

## Excursion Risk Management Plan

Excursion details			
Date(s) of excursion	5 <sup>th</sup> July 2017	Excursion destination	Knox Cultural Centre, Knox Grammar, Pacific Highway, Wahroonga NSW 2076
Departure and arrival times	Leave NWOOSH 9:00am, Return to NWOOSH approx 2:30pm		
Proposed activities	To watch a production of Beauty & The Beast, Lunch	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. Catch Chartered Bus from Dartford Road onto Pennant Hills Road, and Pacific Highway. Use Pacific Highway bus zones for drop off/pick up and enter at Gate 8.		
Name of RPD	To Be Determined	Contact number of RPD	Centre: 9484-4412 (on divert) Mobile:
Number of educators/volunteers	3 Educators proposed	To Be Determined	
Number of children on excursion	25 Children approximate	Educator to child ratio:	1:9
First Aid Trained Educators (Names):	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 or Mobile Phones (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 bus	<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 9 children. Children will walk in pairs on the footpath.</p> <p>The educators will position themselves on the road side when walking to the bus 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>	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 and from the bus..	Moderate
	<ul style="list-style-type: none"> <li>Tripping while walking up steps.</li> </ul>	Moderate	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.	Educators and children	During briefing prior to excursion and whilst on the excursion.	Low
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 (minimum 2 per count) 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>- As children board the bus</li> <li>- As children alight from the bus</li> <li>- At Morning Tea Time</li> <li>- At Lunchtime</li> <li>- As children board the bus</li> <li>- As children alight from the bus</li> <li>- As children arrive back at the OSHC room</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. These must be easily visible (i.e. not worn underneath any clothing)</p> <p>Regular headcounts will also be conducted throughout the day, in addition to the mentioned times.</p>	Moderate

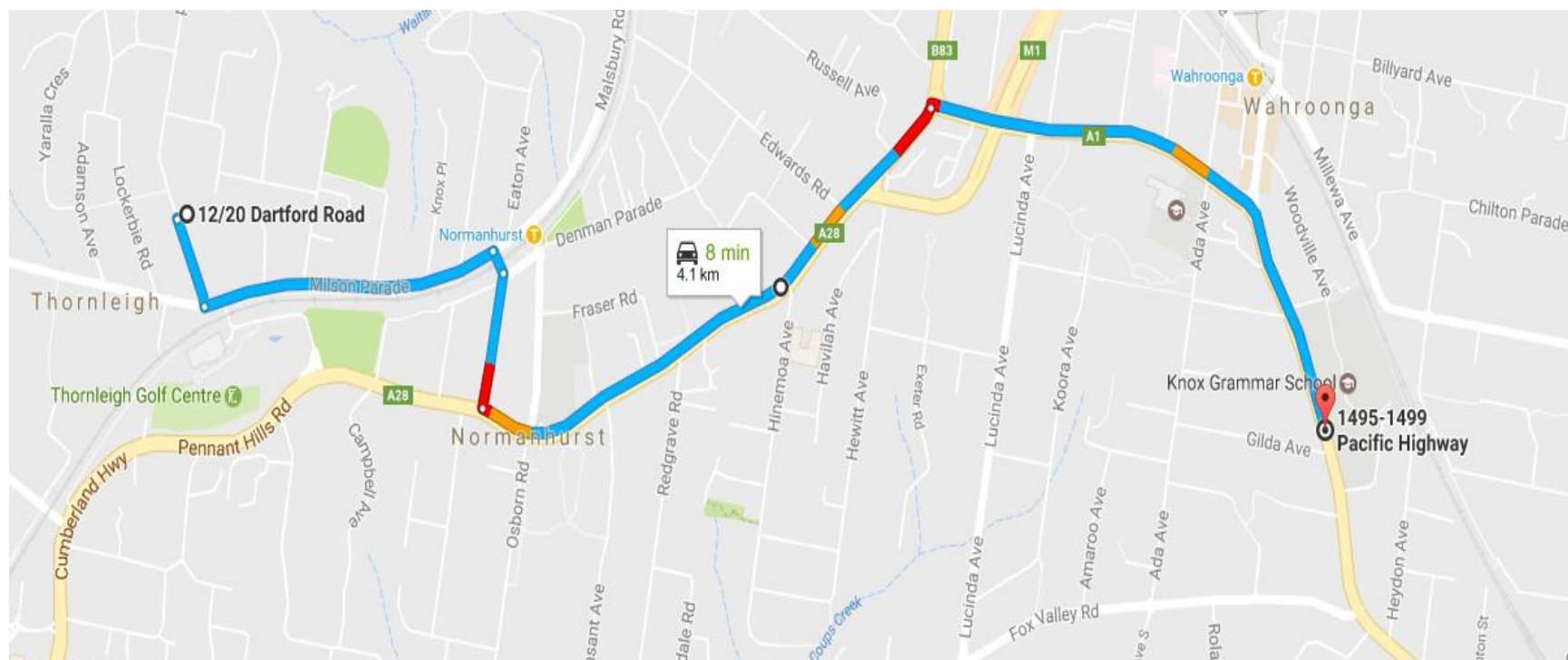
	<ul style="list-style-type: none"> <li>Sun Burn, Heatstroke, dehydration, dangerous weather etc.</li> </ul>	Extreme	<p>Educators to wear the service uniform (including hat) at all times to ensure adequate sun protection.</p> <p>UV rating will be checked prior to excursion commencing, and indoor areas / shaded areas sought for morning tea and lunch when UV rating is 3 or above. Children will be expected to wear hats at all times. 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 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 day to ensure they remain hydrated. Water will also be available at the venue.</p> <p>Sunscreen will be applied to each child, where permission has been given, every 2hrs.</p> <p>Where the weather is predicted to be extreme, including electrical storms etc, the RPD will make a decision by 7am on the morning of the excursion as to whether it is safe to proceed.</p>	<p>Educators</p> <p>Educators</p> <p>Children-directed by Educators</p> <p>Children directed by Educators.</p> <p>Educators</p>	<p>Before departure.</p> <p>Before Departure</p> <p>Before departure and reminders throughout the day.</p> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p> <p>First check to be completed a day prior to the excursion, with second check on the excursion day at 7am.</p>	Low
		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.	
		Moderate	<p>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</p>	Children and Educators	During Excursion	
	<ul style="list-style-type: none"> <li>Toilet Supervision</li> </ul>					
	<ul style="list-style-type: none"> <li>Serious injuries to a child</li> </ul>					

