

# NWOOSH Vacation Care

## Excursion Risk Assessment

Excursion Details			
<b>Dates of excursions</b>	28th January - Thursday 2021	<b>Excursion destination:</b> Unit 2/ 11 Sefton Road, Thornleigh New South Wales 2120	
<b>Departure and Arrival Times from each location:</b>	Departing NWOOSH - 10:45am - Arrival at Infinity 11:00am. Departing Infinity 1:00pm - Arrival at NWOOSH 1:15pm		
<b>Proposed Activities</b>	Partake in Warm Ups, Gymnastics activities, Cool Downs & to learn new Gynastic skills & tricks!	<b>Water Hazards?</b>	<b>Yes/No</b>
		If yes, detail in risk assessment below	
<b>Method of transport, incl proposed route</b>	Walking to Venue	<b>Pickup location and destination for each location travelled to / from:</b>	N/A Due to walking.
<b>Name of RPD</b>	Blake Jervis	<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 / adults:</b>	Estimated: 3 Actual:
<b>Educator to child ratio, including whether this excursion warrants a higher ratio or specialised skills of adults? Please provide details.</b>	1:10 Ratio as per normal excursion requirments	<b>Requirements for seatbelts / safety restriants (e.g. will be worn if fitted; N/A due to walking etc)</b>	N/A
<b>Educators / adults on excursion (Names):</b>	<b>Training:</b>	<b>Contact Details (to be completed on staff copy of RA only):</b>	<b>Adults to Sign once they have read &amp; understood the Risk Management Plan:</b>
*	*	*	*
*	*	*	*
*	*	*	*
<b>Additional Venue Information (incl COVIDSafe Plan:</b>	Yes / No		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or signifcant 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	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 maximum 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 - multiple	Being injured by traffic while crossing road or walking.	Extreme	Children will be reminded prior to the excursion to cross only when advised by Educators	Educators	Prior to leaving centre & During Excurison.	Low

Walking to and from Venue - multiple	Being injured by traffic while crossing road or walking.	Extreme	The lead Educator will cross to the middle of the pedestrian crossing's on Dartford road/Sefton & Dartford road/Pennant Hills Road 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 streets/roads.	Educators & Children.	During Excursion	High
Walking to and from Venue - multiple	Being injured by traffic while crossing road or walking.	Extreme	The educators will position themselves on the road side when walking to and from the venue to keep the children safe.	Educators	During Excursion	Low

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 & 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/High
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	All children will wear excursion T-Shirts whilst on the excursion.	Educators to organise T-Shirts	Shirts to be worn by each child before departing the OOSH building.	Moderate

			Educators will conduct roll calls and headcounts at all stopping points and before and after leaving areas / venues.		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.	
General	Sun Burn, Heatstroke, dehydration, Extreme hot weather , wet wetaher 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. As the excursion is inside, the sun safe practices will be required for travel to and from the venue only.</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 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 &amp; UV 3 or above.</p>	<p>Educators and children</p> <p>Children-directed by Educators</p> <p>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> <p>Before leaving the service &amp; reapplied every two hrs.</p>	Low

			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	Educators	Prior to leaving the centre & During Excursion	
General	Toilet Supervision	High	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 accompanied at all times when entering the restroom area and educators to position themselves close to the pool entry door. Children will be sent to the restroom in groups of 2 to 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
Eating & Drinking on Excursion	Choking whilst drinking and/or eating	High	Due to limited eating space at venue, Children will be eating Recess & Lunch Prior to leaving the Centre & upon returning.	Educators	NWOOSH Centre	Low
Eating & Drinking on Excursion	Food Allergies & Medications	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.	Low
			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.	Low
			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	NWOOSH Centre	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
Infinity Gym (General)	Walking in Area	Moderate	Children will be reminded that appropriate footwear (No shoes on Gym Mat & Shoe's on once leaving Gym Room) depending which area of the Infinity Gym they are in. Children will be reminded to walk when moving from different areas to avoid tripping over.	Educators	During excursion	Low



