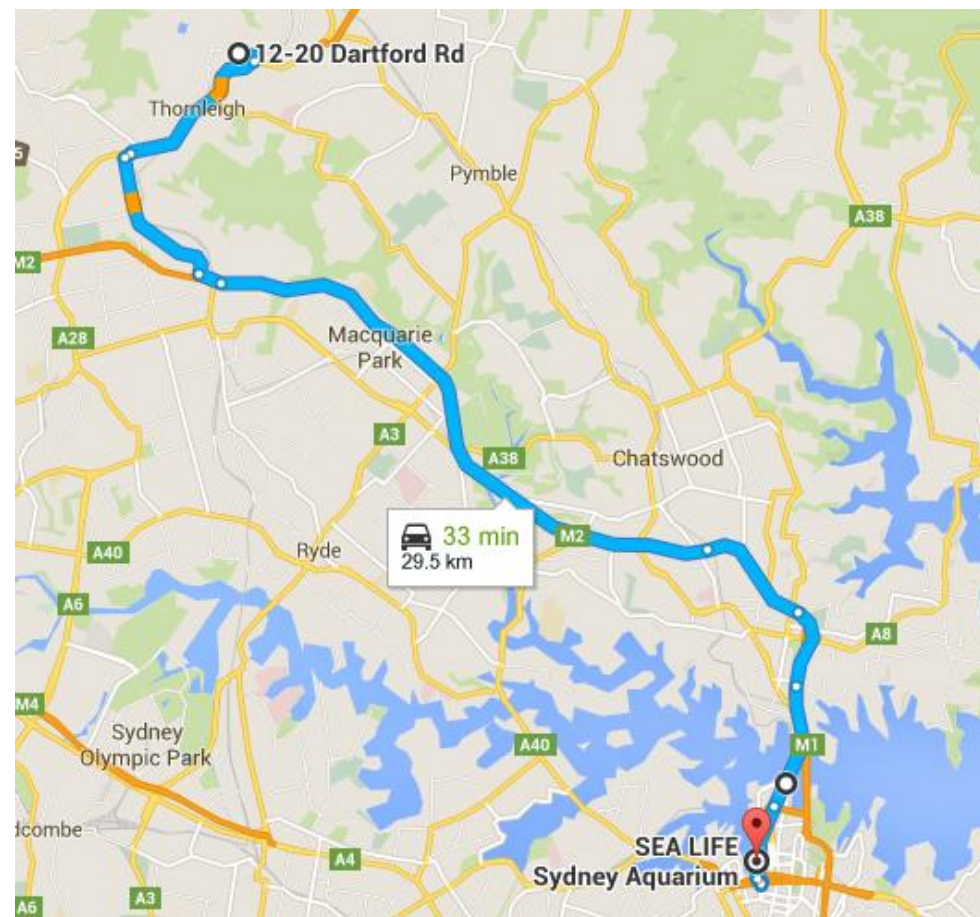
			<p>Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.</p> <p>Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.</p> <p>Children's will be asked about their morning tea and lunches during 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	<ul style="list-style-type: none"> <li>Injury from sudden braking</li> <li>Alighting onto Bus</li> <li>Bus Breakdown</li> <li>Bus Accident</li> </ul>	<p>High</p> <p>High</p> <p>Low</p> <p>High</p>	<p>Children will be reminded to sit while travelling on the bus and to face towards the travel of journey</p> <p>Children reminded to watch the step when alighting onto/from the bus at the stops.</p> <p>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.</p> <p>If the accident is not serious:</p> <ul style="list-style-type: none"> <li>On regular road, keep children safe by staying on the bus if it is safe to do so. If not, move children to a safe location on the footpath or grass area that is protected from oncoming traffic</li> </ul> <p>If the accident is serious:</p> <ul style="list-style-type: none"> <li>Keep children safe by staying on the bus if it is safe to do so. If not, move those able to walk away from the scene of the accident to a safe location. They will need to be assessed at the time</li> <li>Assess casualties and administer first aid as best you can until emergency help arrive</li> </ul>	<p>Educators</p> <p>Children directed by Educators</p> <p>Children and Educators</p> <p>Educators and Children</p>	<p>During Excursion</p> <p>During briefing prior to excursion &amp; whilst on excursion.</p> <p>During Excursion</p> <p>During excursion</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>

Touching Sea Creatures at Rock Pool or Viewing Tanks	<ul style="list-style-type: none"> <li>Injury from sea creatures or rock pool or tanks</li> </ul>	High	<ul style="list-style-type: none"> <li>Call 000 and cooperate with emergency services at all times. At least one educator will company children to the hospital until parents arrive. Contact others in the management team to have them assist with contacting parents.</li> </ul> <p>An aquarium staff will pass sea creatures to children to touch. All sea creatures passed on can be touched and are harmless to humans. Educators to monitor turns of children and to make sure creatures returned to aquarium staff or where they belong. Children to wash hands afterwards.</p> <p>Children reminded to keep hands away from exhibits, not leaning on tanks or to put hands in any of the exhibits with the exception of the touch pool.</p>	<p>Children directed by Educators</p> <p>Children directed by Educators</p>	<p>During excursion, before commencement of &amp; during activity.</p> <p>During briefing prior to excursion &amp; whilst on excursion.</p>	Low
Walking around at Aquarium	<ul style="list-style-type: none"> <li>Injury from tripping</li> </ul>	Moderate	<p>Children reminded by staff to walk around the venue and to advise of any slippery areas should they arise. Where possible, alternate routes will be found to any slippery surface.</p>	Educators	During briefing prior to excursion & whilst on excursion.	Low

Risk	Benefit
<ul style="list-style-type: none"> <li>Lost children at venue or injuries to children during movement to and from the venue</li> <li>Heat stroke, dehydration, sun stroke etc.</li> <li>Sharing food with children with allergies</li> <li>Injury from tripping on surfaces in venue</li> <li>Injury from touching exhibits &amp; Water</li> </ul>	<ul style="list-style-type: none"> <li>Development of social skills &amp; expected behaviors when with other people of the community</li> <li>Development of negotiating skills when sharing turns of viewing and touching objects</li> <li>Entertainment through interactive shows</li> <li>Sensory stimulus from touching rock pool sea creatures</li> <li>Knowledge of sea creatures and the sea environment</li> <li>Exercise from walking around venue</li> <li>FUN!</li> </ul>

Plan Prepared by:	Blake Jervis	Original: 2 <sup>nd</sup> June 2016 Updated: 11 <sup>th</sup> August 2019
Plan Reviewed by:	Roslyn Doyle	

Communicated to:	All Educators as per the above
Venue and safety information reviewed and attached	Yes / No Comment if needed
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