	<ul style="list-style-type: none"> <li>Serious injury to a staff member</li> </ul>	Moderate	<p>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 on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre</p> <p>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 on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre</p>	Children and Educators	During Excursion	Low
Eating & Drinking on Excursion	<ul style="list-style-type: none"> <li>Choking whilst drinking and/or eating</li> <li>Food Allergies</li> </ul>	<p>High</p> <p>Extreme</p>	<p>Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.</p> <p>Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.</p> <p>Medication is to be kept with the Educators in charge of each child throughout the day to ensure prompt access when in different areas of the venue.</p> <p>Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.</p> <p>Children will be asked about their morning tea during the excursion to ensure no nuts or any other related allergy products are contained.</p>	<p>Educators</p> <p>Educators</p> <p>Educators</p> <p>Educators and Parents</p> <p>Children, directed by educators</p>	<p>During excursion</p> <p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process, through the publication.</p> <p>During Excursion.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>

Riding on Bus	<ul style="list-style-type: none"> <li>Injury from sudden braking</li> </ul>	High	Children will be reminded to sit while travelling on the bus and to face towards the travel of journey	Educators	During Excursion	Low
	<ul style="list-style-type: none"> <li>Getting on and off bus</li> </ul>	High	Children reminded to watch the step when getting on and off the bus.	Children directed by Educators	During briefing prior to excursion & whilst on excursion.	Low
	<ul style="list-style-type: none"> <li>Bus breakdown</li> </ul>	Low	Where a bus breaks down, the children will remain on the bus until another bus is organized, upon which the children will swap busses. Where remaining on the bus is considered dangerous, the RPD will locate a safe area to have the children wait for the new bus to arrive.	Educators and children	During Excursion	Low
Theatre Show	<ul style="list-style-type: none"> <li>Injury from seating and venue entrance</li> </ul>	High	Educators to seating before used by children to ensure there are no faults. Any faults to be reported to venue staff. Children will be made aware to avoid any chairs with faults. Children will also be reminded to walk inside the venue and follow staff directions.	Educators, children directed by Educators. Venue Staff.	During excursion, before commencement of activities.	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, exhaustion, extreme weather etc.</li> <li>Child protection risk whilst using bathrooms</li> <li>Child / staff injury whilst on excursion</li> <li>Allergic reactions</li> <li>Injury from theatre seating</li> </ul>		<ul style="list-style-type: none"> <li>Development of social skills &amp; expected behaviours when with other people of the community</li> <li>Development of knowledge of what theatre is and to learn from a new experience</li> <li>Further explore and understand theatrical concepts</li> <li>Delve into the themes of the Beauty and the Beast</li> <li>Development of friendships from other centre on tour</li> <li>FUN!</li> </ul>	
Plan Prepared by:		Benjamin Caswell (Coordinator)	19 <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> Comment if needed:
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.	



# Risk Matrix

		Consequence				
Likelihood		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