**Excursion Risk Management Plan**

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| Excursion details |
| Date(s) of excursion | 11th July 2017 | Excursion destination | World Ju Jitsu (1043A Victoria Road West Ryde) |
| Departure and arrival times | Leave NWOOSH 9:00am, Return to NWOOSH approx 2:30pm |
| Proposed activities | To learn Ju Jitsu Skills, Lunch | Water hazards? Yes/NoIf yes, detail in risk assessment below. |
| Method of transport, including proposed route | Walk outside OOSH, to front of school on Dartford Rd. Catch Chatered Bus to World Ju Jitsu, via proposed Route of Pennant Hills Road, Marsden Rd and Victoria Road. Drop off will be at Bus Zone 30m East of Venue. [Route reverses upon return] |
| Name of RPD | Tessa Kinchington | Contact number of RPD | Centre: 9484-4412 (on divert) Mobile: 0497-107-130 |
| Number of educators/parents/volunteers | 5 Educators | Tessa Kinchington, Zan Diamond, Duane Langford, Jacqui Floyd, Jack Madigan |
| Number of children attending excursion | 43 Children | Educator to child ratio, including whether this excursion warrants a higher ratio? | 1:9 |
| First Aid Trained Educators (Names): | Tessa Kinchington, Zan Diamond, Duane Langford, Jacqui Floyd, Jack Madigan |
| Excursion checklist |
| First aid kits (one per educator) | List of adults participating in the excursion & contact details |
| List of children attending the excursion | Phone – Centre phone on divert to RPD mobile phone |
| Contact information for each child (hard and soft copies) |  Medication for each child with a medication condition |
| Medical information for each child downloaded to phone | Excursion T-shirts for each child and educators to wear uniform and name tag |
| Walkie Talkies (one for each educator) |  Other items, please list: Water, Tissues, backpack, any medication (?) |
| Portable Sunscreen | Camera |
| Risk assessment |  |
| Activity | Hazard identified | Risk assessment(use matrix) | Elimination/control measures | Who | When | Residual Risk Rating |
| Walking to and from bus | * Walking onto road into traffic while walking along and crossing roads.

* Tripping while walking up steps.
 | ExtremeModerate | Supervision will be 1 adult to 9 children. Children will walk in pairs on the left hand side of the footpath.The educators will position themselves on the road side when walking to the park to keep the children safe. 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.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 childrenEducatorsEducatorsEducators and children | Children will be advised to 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 outside of centre to the school and on the return trip.During briefing prior to excursion and whilst on the excursion. | ModerateLow |
| General | * Lost Child
* Sun Burn, Heatstroke, dehydration etc.
* Toilet Supervision
 | ExtremeExtremeModerate | All children will wear excursion T-Shirts whilst on the excursion which have the Centre’s name and phone number. Educators to wear the service uniform and their name tags at all timesEducators will conduct roll calls and headcounts UV rating will be checked prior to excursion commencing.Children and staff 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.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 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.Educators will ensure shaded play areas and indoor alternatives are available to children.Sunscreen will be applied to each child, where permission has been given. 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.  | Educators to organise T-ShirtsEducatorsEducatorsEducators and childrenChildren- directed by EducatorsEducatorsChildren directed by Educators.Educators | Shirts to be worn by each child before departing the OOSH building. Before departure.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.Children directed by Educators, Whilst walking to and from venue/transport.Before departure and reminders throughout the day.On arrival at the venue.Before leaving the service. To be reapplied every two hours throughout the day.On arrival at the venue and then throughout the day before group use by children. | ModerateLowLow |
| Eating & Drinking on Excursion | * Choking whilst drinking and/or eating
* Food Allergies
 | HighExtreme | Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.Children’s allergies will be discussed with educators prior to departure to ensure all educators are aware.Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.Parents to be reminded that the Centre is ‘Nut Aware’ and nuts are not permitted at the service.Children’s will be asked about their lunches during the excursion to ensure no nuts or any other related allergy products are contained. | EducatorsEducatorsEducatorsEducators and ParentsChildren, directed by educators | During excursionBefore departing for the excursion and whilst on excursion.During Excursion.During Vacation Care planning process. During Excursion. | LowLowLowLowLow |
| Riding on Bus | * Injury from sudden braking
* Alighting onto bus
 | HighHigh | Children will be reminded to sit while travelling on the bus and to face towards the travel of journeyChildren reminded to watch the step when alighting onto/from the bus at the stops.  | EducatorsChildren directed by Educators | During ExcursionDuring briefing prior to excursion & whilst on excursion.  | LowLow |
| World Ju Jitsu Class and Equipment | * Injury from venue/premises
* Injury from faulty equipment
* Injury from Ju Jitsu techniques
 | ExtremeHighHigh | Staff to inspect venue upon entering. This will also include during the excursion and will advise World Ju Jitsu staff of any concerns or hazards noticed.Equipment checked before use to make sure there are no flayed edges and that mats are located properly. Also to check there are no items in areas to be used for teaching of skills.Children will be given an introduction and safety briefing before commencement of the sessions activities. Children will be advised to stretch before commencement. Children will also be advised to go at their own pace and level and to follow all instructions from the World Ju Jitsu Staff. If any of the staff deem a child to acting in an unsafe manner, they will be removed from the activity. | Educators, World Ju Jitsu Staff.Educators. Children directed be educators.Educators, children directed by educators. World Ju Jitsu Staff. | During ExcursionDuring Excursion, before activities commence.During Excursion, before and during activities commencement. | LowLowLow |
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| **Risk** | **Benefit** |
| * Lost children at venue or during movement to and from the venue
* Heat stroke, dehydration, exhaustion etc.
* Asthma attacks due to physical exertion
* Sharing food with children with allergies
* Injury (sprain, fall, collision) whilst learning Ju Jitsu
* Tripping hazard from running in venue or items left on floor
 | * Development of social skills & expected behaviours when with other people of the community
* Development and building of physical and social wellbeing.
* Development of problem solving skills and confidence of new skills learned
* Physical activity and exercise
* Development of friendships from other centre on tour
* FUN!
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| Plan Prepared by: | Benjamin Caswell | 19th May 2017 |
| Plan Reviewed by:  |  |  |
| Communicated to: |  |
| Venue and safety information reviewed and attached | Yes / NoComment if needed: No further venue information received or required as on OOSH premises |
| **Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.** |



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| Risk Matrix |
|  | **Consequence** |
| **Likelihood** |

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|  | 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 |

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