

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	13th January 2021	Excursion destination:	Baden Powell Scout Centre- Pomona St, Pennant Hills NSW 2120
Departure and Arrival Times from each location:	Depart the Centre 9:00am - Pick up 2:00pm		
Proposed Activities	Eat recess and lunch, partake in pioneering and low ropes activities	Water Hazards?	Yes/ No
Method of transport, incl proposed route	Bus	Pickup location and destination for each location travelled to / from:	
Name of RPD	TBC	Contact Number of RPD	TBC
Number of children attending excursion	Estimated: 30 Actual:	Number of educators/parents/volunteers / adults:	Estimated:3 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio or specialised skills of adults? Please provide details.	1:10		
Educators / adults on excursion (Names):	Training:	Contact Details (to be completed on staff copy of RA only):	Adults to Sign once they have read & understood the Risk Management Plan:
*	*	*	*
*	*	*	*
*	*	*	*
Additional Venue Information (incl COVIDSafe Plan:	Yes / 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"/> iPads and dongle | <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"/> Hand sanitiser, gloves and disinfectant wipes |

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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>	<p>Educators to organise T-Shirts</p> <p>Educators</p>	<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.	High	<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 clean filled 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 & reapplied every two hrs.</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	High	<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. Children will be sent to the restroom in groups of 2 to 3.</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
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	Children's allergies will be attached to the risk assessment for review by all educators on the excursion, as part of reviewing the risk assessment. Child specific medication will be taken on the excursion in case it is required by a child, along with general centre based medication.	Educators	Before departing for the excursion and whilst on excursion.	Low
			Medication is to be kept with educators throughout the day to ensure prompt access when medication administration is required.	Educators	During Excursion.	
			Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.	Educators and Parents	During Vacation Care planning process.	
			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.	Children, directed by educators	Prior to excursion.	
Riding on Bus	Seatbelts/Restraints	High	* Requirements for seatbelts or safety restraints in NSW (on proposed transport): Required to be worn, where fitted - Mandatory from October 1st, 2020	Children directed by educators	During Excursion	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	<p>Children will be reminded to watch their step when getting on and off the bus at the stops.</p> <p>When entering the bus, children will be seated and a headcount will be conducted. Once all children have been accounted for the RPD will inform the bus driver and the bus will depart.</p> <p>When exiting the bus, a headcount will be conducted and the children will assemble in a safe and supervised location. The children will remain in two lines and once all children are accounted the bus driver will be informed and the children will move into the venue.</p>	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	<p>If the accident is not serious:</p> <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></p>	Educators and Children directed by Educators	During excursion	Low

			<p>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>			
Entering and exiting NWOOSH Grounds	Lost Child	High	<p>Children will enter and exit Normanhurst West Public School via either gate 5 or 6.</p> <p>The children will remain on footpath when embarking for excursion</p> <p>Children will be walked in two lines on the footpath with educators positioned at the front, middle and back of the line</p> <p>A headcount will be conducted getting on and off the bus</p> <p>Upon return headcount will be conducted getting on and off the bus</p>	NWOOSH Educators / Children / Bus Driver	Prior to departing NWOOSH, while on bus, when departing Baden Powell	Moderate

Riding on Bus	COVID-19 Transmission	High	<p>Prior to embarking bus to travel to the venue, the Glenorie staff will ensure all railings will be cleaned. The bus will not be utilised by anyone in between travel to venue and back to the centre.</p> <p>Children will all wash and/or sanitise hands prior to getting on the bus.</p> <p>Educators will carry hand sanitiser to be used under supervision on the bus only, in the case of a child sneezing/coughing or otherwise needing to clean their hands.</p> <p>Children will be reminded to cough or sneeze into their elbow as required, then sanitise their hands.</p>	<p>Glenorie bus staff</p> <p>Children lead by educators</p> <p>Educators</p> <p>Children lead by educators</p>	<p>Before getting on bus</p> <p>Whilst on Bus</p> <p>Whilst on Bus</p> <p>Briefed before excursion</p>	Moderate
General	Child Protection	High	<p>Children will never be left alone with members of the public without supervision. All Educators hold WWCC as do venue staff, and Bus driver</p>	Educators	During Excursion	Low

