

# NWOOSH Vacation Care

## Excursion Risk Assessment

Excursion Details			
<b>Dates of excursions</b>	7th January 2020	<b>Excursion destination: Hornsby Odeon</b>	155 Pacific Highway, Hornsby 2077 NSW
<b>Departure and Arrival Times</b>	Leave Approx 10:30am to arrive at Hornsby Odeon 11am. Leave 2 pm to arrive at centre 2:30pm.		
<b>Proposed Activities</b>	Morning Tea, Movie, Lunch in Park	<b>Water Hazards?</b>	Yes/ <b>No</b> If yes, detail in risk assessment below
<b>Method of transport, including proposed route</b>	Walk/Public Train (route is detailed in map below)		
<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: 2 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>	Benjamin Caswell	<b>Date Prepared:</b>	14th November 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			

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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"/> 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"/> Opal Cards (1 Per Child and 1 Per Educator)                                    |

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Venue - multiple Educators on excursion	Being injured by traffic while crossing road or walking	Extreme	<p>Staff: child ratio 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 and from the venue to keep the children safe.</p> <p>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.</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</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 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	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, staying to the left.	Educators and children	During briefing prior to excursion and whilst on the excursion.	Low

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 &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>
			<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	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. All bathrooms have basic hygiene equipment. (Soaps, Water), Ability to dry hands (Hand Dryer/Paper Towels)	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

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 use boundary cones to cordon off the area and advise children of <del>out of bounds areas</del> .	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
Walking to and from Venue by foot	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	During Excursion	Low
Watching a Movie at Cinema	Children having an anxiety attack from loud noise / darkness	Moderate	Children who are susceptible to anxiety or are concerned about loud noise and darkness will be placed in seats immediately adjoining Educators. Educators will also sit at the end of each row, and their positions will be made known to the children prior to the movie starting.	Educators	During Excursion	Low
Watching a Movie at Cinema	Children being scared from the content of the film	Moderate	Children who are known to be easily frightened will be placed in seats immediately adjoining Educators. Educators will also sit at the end of each row, and their positions will be made known to the children prior to the movie starting.	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	During Excursion	Low
Train Travel	Missed/Skipped Station (Prior Preparation)	High	Children will be advised to start moving to the vestibule to prepare for disembarking. The train to Hornsby terminates and there is no need to prepare. When travelling from Hornsby to Normanhurst, stay in the vestibule as the ride is only one stop. An educator will lead the children off and an educator will be the last off to ensure all children have left the train. Children will stay to one end of the carriage near the doors and not split up amongst the carriage.	Educators and Children directed by Educators	During Excursion	Low

Train Travel	Missed/Skipped Station (Emergency Reason)	High	In the event the train needs to skip a designated station, the RPD will then alight the group at the next station, to then catch the next train back. If this is due to a safety reason with the station close for an emergency, the RPD will organise the group to return to the centre as soon as possible and may need to organise an alternate means of transport, such as a bus, if the station includes those with close access to the centre. Parents will be advised of any changes to the transport plan.	Educators and Children directed by Educators	During Excursion	Low
Train Travel	Missed/Skipped Station	High	In the event the group misses a station, the RPD will organise to alight at the next station and catch the next train back in the opposite direction to that station. If the doors close and children are left behind, the educator will keep in touch with the RPD via phone advising their movements. The educators will organise the children to alight at the next possible station and to then catch a train back in the opposite direction to that station. The rest of the group that managed to alight successfully while wait at the station until return of the rest of the group.	Educators and Children directed by Educators	During Excursion	Low
Station Platform	Injury from trains	High	Children will be directed by educators to remain behind the yellow line while waiting for the train to arrive. Children will be directed to stand to one side of the door to the carriage to allow other passengers out first before embarking. Educators will open the doors if they do not automatically open to avoid injury to children. All doors will be opened fully before using.	Educators and Children directed by Educators	During Excursion	Low



Play Equipment	Injury from faulty equipment	High	Educators to inspect the equipment at Hornsby Park Swing-set before use to ensure safe. If any equipment deemed faulty, the RPD will be advised and all children advised that that piece of equipment is not to be used. Cones will be played around this item where possible.	Educators and Children directed by 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
Riding on Train	Injury from sudden braking	High	Children will be reminded to sit while travelling on the train and to face towards the direction of travel	Educators	During Excursion	Low
	Boarding and Disembarking off Train	High	Children will be reminded to watch their step when getting on and off the train at the stations and to be aware of the gap.	Children directed by Educators	During briefing prior to excursion & whilst on excursion.	Low
	Train breakdown	Low	Where a train breaks down, the children will remain on the train until another train or bus is organized. Once the replacement vehicle arrives, the children will swap vehicles. Where remaining on the train is considered dangerous (due to heat or mechanical reasons), where possible, the RPD will locate a safe area to have the children wait for the new vehicle to arrive. Staff and children will also follow instructions from Sydney Trains employees.	Children and Educators	During excursion	Low

Riding on Train	Train Accident	High	<p><i>If the accident is not serious:</i> Listen to instructions from Sydney Trains employees and keep children safe by staying on the train if it is safe to do so.</p> <p>If not, move children to a safe location in the next carriage or when following instructions, adjacent to train, 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 train if it is safe to do so.</p>	Educators and Children directed by Educators	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	* Fun and Recreation
* Injury to children or staff from slips / trips / falls	* To learn basic ideas of catching a train, and how to do so, to encourage life skills necessary for children going to High School soon.
* Choking / food allergy issues when consuming food brought from home	*To increase knowledge of local area and shops
* Injury from train accident / breakdown / braking	*To investigate ideas of humour
* Anxiety/Fright from Movie content or location	*To develop creativity from understanding of fantasy genre
* Injury/burns from equipment	*To develop independence and assist with decision making processes, especially for new skoosh children, with choices such as seat selection, places to eat, and as above, how to use the train.

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

