

Excursion Details			
<b>Date of excursion &amp; destination:</b>	Monday 20th April 2020	Sydney Zoo (700 Great Western Highway, Bungarribee NSW 2767)	
<b>Departure and Arrival Times</b>	Bus Departs 9AM for 10AM Arrival Bus Pick-up 1:30pm for return to centre by 2:30pm.		
<b>Proposed Activities</b>	Morning Tea, Movie, Lunch	<b>Water Hazards?</b>	Yes/ <b>No</b> If yes, detail in risk assessment below
<b>Method of transport, including proposed route</b>	Private Bus (route is detailed in map below)		
<b>Name of RPD</b>	TBC	<b>Contact Number of RPD</b>	02 9484 4412
<b>Number of children attending excursion</b>	Estimated: 30 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.		
<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>	Roslyn Doyle	<b>Date Prepared:</b>	18th February 2020
<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"/> 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 / iPad with 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	

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-directed by 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 water bottle by staff before commencement of excursion. Children will be given regular drink breaks throughout the day to ensure they remain hydrated. Drink refill stations are available throughout the venue, along with misting fans to keep everyone cool</p>	Educators	Prior to leaving the Centre	
			<p>Sunscreen will be applied to each child, where permission has been given &amp; UV 3 or above.</p>	Educators	Before leaving the service. To be reapplied every two hours throughout the day.	
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>	Children, directed by educators	During briefing, prior to excursion, and whilst on excursion	Low
			<p>Parents will be reminded to pack wet weather gear before excursions.</p>	Educators and Parents	Prior to excursion.	Low
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>	Children and Educators	On arrival at the venue and then throughout the day before group use by children.	Low

			regional minimum as pairs, and where practical, in groups of 3. Paper Towel, soap, running water and sanitiser is available at the bathrooms.			
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 and whilst on 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	<i>If the accident is not serious:</i>	Educators and	During excursion	Low

			<p>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>	Children directed by Educators		
General	Child Protection	High	<p>Children will never be left alone with members of the public without supervision. All Educators hold WWCC</p>	Educators	During Excursion	Low

Sydney zoo	Animal bites / injury	High	Children will be reminded to remain behind fences at all times, and not to climb. Electric fences do feature in the zoo, however as a secondary fence to the ones accessible to the public, or on the other side of pathways. Many viewing spaces have Perspex fences to allow visibility without climbing. The domestic sheep area and Australian animal area are open for groups during set times. When open, a keeper will be on hand to remind everyone of the rules. Hand sanitiser is provided at the gates and will be used on the way in and out. Children and Educators will remain on pathways to allow the animals a rest area away from people.	Educators	During excursion	Low
Sydney zoo	Sand pit	High	Sandpit is checked for safety regularly by Sydney zoo staff. Educators will check the sandpit for safety prior to the children utilising the space	Sydney Zoo staff and Educators	Daily and during excursion	Low
Sydney zoo	Anxiety of dark spaces	High	After entering the inside enclosures, children will be guided to the side to allow a moment for their eyes to adjust. This will assist anxiety and also ensure children are less likely to bump into anyone or anything	Educators	During excursion	Moderate

## 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	* Relaxation in an environment away from the centre
* Injury to children or staff from slips / trips / falls	*To investigate ideas of sustainability, which are prominently featured within the zoo
* Choking / food allergy issues when consuming food brought from home	* To develop positive friendships with other children on the excursion
* Injury from bus accident / breakdown / braking	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills
* Children being concerned or confronted due to the darkness of indoor enclosures, or free range enclosures	* Continue to develop relationships with key Educators whilst on the excursion
* Injury or illness from Animals	*To learn about animals many children would not have seen first hand before such as hyenas or African painted dogs
* illness or injury from sandpit	* To learn about the background of some of the animals, and how they came to be at the zoo
	* To learn about the aboriginal culture in practice, through talking huts, signage, and translated words of animals and plants



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

