

Excursion Details			
Dates of excursions	Wednesday 2nd October 2019	Excursion destination:	Ryde Aquatic & Leisure Centre
Departure and Arrival Times	Bus pickup 9:30am, return trip to commence at 2pm, for arrival back at centre by 2:30pm		
Proposed Activities	Morning Tea, Play in the aquatic centre, including the inflatable for strong swimmers then lunch	Water Hazards? If yes, detail in risk assessment below	Yes/No
Method of transport, including proposed route	Private Bus (route is detailed in map below) 504 Victoria Rd, Ryde NSW 2112		
Name of RPD		Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: 30 Actual:	Number of educators/parents/volunteers	Estimated: 6 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:5 Ratio lower due to water activities and higher risk.		
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:
*	*	*	*
*	*	*	*
*	*	*	*
*	*	*	*
*	*	*	*
*	*	*	*
Plan Prepared By:	Kaitlin Daoud	Date Prepared:	7th August 2019
Additional Venue Information:	Yes-attached/No		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			
Excursion Checklist			

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| <input type="checkbox"/> 1 First Aid Kit per group incl tissues, plastic bags, instant ice pack, 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 for each child and Educators to wear uniform and badge |
| <input type="checkbox"/> Medical information for each child downloaded to phone | <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 (nut free), full water bottle and hat |
| <input type="checkbox"/> Mobile Phone with Battery | <input type="checkbox"/> walkie talkies (1 per educator) |
| <input type="checkbox"/> Sunscreen | <input type="checkbox"/> List of Educators attending excursion & contact details |
| <input type="checkbox"/> Other items: water, backpack | <input type="checkbox"/> Medication Form |

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
General	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 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>	Moderate
			<p>Educators will conduct roll calls and headcounts at all stopping points and before and after leaving areas / venues.</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>	
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. As the excursion is inside, there is no concern about UV whilst at the venue</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. This will only be relevant whilst walking from the centre to the bus, and the bus to the venue. All other activities are inside</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
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>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</p> <p>Educators and Parents</p> <p>Children, directed by educators</p>	<p>Before departing for the excursion</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p>	Low
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> On regular road keep children safe by staying on the bus if it is safe to do so.</p> <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>	Educators and Children directed by Educators	During excursion	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	During Excursion	Low

Ryde Leisure & Aquatic Centre (General)	Drowning	Extreme	<p>Parents will be asked to advise the strength of their child/ren's swimming ability to assist staff with supervision and planning. Once at the aquatic centre children will be advised of the areas they can use and when they will be open for use.</p> <p>NWOOSH Educators will be positioned around all areas in a 1:5 ratio, with some inside the pool, and others outside the pool. Educators will be directed by the RPD before commencement of the proposed activities.</p> <p>NWOOSH educators will attend the excursion ready to swim as required. Educators with strong swimming skills, and those who have been on swimming excursions previously, will be rostered to attend the excursion.</p> <p>NWOOSH Educators will have walkie talkies on them during this excursion and will use them to communicate with each other whilst activities take place and during the event of an emergency.</p> <p>RALC provides lifeguards who will be positioned around both pool areas (dressed in red and yellow shirts).</p> <p>RALC lifeguards will direct swimmers in safe swimming practices. All lifeguards are certified in First-aid and have Pool Lifeguard qualifications.</p>	Educators, Parents, RALC Staff and Children	Prior to commencement of and during excursion	High
Ryde Leisure & Aquatic Centre (General)	Colliding with other swimmers	High	<p>Children will be advised of the RALC rules prior to the commencement of activities.</p> <p>Children will be reminded to keep a safe distance between themselves and other swimmers. NWOOSH Staff will position themselves closely to the children to ensure they are not swimming dangerously close to one another</p> <p>RALC lifeguards will direct swimmers in safe swimming practices. All lifeguards are certified in First-aid and have Pool Lifeguard qualifications.</p>	Educators, RALC Staff and Children	Prior to commencement of and during excursion	Moderate

