

## Excursion Risk Management Plan

Excursion details			
Date(s) of excursion	4 <sup>th</sup> July 2017	Excursion destination	Café 38 (38 Denman Parade, Normanhurst NSW 2076)
Departure and arrival times	Leave NWOOSH 1:45pm, Return to NWOOSH approx 3:30pm		
Proposed activities	Relaxation at café with a drink	Water hazards? Yes/ <b>No</b> If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk outside OOSH, to front of school on Dartford Rd. Walk along Dartford Rd on footpath to Sefton Rd. Left toward traffic lights. Continue past the traffic lights onto Milson Parade. Cross at lights outside Normanhurst train station, continue over railway bridge, across crossing, then right up Denman Parade to Café 38.		
Name of RPD	Yet to be determined	Contact number of RPD	Centre: 9484-4412 RPD M:
Number of educators/volunteers	1 Educator Proposed	Yet to be determined	
Number of children on excursion	8 Children Approximate	Educator to child ratio	1:8
First Aid Trained Educators (Names):	Yet to be determined		
Grouping whilst on excursion	NIL		
Excursion checklist			
<input type="checkbox"/> First aid kits (one per group)	<input type="checkbox"/> List of adults participating in the excursion & contact details		
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Phone – Centre phone on divert to RPD mobile phone		
<input type="checkbox"/> Contact information for each child (hard and soft copies)	<input type="checkbox"/> Medication for each child with a medication condition		
<input type="checkbox"/> Medical information for each child downloaded to phone	<input type="checkbox"/> Excursion T-shirts for each child and educators to wear uniform and name tag		
<input type="checkbox"/> Walkie Talkies (one for each educator)	<input type="checkbox"/> Other items, please list: Water, Tissues, backpack, plastic bags		
<input type="checkbox"/> Portable Sunscreen	<input type="checkbox"/> Camera		

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Cafe38	<ul style="list-style-type: none"> <li>Walking onto road into traffic while walking along and crossing roads.</li> </ul>	Extreme	<p>Supervision will be 1 adult to 8 children. Children will walk in pairs on the footpath.</p> <p>The educators will position themselves on the road side when walking to the cafe to keep the children safe and redirect children who get close to the road.</p> <p>Educators will stand at the intersection of any road crossing to block oncoming traffic turning into, or out of, the streets. 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>Children will be advised of instructions prior to excursion. Educators will position themselves at the beginning of the line for the walk to and from the venue.</p> <p>Assessment prior to leaving OOSH grounds or venue.</p>	Moderate
	<ul style="list-style-type: none"> <li>Unable to walk to and from the Centre</li> </ul>	Moderate	<p>Should a child be unable to walk to and from the Centre due to injury, heat, medical condition then alternative arrangements will be made to ensure the safety of each child and educators. Ratios will be maintained. Parents will be contacted and notified immediately should there be changes to the daily programs travel arrangements/pick up location.</p>	<p>Educators and Parents</p>	<p>During briefing prior to excursion and whilst on the excursion.</p>	Low
	<ul style="list-style-type: none"> <li>Tripping while walking up steps of railway bridge or into cafe.</li> </ul>	Moderate	<p>Children will be supervised and guided up and down stairs safely where needed. Children will be reminded prior to excursion to take the trip up and down any steps slowly and to wait for those in front of them. In addition, children will be reminded to walk to the left side of the stairs to avoid collisions with members of the public</p>	<p>Educators and children</p>	<p>During briefing prior to excursion and whilst on the excursion.</p>	Low
	<ul style="list-style-type: none"> <li>Wet weather</li> </ul>	Moderate	<p>Children will be reminded to bring their wet weather gear on the excursion. When there is wet weather, staff will direct children to use their wet weather gear for trip there/back. Parents will be reminded to</p>	<p>Children, directed by educators.</p> <p>Staff &amp; Parents</p>	<p>Prior to excursion.</p>	Low

			pack gear before excursions, should the forecast indicate possible rain.			
General	<ul style="list-style-type: none"> <li>Lost Child</li> </ul>	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 will conduct roll calls and headcounts at the following times:</p> <ul style="list-style-type: none"> <li>- Prior to leaving OSHC room</li> <li>- During walk to the café</li> <li>- On arrival at the café</li> <li>- Prior to leaving café</li> <li>- During walk back to centre</li> <li>- On arrival at OSHC</li> </ul>	<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>Regular headcounts will also be conducted throughout the excursion, in addition to the mentioned times.</p>	Moderate
	<ul style="list-style-type: none"> <li>Sun Burn, Heatstroke, dehydration, dangerous weather etc.</li> </ul>	Extreme	<p>Educators to wear the service uniform (including hat) at all times to ensure adequate sun protection.</p> <p>UV rating will be checked prior to excursion commencing. Children are expected to wear hats at all times whilst walking to and from the café. Children will put their hats on prior to leaving the OSHC room. Children without a hat will be given one from the centre.</p> <p>Children will be asked to ensure they each have a drink bottle that is 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 walk to ensure they remain hydrated. Water will also be available at the venue.</p>	<p>Educators</p> <p>Children-directed by Educators</p> <p>Children directed by Educators.</p>	<p>Before departure</p> <p>Before Departure</p> <p>Before departure and reminders throughout the day.</p>	Low