Baden Powell (Low Ropes Course)	Falling from Course	Moderate	<p>Children will watch the demonstration given by the Qualified Instructor. It is the responsibility of the Qualified Activity Instructor to ensure all children have fully understood the pre-excursion briefing before commencing the activity.</p> <p>Children will be given a helmet before commencing the activity. The helmet will be checked with a 'rock n roll' movement to ensure it is on securely. Educators and instructors will assist the children in doing up the chin strap and will check that the children have all safety equipment on correctly.</p> <p>Children are only to remove safety gear when the qualified activity instructor advises that it is ok to do so.</p>	<p>Children guided by Baden Powell Instructor</p> <p>Baden Powell Instructor</p> <p>Children guided by Baden Powell Instructor</p>	<p>During pre excursion briefing</p> <p>Before commencement of activities</p> <p>At the conclusion of excursion activities</p>	Moderate
Baden Powell (General)	Faulty/Broken Equipment	Moderate	<p>Baden Powell Instructors to ensure all safety checks/procedures are conducted and followed prior to and during the excursion to ensure there is no faulty equipment.</p> <p>Where equipment is deemed unsafe, the instructor will notify the RPD and the equipment will no longer be in use.</p>	<p>Baden Powell Instructor</p> <p>Baden Powell Instructor and RPD</p>	<p>Prior to the commencement of excursion</p> <p>Prior to the commencement of and during excursion</p>	Low

Baden Powell (Orienteering)	Lost Child	Moderate	<p>Baden Powell Instructors and Educators to ensure children are aware of rules and site boundaries prior to orienteering commencing</p> <p>Children will be given a whistle to call for assistance if lost. The children will be advised to blow the whistle once every minute.</p> <p>Educators will designate all children to a group of two or more children and take note of all names. Headcounts will be conducted regularly.</p> <p>Educators will remain positioned closely to each group, with closest positioning to the youngest children</p> <p>Educators will each have a walkie talkie to remain in constant communication</p>	<p>Children guided by Baden Powell Instructors and Educators</p> <p>Baden Powell Instructors and Children</p> <p>Educators</p> <p>Educators</p> <p>Educators</p>	<p>Pre excursion briefing and during excursion</p> <p>Prior to the commencement of and during excursion</p> <p>During Excursion</p> <p>During Excursion</p> <p>During Excursion</p>	Moderate
Baden Powell (General)	Injury from unsafe behaviours	Moderate	<p>Baden Powell Instructors and Educators to ensure children are aware of rules and potential dangers/ consequences when equipment is misused</p> <p>Where children do not adhere to the rules and display unsafe behaviours, they will be removed from the activity immediately.</p>	<p>Children guided by Educators and Baden Powell Instructors</p> <p>Baden Powell Instructors</p> <p>Educators and Children</p>	<p>Pre excursion briefing and during excursion</p> <p>During excursion</p>	Moderate

Baden Powell (General)	Injury from insect bites/stings		<p>Children will be reminded to take caution and be aware of their surroundings while participating in the excursion's activities.</p> <p>Parents to be advised through NWOOSH booking system that enclosed footwear must be worn on this excursion.</p> <p>Educators to ensure all children are clothed in appropriate footwear</p>	<p>Baden Powell Instructors, NWOOSH Educators and Children</p> <p>Parents, Educators and Children</p> <p>Educators and Children</p>	<p>Pre excursion briefing and during excursion</p> <p>During booking process</p> <p>Prior to the commencement of and during excursion</p>	Moderate
Baden Powell (Low Ropes Course)	Children becoming upset or scared due to course	Moderate	Children who are known to be easily frightened or afraid of heights will be positioned close to an educator. The Educators position's will be made known to the children prior to the excursion's activities starting	NWOOSH Educators and Children	Pre excursion briefing and during excursion	Moderate
Baden Powell (Eating Areas)	COVID-19 Transmission	High	NWOOSH staff will ensure all areas used for recess and lunch have been cleaned and sanitised with sanitising wipes prior to use	NWOOSH Educators	Prior to eating recess and lunch	Moderate

