

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	6th January 2020	Excursion destination: 170 Yarramalong Rd, Wyong Creek, NSW 2259	
Departure and Arrival Times	Leave Approx 9:30am, return trip to commence at 1pm for arrival back at centre by 2:30pm		
Proposed Activities	Eat Morning Tea & Lunch, Maze Adventures/Free Play, Interacting with the animals & pony riding	Water Hazards?	No If yes, detail in risk assessment below
Method of transport, including proposed route	Private Bus (route is detailed in map below) to 170 Yarramalong Rd, Wyong Creek NSW 2259		
Name of RPD	TBD	Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: 30 Actual:	Number of educators/parents/volunteers	Estimated: 3 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.		
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:	5th November 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			
<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"/> 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 (nut free), full water bottle and hat		
<input type="checkbox"/> Mobile Phone with Battery	<input type="checkbox"/> walkie talkies or mobile phone (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		
<input type="checkbox"/> Centre Card	<input type="checkbox"/> Water container to refill water bottles		

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 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 will conduct roll calls and headcounts at all stopping points and before and after leaving areas / venues.</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>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
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 and 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 & 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>
Outdoor Play	Outdoor Play	Extreme	<p>Educators will ensure shaded play areas and / or indoor alternatives are available to children if UV climbs.</p>	<p>Children directed by Educators.</p>	<p>This will be planned prior to leaving the service, when UV rating is reviewed during WHS check</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</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>

			together minimum as pairs, and where practical, in groups of 3. All bathrooms have basic hygiene equipment (Soaps, Water) and ability to dry hands (Hand Dryer/Paper Towels)			
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

Park	Bottles, rubbish, dangerous items at the Park	Extreme	Educators are to do a thorough inspection of the venue prior to children playing on the equipment, sitting for lunch etc. Educators are to remove any rubbish from the area if safe to do so. If there are any dangerous items which cannot be moved then educators should cordon off the area and advise children of out of bounds space.	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
	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

	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
	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.</p> <p>Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive.</p> <p>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
Play Equipment	Burns from hot equipment	High	Educators to check equipment before use to ensure they are not too hot to use. If UV rating advises to stay in shade, only the equipment in the shade will be used.	Educators and Children directed by Educators	During Excursion	Low
Amazement Farm & Fun Park (Play in open spaced areas)	Injury from wildlife and rocks	High	<p>Parents to ensure children wear enclosed shoes to the excursion location.</p> <p>Staff, with assistance of Amazement Staff, to explain boundaries to children including keeping away from high grass areas.</p> <p>NWOOSH Educators to ensure children stay on designated walking pathways.</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>	Parents, Amazement Staff & Educators	Prior to commencement of and during excursion	Low
Amazement Farm & Fun Park (Play in open spaced areas)	Falling from uneven ground	Moderate	<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 amazement park/animal enclosures.</p>	NWOOSH Staff and Children	Prior to commencement of and during excursion	Low

Amazement Farm & Fun Park (Interacting with Animals)	Injury from Animals	Moderate	<p>Children will be advised of the rules prior to the commencement of activities.</p> <p>For animals located in larger enclosures: children will be reminded to look but not touch and remain outside of enclosure at all times.</p> <p>For smaller enclosures/petting areas: children will only be allowed to access the animal enclosures in small groups and will be advised to take turns in feeding or interacting with the animals.</p> <p>In the bunny enclosure the children will be advised by AMAZEMENT staff that they must remain seated at all times.</p> <p>Children will be reminded to move through the enclosures quietly, present feed with a flat palm and not stand behind any animals.</p> <p>NWOOSH Staff will remind children throughout the activity to keep a safe distance between themselves and the animals. NWOOSH Staff will position themselves closely to the children to ensure the children are not dangerously close to the animals.</p>	AMAZEMENT Staff, NWOOSH Educators and Children	Prior to commencement of and during excursion	Low
Amazement Farm & Fun Park (Interacting with Animals)	Infection/Illness passed on from petting/feeding animals	Moderate	<p>AMAZEMENT Staff will provide hand sanitiser bottles at each enclosure for children to use upon exiting.</p> <p>NWOOSH Educators will ensure children use handwashing facilities prior to consuming food on the excursion and prior to returning to centre.</p>	AMAZEMENT Staff, NWOOSH Educators and Children	During and Prior to departing excursion	Low