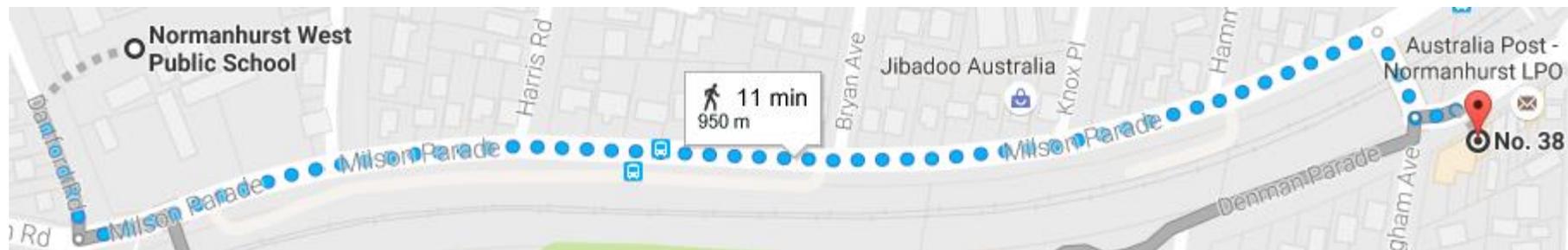
			<p>Sunscreen will be applied to each child, where permission has been given, prior to leaving for the excursion.</p>	Educators	Before leaving the service.	
			<p>Where the weather is predicted to be extreme (e.g. heat or electrical storms etc), the RPD will make a decision prior to 7am on the morning of the excursion as to whether it is safe to proceed. Should the temperature become too hot whilst on the excursion, to return to the OOSH building 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/pick up location.</p>	Educators	First check to be completed a day prior to the excursion, with second check on excursion day at 7am.	
	<ul style="list-style-type: none"> <li>Toilet Supervision</li> </ul>	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.</p>	Educators	On arrival at the venue and then throughout the day before group use by children.	Low
	<ul style="list-style-type: none"> <li>Serious Injuries to a child whilst on excursion</li> </ul>	Moderate	<p>Where a child has a serious injury, the staff member will render first aid, and advise the remaining children to sit closely nearby in a safe space. Where an ambulance is required, the RPD will be notified immediately, and an Educator from the centre will drive to the excursion venue to provide additional staff coverage. Where the ratio is compromised, or the excursion is then considered unsafe, the children and educators will return to the centre immediately</p>	Children and Educators	During Excursion	Low
	<ul style="list-style-type: none"> <li>Serious injury to Educator whilst on excursion</li> </ul>	High	<p>Where a child has a serious injury, a phone call will immediately be made to the centre to advise, and an Educator from the centre will drive to the excursion venue to provide additional staff coverage. Where the ratio is compromised, or the excursion is then considered unsafe, the children and educators will return to the centre immediately</p>	Children and Educators	During excursion	Moderate

Afternoon Tea/Snack	<ul style="list-style-type: none"> <li>Choking whilst drinking and eating</li> <li>Food Allergies</li> </ul>	High	Children will be expected to sit at all times whilst at the café.	Educators	During excursion	Low
		Extreme	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware. The café will be briefed prior to arrival.	Educators	Before departing for the excursion and whilst on excursion.	Low
			Medication is to be kept with the Educators in charge of each child throughout the excursion to ensure prompt access when in different areas of the venue.	Educators	During Excursion.	Low
			Café Menu Items & Orders also checked during excursion to ensure no nuts or any other related allergy products are contained.	Educators	During Excursion.	Low

Risk	Benefit
<ul style="list-style-type: none"> <li>Lost children at venue or during movement to and from the venue</li> <li>Heat stroke, dehydration, sun stroke, extreme weather etc.</li> <li>Providing unsuitable food to children with allergies</li> <li>Injury from walking to or from venue</li> </ul>	<ul style="list-style-type: none"> <li>Development of expected behaviours when in the community</li> <li>Development of social skills by mixing with each other</li> <li>Development of confidence when choosing an order at a business venue</li> <li>Knowledge of their local area by walking to and from the venue</li> <li>Improved health and fitness by walking to and from the venue</li> <li>Continuation of established relationships with Educators</li> </ul>

Plan Prepared by:	Benjamin Caswell (Coordinator)	26 <sup>th</sup> May 2017
Plan Reviewed by:	Roslyn Doyle (Nominated Supervisor)	12 <sup>th</sup> June 2017
Communicated to (name and signature of educators on day of excursion):		
Venue and safety information reviewed and attached	Yes / <b>No</b>	

**Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.**



		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