Ryde Leisure & Aquatic Centre (General)	Injury caused from Slipping and stairs	High	<p>Children will be reminded that the floors inside the RALC will be wet and at times slippery.</p> <p>Children will be advised prior to the commencement of the excursion that no running is permitted whilst on this excursion.</p> <p>Children and staff are expected to walk and take caution whilst moving around the aquatic centre's areas.</p> <p>Children and staff are expected to make use of the walking ramp between the two pool areas and avoid the staircases within the RALC</p> <p>Where children need to move between the two areas, a NWOOSH educator will position themselves at the ramp to direct children to the correct walking path.</p> <p>NWOOSH staff will remind children of the RALC's rules before commencement of activities.</p>	Educators and Children	Prior to commencement of and during excursion	Moderate
Ryde Leisure & Aquatic Centre (General)	Injury or irritation due to chlorine in water	High	Prior to leaving the centre, children will be reminded to bring goggles along to the excursion.	Educators and children	Prior to departing for the excursion	Low
Ryde Leisure & Aquatic Centre (General)	Infection due to bacteria in the water	Moderate	<p>Before the commencement of the proposed activities, children will be reminded of the importance of not swallowing the pool water.</p> <p>Children will be shown prior to the commencement of the excursion the location of fresh drinking water bubblers (located in each pool area of the RALC)</p> <p>Reminders for frequent drink breaks (every 30 minutes) will be called out during the swimming session as required</p> <p>Where the pool water is deemed unsafe, RALC Staff will close off the area. These zones will have plastic bollards and / or signs to delineate restricted areas from clear areas.</p>	Educators, RALC Staff and Children	Prior to commencement of and during excursion	Low

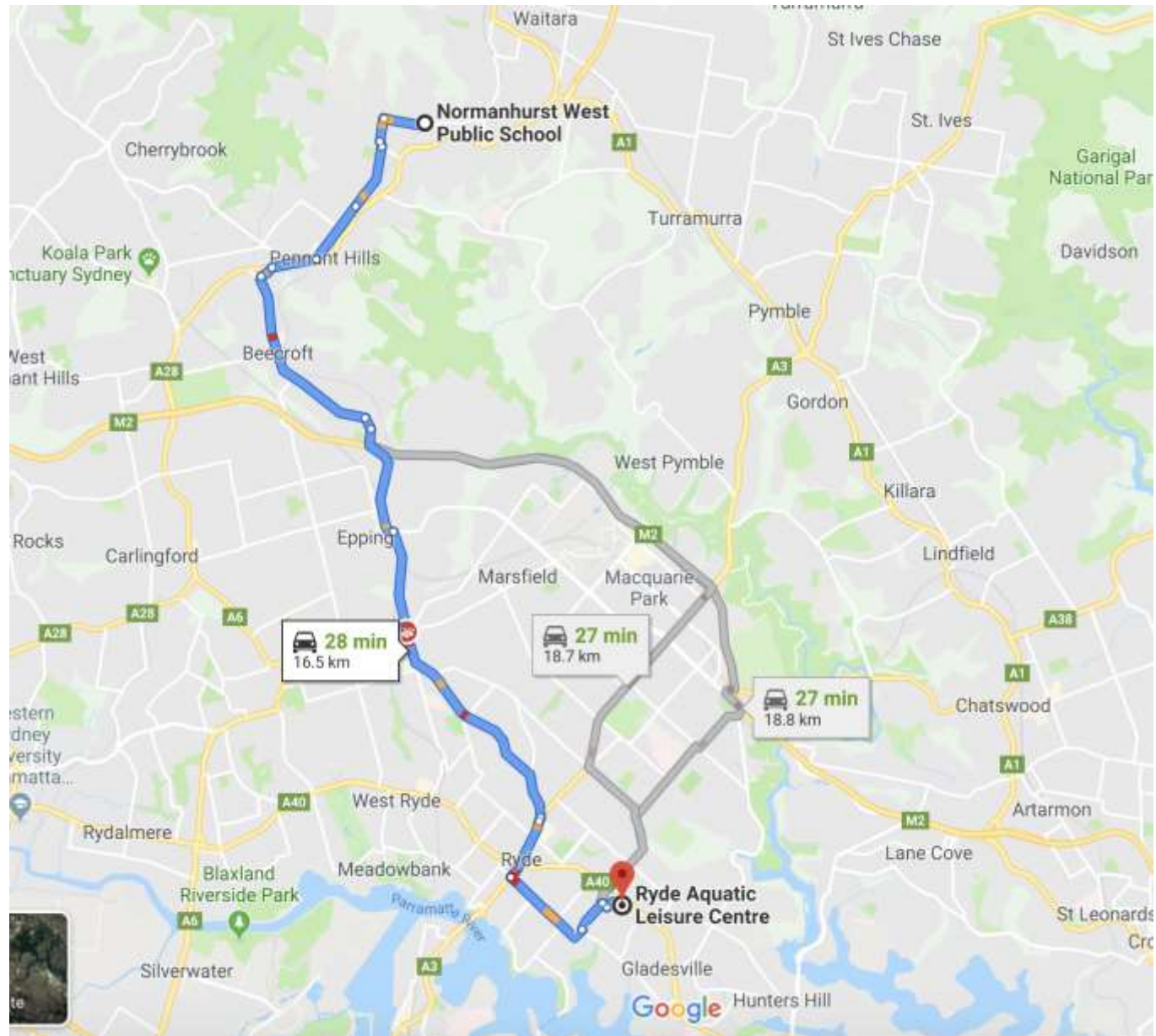
Ryde Leisure & Aquatic Centre (General)	Injury from water slides	High	<p>Atleast (1) NWOOSH Staff member will be positioned at the base of both the large water slide and smaller water slide (toddler pool)</p> <p>RALC Staff will man both slide's at all times and ensure children will be sent down the slide one child at a time. Children will only be allowed to enter the slide when the person infront has exited the water.</p> <p>RALC Staff will ensure children enter both slides feet first</p> <p>Children will be briefed on slide rules prior to the commencement of the excursion.</p> <p>Reminders of the slide rules will be called out during the swimming session as required.</p> <p>When access to the slide is not permitted, a sign and chain will block the stairwell leading the slide.</p>	Educators, RALC staff and children	Prior to commencement of and during excursion	Moderate
Ryde Leisure & Aquatic Centre (General)	Injury from inflatable water course	Extreme	<p>Parents will be asked to advise the strength of their child/ren's swimming abilitiy to assist staff with supervison and planning.</p> <p>Children will be assigned to the areas deemed appropriate for their swimming ability.</p> <p>RALC Staff will test all children who wish to participate in the inflatable course with a 20 metre swim test.</p> <p>Children deemed strong enough to participate will be given a wristband to enter the inflatable area.</p> <p>NWOOSH Staff will be positioned in the inflatable course area with a ratio of 1:5.</p> <p>RALC staff and life lifeguards will be located in each area to oversee the safety of all people using the facility.</p>	Educators, RALC Staff, Parents and Children	Prior to commencement of and during excursion	High

