

# NWOOSH Vacation Care

## Excursion Risk Assessment

| Excursion Details  |  |  |   |
|--|--|--|---|
| <b>Dates of excursions</b>   | Wednesday 2nd September 2020   | <b>Excursion destination:</b>  | Normanhurst Park  |
| <b>Departure and Arrival Times</b>   | Leaving centre 3:15pm to walk to park at 3:30pm. Leave Park 4:45pm for 5:00pm arrival at centre. |  |   |
| <b>Proposed Activities</b>   | Games on Oval, Relaxation  | <b>Water Hazards?</b>  | Yes/ <b>No</b><br>If yes, detail in risk assessment below                               |
| <b>Method of transport, including proposed route</b>   | Walking (route is detailed in map below) (Harris Rd, Normanhurst, NSW 2076)                      |  |   |
| <b>Name of RPD</b>   | TBD  | <b>Contact Number of RPD</b>   | 02 9484 4412  |
| <b>Number of children attending excursion</b>  | Estimated: 30<br>Actual:   | <b>Number of educators/parents/volunteers</b>                                | Estimated: 3<br>Actual:   |
| <b>Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.</b>                                | 1:10<br>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> |
| * TBD  | *  | *  | *   |
| * TBD  | *  | *  | *   |
| * TBD  | *  | *  | *   |
| <b>Plan Prepared By:</b>   | Benjamin Caswell   | <b>Date Prepared:</b>  | 17th July 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"/> First Aid Kits incl tissues, plastic bags, 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 worn by each child                                   |  |   |
| <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, 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"/> Wet Weather Gear  |  |   |
| <input type="checkbox"/> Spare Administer Medication Sheet   | <input type="checkbox"/> Portable Ice-packs (2) in Bag   |  |   |
| <input type="checkbox"/> Sanclean Bottle & Paper Towel   | <input type="checkbox"/> Hand Washing Soap with Spare Plastic Bag for Rubbish                    |  |   |

| Activity                             | Hazard identified                                       | Risk assessment<br>(use matrix) | Elimination/control measures   | Who                    | When  | Residual Risk Rating |
|--------------------------------------|---|---------------------------------|--|------------------------|---|----------------------|
| Walking to and from Venue - multiple | Being injured by traffic while crossing road or walking | Extreme                         | Staff: child ratio will be a maximum of 1 adult to 10 children. Children will walk in pairs on the left hand side of the footpath.   | Educators and children | 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 - multiple |   |                                 | The educators will position themselves on the road side when walking to and from the venue to keep the children safe.  | Educators              |   |                      |
| Educators on excursion               |   |                                 | 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. | Educators              |   |                      |
|                                      |   |                                 | Children will be reminded prior to the excursion to cross only when advised by Educators.  | Educators              |   |                      |
| 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.   | 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.</p> <p>Educators will conduct roll calls and headcounts at all stopping points and before and after leaving areas / venues.</p>   | Educators to organise T-Shirts   | <p>Shirts to be worn by each child before departing the OOSH building.</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>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 |
| Outdoor Play | Outdoor Play       | Extreme  | Educators will ensure shaded play areas and / or indoor alternatives are available to children if UV climbs.  | Children directed by Educators. | This will be planned prior to leaving the service, when UV rating is reviewed during WHS check | 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 |

|  |   |         |  |           |  |     |
|--|---|---------|--|-----------|--|-----|
| 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 out of bounds space. | Educators | During excursion   | Low |
| Walking to and from Venue<br>Walking to and from Venue | 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 |
| Park   | Uneven Oval Surface   | High    | Educators to inspect surface of oval. If any uneven surfaces or put holes found, these areas will be avoided for use during activities. If close to playing area, cones will be placed around hazard to mark out of bounds.  | Educators | During excursion, prior activity commencement.   | Low |
| Park   | Injury from fencing   | High    | Educators to check fencing for any damaged sections and mark these areas out with cones. Children reminded to use gates when moving from one side of the fence to the other.   | Educators | During excursion, prior activity commencement.   | Low |

|      |                                   |          |   |           |  |     |
|------|-----------------------------------|----------|---|-----------|--|-----|
| Park | Injury from balls and games       | Moderate | Educators will position games away from fencing, road and equipment areas. Those playing on the equipment will be reminded that balls may come near them and when playing on equipment, to face towards the oval. Cones will be set out to mark areas for games and children to be directed with how to use the equipment in each activity.   | Educators | During excursion, prior activity commencement. | Low |
| Park | Play Equipment (COVID Amendments) | Moderate | Educators will position games away from fencing, road and equipment areas. No children are to be allowed in the play equipment area during COVID restrictions due to safety. This includes the swings, see-saws and other park equipment. Children will stay in the designated areas on the oval, silver seats or courts.                     | Educators | During excursion, prior activity commencement. | Low |
| Park | General Areas (COVID Cleaning)    | High     | Educators will clean all surfaces before used by the children. This includes the following: - Silver seats to be wiped down before use by the children. - Toilet taps, door handles and dispensers to be wiped before session use and after any use of a member of public. - Court gates to be wiped before being used by staff and children. | Educators | During excursion, prior activity commencement. | Low |

|      |   |      |   |           |  |     |
|------|---|------|---|-----------|--|-----|
| Park | General Areas<br>(COVID Social<br>Distancing) | High | Educators will position the children in areas that maintain a distance from other individual and groups using the public space so as to minimise any spread of infectious diseases (inc. COVID). Cones will be used to designate these areas and educators to maintain distancing from each other where practically possible. Educators will endeavour to remind public members to also keep their distance when coming near the group. | Educators | During excursion, prior activity commencement. | 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                                   | * Relaxation  |
| * Injury to children or staff from slips / trips / falls                               | * Knowledge of their local area by walking to and from the venue                              |
| * Injury from use of equipment   | * Improved health and fitness by walking to and from the venue                                |
| * Injury from uneven surfaces in Equipment Ground or Oval Surface                      | * FUN!  |
| * Injury from fencing  | * Development of confidence with physical skills and learning limits when using the Equipment |
| * Allergic reaction to foods with allergens not checked, also from cross-contamination | * Develop ideals of teamwork and sharing during activities and during picnic time.            |
| * Cross-contamination of COVID and infectious diseases from members of the public.     | * Develop conflict resolution when working within teams                                       |
|  | * Develop and educate the children on personal hygiene and hand washing practices in public.  |

| 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         |

