

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	21st April 2020	Excursion destination: iPlay & Yogurberry: Shop 424 6-14 Castle Street, Castle Hill NSW, 2154 and 282 Old Northern Road, Castle Hill NSW, 2154	
Departure and Arrival Times	Leave Approx 9:00am to arrive at Iplay Castle Hill 10:00am. Leave 1:30pm for 2:30pm arrival.		
Proposed Activities	Morning Tea, Arcade Games, Lunch including Yogurberry	Water Hazards?	Yes/No If yes, detail in risk assessment below
Method of transport, including proposed route	Walking/Public Train (route is detailed in map below)		
Name of RPD	TBD	Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: 20 Actual:	Number of educators/parents/volunteers	Estimated: 2 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. (Minimum 2 staff on excursions)		
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:	Benjamin Caswell	Date Prepared:	7th February 2020
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/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	<input type="checkbox"/> Opal Cards (for children and educators)

Activity	Hazard identified	Risk assessment	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
Walking through Shopping Centre to Venue	Lost child	Extreme	<p>Whilst walking through the shopping centre, the Educators will ensure all children stay together in one group</p>	Educators	<p>Whilst on excursion</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 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>
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 practical, in groups of 3. All bathrooms have basic hygiene equipment. (Soaps, Water, Ability to dry hands (Hand Dryer/Paper Towels)</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>

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
General	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators hold WWCC.	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. On the way to Epping, this would be Cheltenham. On the way to Castle Hill, this would be Cherrybrook. On return to Epping, this would be Cherrybrook. On return to Normanhurst, this would be Thornleigh station. 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
Windy Weather	Fallen Trees/Branches	High	If the weather starts to become windy and cause concern for safety, especially with the nearby trees, educators will remove children from areas near trees as soon as possible and cancel any activities in those areas. Alternate routes to/from the station to be taken if deemed unsafe due to the big trees on Milson Parade. Alternate routes include the railway eastern pathway or Pennant Hills Road	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>	Educators and Children directed by Educators	During excursion	Low

			<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>			
Station Platform (Metro Stations - Castle Hill & Epping)	Injury from platform doors	High	Children will be directed by educators to remain behind the yellow line while waiting for the train to arrive and also the platform doors. Children will be directed and reminded, to stand to one side and await for the platform doors to open before attempting to embark the train. Children will be re-directed to the next platform door if the one initially chosen malfunctions or is out of order.	Educators and Children directed by Educators	During Excursion	Low
iPlay Arcade - Gaming Equipment	Injury from games that have swingable items	High	Games such as the Strength Tester have items that have to be swung to complete the game. Children will be reminded that only one person can use the item per turn and that observers are to stand back at least arm lengths for safety.	Educators and Children directed by Educators	During Excursion	Low
iPlay Arcade - Gaming Equipment	Injury from games with moveable targetting machines	High	Games such as Jurassic Park Ride, Space Invaders, Walking Dead Ride and Nerf Arcade have items that are fixed but move to target points on the screen. Children will be reminded one person per game equipment and to stand behind designated seats or areas, and not to interfere with those participating in the game.	Educators and Children directed by Educators	During Excursion	Low

iPlay Arcade - Gaming Equipment	Injury from games with moveable seats	High	Games such as Moto GP have seats that are like bikes that are moveable when the game is in operation. Children will be reminded that only one person on the bike or moveable seat at a time and to stand behind the game so that the moveable seat won't hit them. The exception is Lord Land Adventure which is a maximum 2 people and the rest have to stay outside the game arena.	Educators and Children directed by Educators	During Excursion	Low
iPlay Arcade - Gaming Equipment	Injury from faulty equipment	High	iPlay will advise Educators if any games are out of use. Educators will supervise the games participated by the children to ensure they are in working order. If any fault is noticed, the children will be directed to stop using the game and an employee of iPlay will be notified.	Educators and Children directed by Educators	During Excursion	Low
iPlay Arcade - Gaming Equipment	Injury from games with separate movable items	High	Games such as Gold Fishin', IceThrow EX and Basketball Shoot Out have balls that are used as part of the gaming experience. Children will be advised that during the game balls may bounce back and advised that any spectators to stay an arms length behind the thrower/child playing the game.	Educators and Children directed by Educators	During Excursion	Low
Yogurberry Yoghurt/Icecream Machines and Serving Areas	Injury from mis-use of machine and serving utensils	High	Children will be directed on how to use the machine at Yogurberry to pour in their yoghurt/ice-cream. Children will be advised that one person per machine is allowed and for others to stand behind that person in a line to wait for use. At the serving areas, one child is to use the utensils at a time with the others to line up behind to wait their turn. This will eliminate spillages from the serving area that could cause a tripping hazard and minimise any cross-contamination.	Educators and Children directed by Educators	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	* Fun and Recreation
* Injury to children or staff from slips / trips / falls	* To engage in an activity that develops the childrens Gross motor skills
* Choking / food allergy issues when consuming food brought from home or consumed at Yogurberry	*To develop problem solving and strategy skills when completing arcade games
* Injury from train accident / breakdown / braking	* To learn basic ideas of catching a train, and how to do so, to encourage life skills
*Injury from faulty equipment/mis-use of arcade equipment	*To develop confidence and a sense of accomplishment from completing more challenging games
	*To develop indepedence and assist with decision making processes, especially for new skoosh children, with choices such as seat selection, games to partake in, flavours to choose from at Yogurberry and as above, how to use the train.
	*To develop interdepenence and team-work skills that are required to complete 2 player arcade games
	*To encourage exploration through the selection of different flavours and items available at Yogurberry

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