Ryde Leisure & Aquatic Centre (General)	Injury from Wave Pool	High	<p>Parents will be asked to advise the strength of their child/ren's swimming ability to assist staff with supervision and planning.</p> <p>An announcement will be made accompanied by a flashing blue light/ ringing alarm prior to the wave pool activities commencing to inform children and staff.</p> <p>Children deemed unable to participate in wave pool activities will be asked to move to the child lagoon/pool area until the wave pool activities have concluded.</p>	Educators, RALC Staff, Parents and Children	During Excursion, Prior to Commencement of Activities	Low
Ryde Leisure & Aquatic Centre (General)	Change Rooms /Bathrooms (Child Protection)	Extreme	<p>The children will leave NWOOSH wearing their swimming costumes under their clothing however will change into dry clothes prior to leaving the pool.</p> <p>NWOOSH Educators will inspect all change rooms and designate a safe area for children to change.</p> <p>Both male and female educators will be rostered on to excursion to ensure adequate staff availability to check change rooms and bathrooms.</p> <p>RALC Change rooms are large enough for groups and children will change in groups of 3 minimum, using the closed door facilities individually.</p>	Educators and children	Prior to commencement of and during excursion	Low

Risk Benefit Analysis

Risk	Benefit
* Lost Child	* Development of social skills & expected behaviours when with other people of the community
* Child Protection issues with members of the public	* To build in child interest in swimming and water activities
* Injury to children or staff from slips / trips / falls	* FUN at the pool!
* Choking / food allergy issues when consuming food brought from home	* Development of physical skills through swimming!
* Injury from bus accident / breakdown / braking	* Making friends and socialising through recess/lunch interaction
*Injuries / drowning occurred from swimming activity	*Developing confidence by challenging fears / personal limitations

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



RALC Rules



Children will be expected to use the ramp on the left to move between the two pool areas



Children will be advised to use ramp instead of stairs (pictured)

Recess/Lunch/Relaxation Area



Fresh drinking water bubblers located in several areas around the facility

