

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Date of excursion:	Monday, 28th June, 2021	Excursion destination:	236 Pacific Hwy, Hornsby NSW 2077 - Event Cinemas
Departure and Arrival Times from each location:	Leave Centre 10:30am, Arrive 11am, Morning Tea, Movie and Lunch until 130pm, Bus 130pm for arrival back at centre at 2pm.		
Proposed Activities	Morning Tea, To sit, relax & Enjoy an exciting movie! Lunch	Water Hazards?	Yes/No If yes, detail in risk assessment below
Method of transport, incl proposed route	Private Bus	Pickup location and destination for each location travelled to / from:	Pickup at NWPS at Gate 3, dropoff/Pickup Geroe Street, Hornsby Bustop outside Hornsby Station/Bridge into Westfield and dropoff at NWPS Gate 3.
Name of RPD	TBC	Contact Number of RPD	02 9484 4412 (on divert to mobile)
Number of children attending excursion	Estimated: 40 Actual:	Number of educators/parents/volunteers / adults:	Estimated: 4 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio or specialised skills of adults? Please provide details.	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.	Requirements for seatbelts / safety restraints (e.g. will be worn if fitted; N/A due to walking etc)	Will be worn if fitted
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:
*TBC	*TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
Additional Venue Information (incl COVIDSafe Plan:	*Yes* / No - Awaiting Paperwork		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			
Excursion Checklist			

☐ 1 First Aid Kit per group incl tissues, plastic bags, instant ice pack, sick bags

☐ Children informed about what to do when lost - who to see etc

☐ Vacation Care Listing including roll, contact numbers and medical info

☐ iPads and dongle

☐ Mobile Phone with Battery

☐ Sunscreen, reminder alarms set on phone for every 2hrs

☐ Other items: water, backpack

☐ Centre Card

☐ Whatsapp group created for day

☐ Centre Phone on divert to RPD mobile

☐ Excursion T Shirts for each child and Educators to wear uniform and badge

☐ Medication and Action Plans for each child with a Medical Condition

☐ All children checked for food (nut free), full water bottle, hat, wet weather gear

☐ walkie talkies or mobile phone (1 per educator)

☐ boundary cones etc

☐ Medication Form

☐ 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>Children will be informed prior to the excursion about what to do if they become separated from the group.</p> <p>Educators will conduct dual headcounts at all stopping points and before and after leaving areas / venues.</p> <p>These headcounts will be recorded in the CS whatsapp group for documentation purposes.</p>	<p>Educators to organise T-Shirts</p> <p>RPD to brief children</p> <p>Educators</p> <p>RPD</p>	<p>Shirts to be worn by each child before departing the OOSH building.</p> <p>Prior to excursion</p> <p>At minimum, these will be performed before leaving for the excursion, when boarding the bus, when alighting the bus, at Morning Tea, Lunch, prior to boarding the bus, when alighting the bus, and on arrival back at the centre.</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. Sunsafes practices will be maintained throughout the day.</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. Water is able to be bought at the Movies canteen/shop if needed.</p>	Educators	Prior to leaving the Centre	
			<p>Sunscreen will be applied to each child, where permission has been given & UV 3 or above. Children without sunscreen permission will be required to apply their own sunscreen at the same intervals as those with permission</p>	Educators	Before leaving the service & reapplied every two hrs.	
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 gear 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 as part of the daily requirements section of the vacation care email.</p>	Educators and Parents	Prior to excursion.	Low

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 accompanied at all times when entering the restroom area and educators to position themselves close to the entry door. Children will be sent to the restroom in groups with two educators to allow a dual headcount to be completed both in and out of bathrooms. A call out will be done for children who need to utilise the bathrooms and children will line up before dual headcount is completed.</p> <p>handwash facilities - soap / paper towel - Handwashing facilities are available inside the Hornsby - Event Cinema bathrooms. Soap/paper towel/ Air-dryer available, as well as multiple different sanitiser stations around the venue. NWOOSH Staff will have sanitiser bottles on them to provide to the children where necessary under supervision at all times.</p>	<p>Children and Educators</p> <p>Children & Educators</p>	On arrival at the venue and then throughout the day before 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	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 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.</p> <p>Medication is to be kept with educators throughout the day to ensure prompt access when medication administration is required.</p> <p>Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service as part of the daily requirements section of the vacation care email.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p>	Low