Amazement Farm & Fun Park (Playing on Equipment)	Falling from equipment	Extreme	<p>Before the commencement of the proposed activities, children will be reminded of the importance of taking their time whilst using the equipment</p> <p>Staff will inspect equipment before the children play on it to ensure all surfaces are dry and there are not hazards.</p> <p>Where the equipment is deemed unsafe, AMAZEMENT Staff and educators will close of the area.</p>	AMAZEMENT Staff, NWOOSH Educators and Children	Prior to commencement of and during excursion	Low
Amazement Farm & Fun Park (Mazes)	Getting Lost / falling whilst in the maze	Extreme	<p>A NWOOSH Staff member will be positioned at start of the maze, in the middle of the maze and at the conclusion of the maze.</p> <p>Children will be counted in and out of the maze to ensure that all children leave safely.</p> <p>NWOOSH Educators to ensure children stay on designated walking pathways.</p> <p>NWOOSH staff with the assistance of AMAZEMENT staff will brief children on maze expectations and rules prior the commencement of the excursion.</p> <p>Educators will remind children to walk whilst moving through the maze.</p>	AMAZEMENT Staff, NWOOSH Educators and Children	Prior to commencement of and during excursion	Low
Amazement Farm & Fun Park (Mazes)	Injury from wire fence	High	The children will be advised by NWOOSH / AMAZEMENT Staff that touching the fences or attempting to jump over them will result in their removal from the activities.	Educators	During Excursion, Prior to Commencement of Activities	Low

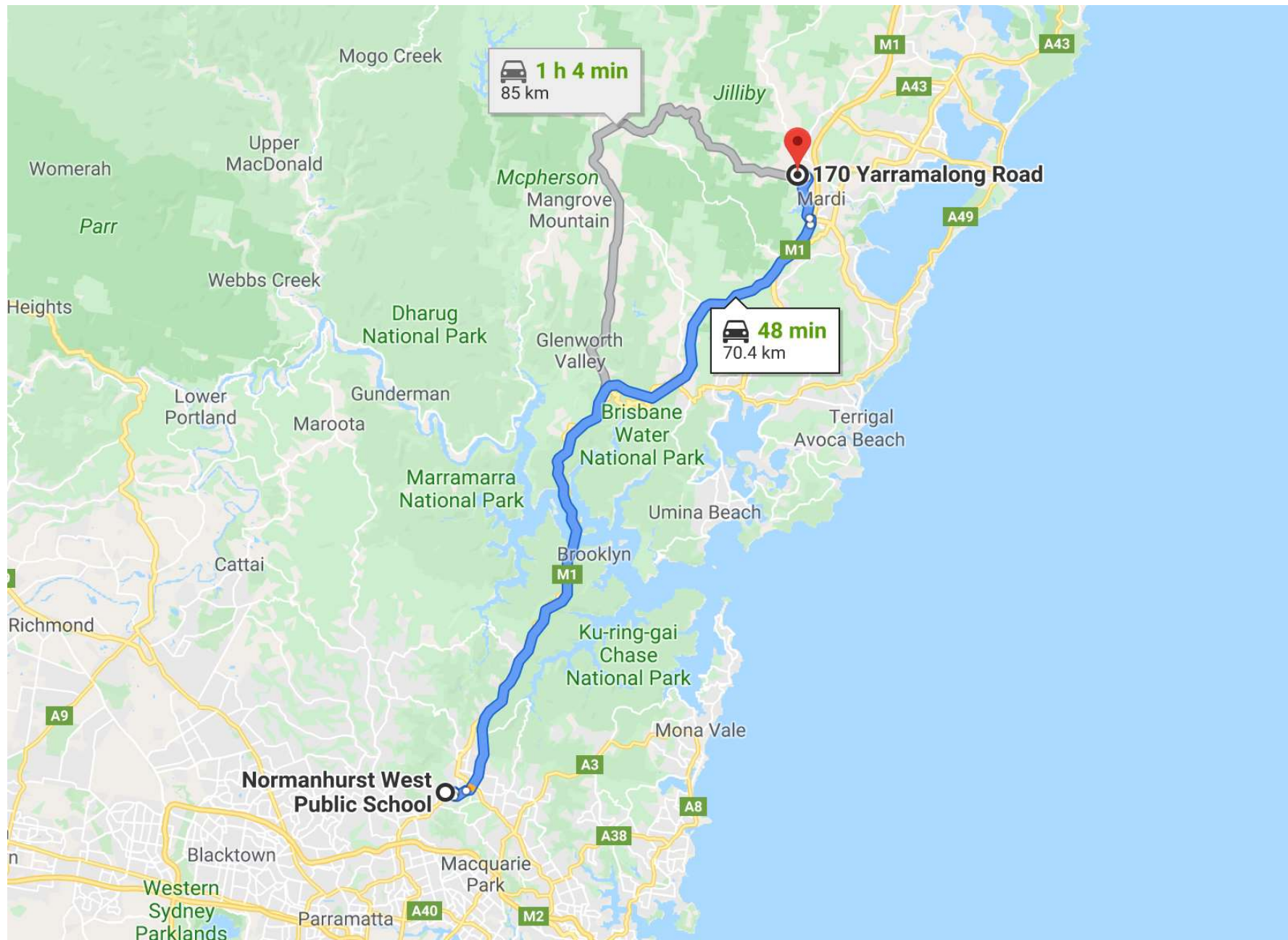
Amazement Farm & Fun Park	Access to Clean Drinking Water	Extreme	<p>Parents and children will be reminded by NWOOSH Educators during the booking process and prior to leaving the centre to ensure they bring a full and refillable water bottle.</p> <p>NWOOSH Staff will provide a refillable container of clean drinking water for children to top up their water.</p>	Parents, NWOOSH Educators and Children	During booking process, Prior to leaving the centre, prior to commencement of and during excursion	Low
Amazement Farm & Fun Park (Dams)	Drowning caused by falling into Dam	Extreme	<p>AMAZEMENT Staff will ensure access to both dams is fenced off and locked at all times to ensure no children can access the area.</p> <p>NWOOSH staff with the assistance of AMAZEMENT staff will brief children on boundaries and rules prior the commencement of the excursion.</p>	AMAZEMENT Staff, NWOOSH Educators and Children	Prior to commencement of and during excursion	Low
Amazement Farm & Fun Park (General)	Injury from Cars	Extreme	<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 on designated pathways 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>Whilst moving through the grounds, children will be advised to remain in two lines and NWOOSH educator's will position themselves at the front, middle and back of the line to ensure the children do not leave their lines</p>	NWOOSH Educators and Children	During and upon arrival and departure of the excursion	Low