Baden Powell (General)	COVID-19 Transmission	High	<p>Children will wash/sanitise hands prior to entering the venue, playing on equipment and after coughing/sneezing/touching their face/blowing their nose/eating.</p> <p>Baden Powell instructors will ensure all equipment is cleaned and sanitised prior to the commencement of excursion and at the conclusion of each use.</p> <p>Baden Powell Instructors and educators will ensure hand sanitiser and soap are readily available in bathrooms and on site for all children and educators prior to, during and after excursion.</p> <p>Baden Powell Staff will ensure all visitors abide by the venues COVID SAFE Rules:</p> <ul style="list-style-type: none"> -Hand sanitiser available at reception throughout venue - Soap and fresh water available at bathrooms -All equipment is thoroughly cleaned and sanitised following each use 	<p>Children directed by Educators</p> <p>Baden Powell Instructors</p> <p>Baden Powell Instructors and NWOOSH Educators</p> <p>Baden Powell Instructors, children and educators</p>	<p>Briefed before excursion and reminded throughout excursion</p> <p>Prior to commencement of and during excursion</p> <p>Prior to activity, during excursion and after activities conclude</p> <p>During Excursion</p>	Moderate
Baden Powell (General)	Walking in Area (Slips, trips or falls due to wet floor)	Moderate	<p>Parents to be advised through NWOOSH booking system that closed in shoes from the ankle down must be worn on excursion.</p> <p>Children will be reminded by educators to walk while walking through the forest and be aware of changes in the ground.</p>	<p>Educators and Parents</p> <p>Children guided by Educators</p>	<p>During booking process</p> <p>During Excursion</p>	Low

Baden Powell (General)	Walking In Area (Slips, trips or falls due to uneven ground/steps)	Moderate	<p>Parents to be advised through NWOOSH booking system that closed in shoes from the ankle down must be worn on excursion.</p> <p>Children will be reminded by educators to walk while walking through the forest and be aware of changes in the ground.</p>	<p>Educators and Parents</p> <p>Children guided by educators</p>	<p>During booking process</p> <p>During Excursion</p>	Low
Baden Powell (General)	Injury from Falling Trees	High	<p>In November 2020, arborists assessed the Baden Powell centre's tree's. Arborists will remove the trees most at risk of falling prior to NWOOSH' excursion in January 2021</p> <p>Baden Powell Instructors will check for fallen branches and trees prior to the commencement of the excursion</p>	<p>Arborists, Baden Powell Staff</p> <p>Baden Powell Instructors</p>	<p>Prior to the commencement of excursion</p> <p>Prior to the commencement of and during excursion</p>	High