			Children 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 headcounted, and then a dual headcount will take place when the children are seated. 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 a dual headcount will be completed. Once all children are accounted the bus driver will be informed and the children will move into the venue.</p>	Children directed by Educators	As children board and alight the bus 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> <p>Assess the danger: Move those able to be moved away from the scene of the accident to a safe location. This will need to be assessed at the time.</p> <p>Gather the response of those injured.</p> <p>Send for help: 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>ABC: Assess casualties and administer first aid as best you can until emergency help arrives.</p> <p>Contact centre and Manager as soon as possible. – A plan will be devised for the service to commence contacting parents</p> <p>Keep children safe by staying on the bus if it is safe to do so.</p>	Educators and Children directed by Educators	During excursion	Low

General	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators as well as venue staff and volunteers hold WWCC.	Educators	During Excursion	Low
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 leaving the service and 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
Transportation Method	Entry/Exit Information	Low	Entry/Exit of Premises will be via preschool Gates and to/from the Venue via Hornsby Station steps, adjacent to Bustop from George Street, Hornsby. Once walked up the stairs, the children will walk across the bridge, into the shopping centre, up 2 set of escalators - arriving at event cinemas.	Educators	During Excursion	Low

Walking in Cinema	Injury due to darkness / inappropriate lighting	Moderate	<p>Children will be seated before the cinema lights are switched off</p> <p>Children will be reminded to walk at all times whilst moving around the cinema</p>	Educators and children	Before and During Excursion	Low
Watching a Movie at Cinema	Children being anxious from loud noise / darkness / content	Moderate	Children who are susceptible to anxiety or are concerned about loud noise and darkness will be placed in seats immediately adjoining Educators. Educators will also sit at the end of each row, and their positions will be made known to the children prior to the movie starting.	Educators	During Excursion	Low
Watching a Movie at Cinema	COVID19 Transmission	High	<p>Cinema staff will ensure all seats are clean prior to entering the cinema. Children will keep 1 spare seat between themselves and members of the public, should the cinema be a shared cinema.</p> <p>Children will all wash hands prior to entering the cinema. Multiple Hand Sanitiser stations are also available around the venue.</p> <p>Educators will carry hand sanitiser to be used under supervision in the movie only. or 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>Educator</p> <p>Children, lead by Educators</p> <p>Educators</p> <p>Children, lead by Educators</p>	<p>Before entering cinema</p> <p>Prior to entering cinema</p> <p>Whilst in cinema</p> <p>Briefed before excursion</p>	Moderate

Risk Benefit Analysis

Risk	Benefit
*COVID-19 Transmission	* Development of social skills & expected behaviours when with other people of the community
* Lost Child	* Relaxation in an environment away from the centre
* Child Protection issues with members of the public	* To investigate ideas of humour
* Injury to or illness of children or staff from slips / trips / falls / COVID19 transmission	* To develop positive friendships with other children on the excursion
* Choking / food allergy issues when consuming food brought from home	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills
* Injury from bus accident / breakdown / braking	* Continue to develop relationships with key Educators whilst on the excursion
* Children being concerned or confronted due to the content of the film or from loud noise / darkness	* To confront fears and move beyond personal limitations
	* FUN!

Risk Matrix						
Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Catastrophic
	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

A map showing a route from Normanhurst West Public School to Hornsby Event Cinemas. The route is highlighted in blue and passes through Edgeworth David Ave, Barker College, and Waitara. The distance is 3.3 km and the estimated travel time is 6 minutes. The map also shows other landmarks like Ku-ring-gai Hospital and Hornsby.

This aerial photograph shows the campus layout with a red line tracing the path from the 'Stop-off/Bus Stop' to the 'Entrance into Warehouse, Messery, Shopping Center'. Various buildings are labeled, including the 'University Center', 'Student Union', and 'Warehouse'.