Amazement Farm & Fun Park (Bike Riding)	Injury from bike/scooter riding	High	<p>NWOOSH staff with the assistance of AMAZEMENT staff will brief children on bike/scooter riding expectations and rules prior the commencement of the excursion.</p> <p>The children will be reminded to only ride on designated pathways</p> <p>AMAZEMENT Staf will provide helmets for the children who will take turns to use them.</p> <p>If a child does not have a helmet on they will not be permitted to use the bikes or scooters</p>	AMAZEMENT Staff, NWOOSH 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
* 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	*Developing navigation and problem solving skills by challenging fears or self-imposed limits
* Injury to children or staff from animal bites/ slips / trips / falls	* Developing knowledge and bravery in interacting with and feeding animals
* Choking / food allergy issues when consuming food brought from home	* Making friends and socialising through recess/lunch interaction
* Injury from bus accident / breakdown / braking	* To learn basic social skills & behaviours when out in the community
*Injuries occurred from Maze activities	* FUN in an open farm space!

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





Play Equipment Area



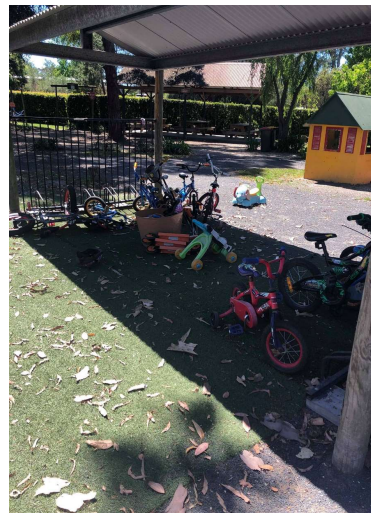
Entry and exit points of the mazes



Shaded recess, lunch, rest and bag area



Exposed wire fence within the maze grounds



Bikes and helmets provided by AMAZEMENT Staff