Baden Powell (General)	Injury from Cars	High	<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 and take extra caution whilst walking through the carpark to and from the venue</p> <p>The bus will drop children off and pick up on the kerbside at the front of the Baden Powell Centre archway and sign.</p> <p>Educator's will position themselves at the front, middle and back of the line to ensure the children do not leave their lines</p> <p>Whilst children are partaking in activities and eating lunch/recess, educator's will position themselves at the exit points to ensure children do not pass them</p>	<p>Children guided by Educators</p> <p>Children guided by Educators</p> <p>Bus Driver</p> <p>Educators</p> <p>Educators and Children</p>	<p>Pre excursion briefing and during excursion</p> <p>Pre excursion briefing and during excursion</p> <p>At Drop off/Pick Up Time</p> <p>During Excursion</p> <p>During Excursion</p>	High
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Baden Powell (General)	Extreme Weather Events (Bushfire)	High	<p>Where the Baden Powell centre is deemed unsafe/ at risk of a bushfire, Baden Powell staff will notify NWOOSH that the excursion will be cancelled and the park will not be accessible.</p> <p>Where an evacuation must occur, Baden Powell instructors will guide the children and educators to the front exit and to the evacuation assembly point located on Pomona St across the road from the front entry and archway (green sign in photos sheet)</p>	<p>Educators guided by Baden Powell Staff</p> <p>Educators and children guided by Baden Powell Instructors</p>	<p>Prior to commencement of excursion</p> <p>During a bushfire evacuation</p>	High
Baden Powell (General)	Extreme Weather Events (Torrential Rain, Electrical Storm or high winds)	High	<p>In the event of dangerous weather Baden Powell staff will notify NWOOSH that the excursion will be cancelled and the centre will not be accessible.</p> <p>Baden Powell staff will check weather forecast through BOM regularly. During electrical storms. heavy rain and severe winds activities will be modified and the children will partake in various challenges indoors.</p> <p>During an electrical storm or torrential rain, Baden Powell instructors will direct children and educators to a safe place with shelter. The safest path of evacuation will be determined by the Baden Powell instructor on the day, dependant on the weather.</p>	<p>Educators guided by Baden Powell Staff</p> <p>Baden Powell Staff</p> <p>Educators and children guided by Baden Powell Instructors</p>	<p>Before Excursion</p> <p>During Excursion</p> <p>During Excursion</p>	High