Infinity Gym (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>Infinity Gym Staff will ensure all equipment is cleaned and sanitised prior to the commencement of excursion. Equipment will be cleaned regularly af</p> <p>Infinity Gym staff will ensure NWOOSH is the only group in the Gym at the time of the Excursion.</p> <p>Infinity Gym staff will ensure hand sanitiser and soap are readily available for all children and educators prior to, during and after excursion.</p> <p>Infinity Gym staff will ensure all visitors abide by the venues COVID SAFE PLAN.</p> <p>Ensure all visitors (not including children) sanitise their hands and sign in when entering the venue.</p> <p>Ensure gym capacity is not exceeded. No more that 70 people will be allowed in Infinity gym.</p>	<p>Children directed by Educators</p> <p>Infinity Gym Staff</p> <p>Infinity Gym Staff</p> <p>Infinity Gym Staff, children and educators</p> <p>Infinity Gym Staff</p> <p>Infinity Gym Staff</p>	<p>Briefed before excursion and reminded throughout excursion</p> <p>Prior to commencement of excursion</p> <p>During Excursion</p> <p>Prior to activity, during excursion and after activities conclude</p> <p>Prior to and during excursion</p> <p>Prior to and during excursion</p>	Moderate
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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 Prior to leaving the centre &amp; Arriving at Infinity Gym Venue</p> <p>Prior to leaving Infinity Gym &amp; Upon return to NWOOSH via gate 5 or 6, a headcount will be conducted once inside the NWOOSH</p>	NWOOSH Educators & Children	Prior to departing NWOOSH & Returning to NWOOSH	Moderate
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Entering and exiting Infinity Gym Venue (Walking to & From)	Lost Child	Extreme	<p>The children will walk with educators on the foot path towards pedestrian at Dartford/Sefton Road. Once crossed the pedestrian near bridge, the children will walk down sefton road footpath towards infinity gym.</p> <p>The children will walk into driveway of infinity Venue, on the left hand side walking path led by NWOOSH Educators Positioned at the Front of line, Middle of line - right hand side of children towards driveway and 1 staff at the back walking towards venue entrance. Once entered a Headcount will be completed.</p> <p>Upon departure, the children will assemble in two lines at the entrance of the venue. A headcount will be conducted before departing the venue.</p> <p>Educators will position themselves at the front, middle and back of the line. (ADD WALKING SECTION)</p> <p>The children will walk up sefton road footpath towards sefton road/dartford road pedestrian crossing. Once crossed, the children will enter NWOOSH via Gate 5 or 6</p>	NWOOSH Educators & Children	Prior to departing NWOOSH, While walking to Venue & Returning to NWOOSH	Moderate
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Infinity Gymnastics (General)	Injury from colliding with other people	High	<p>Children will be reminded prior to and during the session to keep a safe distance from each other</p> <p>Educators &amp; Infinity GYM staff to ensure all areas are supervised with strict limits to how many children can be in one area at a time. Infinity Staff will be stationed at Higher risk activities.</p>	Educators, Infinity Gym Staff and Children	During Incursion before activities commence.	High
Infinity Gymnastics (General)	Injury due to rough play	Extreme	<p>Children will be reminded prior to and during the session to keep a safe distance from each other.</p> <p>Educators to inform children that any rough play on the gymnastics equipment will result in their removal from activities. Educators to maintain supervision of children and pacify any potential conflict.</p>	Educators, Infinity Gym Staff and Children	During Incursion before activities commence.	Low

Infinity Gymnastics (General)	Injury from faulty equipment.	High	<p>Infinity Gym Staff conduct a safety daily check on all Gynastics equipment. All equipment will be checked before use by children. Any faulty equipment reported to Responsible Person on Duty &amp; Infinity Gym Staff.</p> <p>All children to be notified of faulty/dangerous equipment and consequences when equipment is misused.</p> <p>Educators to inform children that any misuse of the equipment will result in their removal from activities. Educators to maintain supervision of children using equipment.</p>	Infinity Staff ,Educators and Children directed by Educators	Before activities commence and during incursion.	Low
Infinity Gymnastics (General)	Injury or damages caused due to personal items falling from pockets during use	Low	<p>Educators will instruct children to check their pockets prior to their use of the equipment</p> <p>Children will not be permitted to use the equipment unless their pockets are empty</p>	Educators, Infinity Gym Staff and Children	During Incursion	Low

Infinity Gymnastics (General)	Injury from improper landing during jumps/ tumbling		<p>Infinity Gym staff will conduct a briefing &amp; demonstration before use of each GYnastics equipment. NWOOSH educators and Infinity staff to instruct children prior to commencement of session on safe use, tumbling/ landing techniques.</p> <p>Infinity Gym staff with the help of educators will help direct children to warm up and down before and following activities to avoid injury</p> <p>Infinity Gym staff and educators to maintain supervision of children to ensure safe landing techniques are practised</p> <p>Children will be guided by educators and reminded to take caution and be aware of their surroundings.</p>	Educators, Infinity Gym Staff and Children	Before activities commence and during Incursion	High
Infinity Gymnastics (General)	Injury from trips or falls		<p>Children will be guided by educators and reminded to take caution, walk slowly and be aware of their surroundings</p> <p>Children and staff will be briefed on safety instructions prior to the commencement of the incursion.</p>	Educators, Infinity Gym Staff and Children	Before activities commence and during incursion.	High

## Risk Benefit Analysis

Risk	Benefit
*Injury from colliding with other children and use of gymnastics equipment	* Children learn to interact in relation to others with care and empathy
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Continue to develop relationships with key Educators whilst participating in the incursion
* Injury to children or staff from slips / trips / falls	*Children learn to take caution and be aware of their surroundings
* Children being concerned due to the challenging nature of the gymastics exxcursion	* To extend on ideas of bravery and trying new gymnastics skills!
* COVID-19 Transmissions	*Children develop confidence
* Injuring walking to & from Venue	*Developing Gross motor skills
	*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