Baden Powell (General)	Extreme Weather Events (Heatwave)	High	<p>Where the Park is deemed unsafe and weather is deemed dangerous, Baden Powell staff will notify NWOOSH that the excursion will be cancelled and the centre will not be accessible.</p> <p>Baden Powell staff will check weather forecast regularly.</p> <p>Fresh water taps are available to the children and educators at all times to refill water bottles</p>	<p>Educators guided by Baden Powell Staff</p> <p>Baden Powell Instructors, educators and children</p> <p>Educators and children</p>	<p>Before and During Excursion</p> <p>During Excursion</p> <p>During excursion</p>	High
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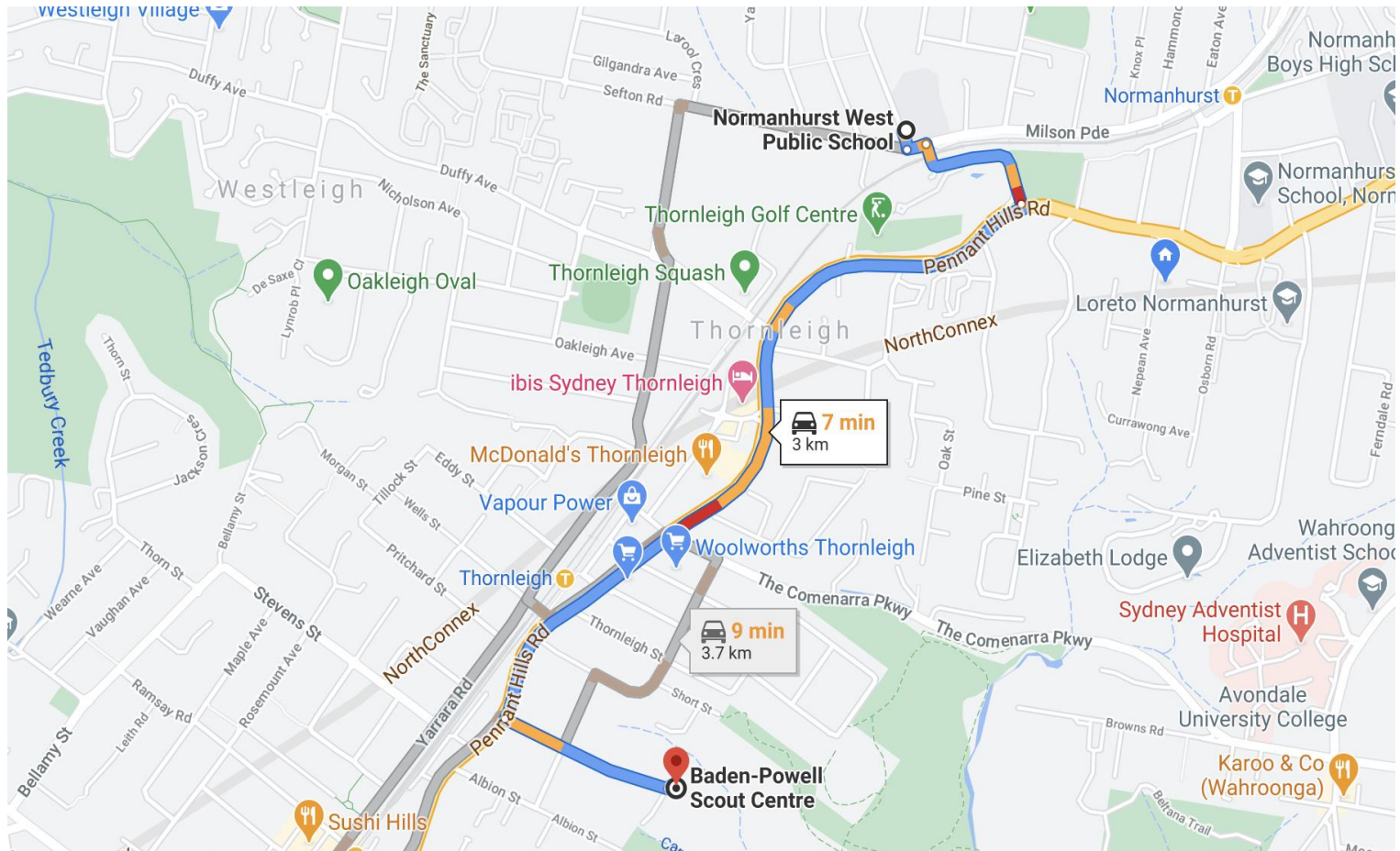
Entering and exiting Venue	Lost Child	High	<p>The children will disembark the bus on the kerbside and will assemble in two lines on the side of the bus with an educator supervising. Educators will position themselves at the front, middle and back of the line.</p> <p>Following a headcount educators and children will walk through the archway and wait outside reception.</p> <p>Upon departure, the children will assemble in two lines at the archway outside reception. A headcount will be conducted before departing the venue.</p> <p>The children will walk with educators along the footpath towards the bus waiting at the kerbside.</p> <p>All children will be counted on the bus by a designated educator. Once seated, another headcount will be conducted and upon confirmation of a correct headcount the bus driver will be notified and the bus will depart the location.</p>	NWOOSH Educators / Children / Bus Driver	Prior to departing NWOOSH, while on bus, when departing Baden Powell	High
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Risk Benefit Analysis

Risk	Benefit
* Falling from low ropes Course	*To learn how to use core strength and balance on a rope
*Getting lost during orienteering	*To become aware of their surroundings and use teamwork to find specific points on a map * to learn basic map reading and compass skills
*Slips, Trips or Falls due to wet weather	*Children are enabled to expand their comfort zones and stretch their limits
*Choking on food when eating lunch	*To develop friendships with peers whilst eating recess and lunch
*Child protection issues with members of the public	*To develop social skills and expected behaviours when with other people of the community.
*Bushfires	*Applying the evacuation and fire safety knowledge the children have learnt at NWOOSH to keep themselves safe in the event of a fire
*Injury from wildlife (bites and stings)	*To acquire the expected safe behaviours when around wildlife
	*FUN

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





Toilet Block



Walking pathways



Pioneering activity area



Entry/ Archway- Bus will drop outside here



walkways



Evacuation assembly point (green sign)



Evacuation assembly point