

# NWOOSH Vacation Care

## Excursion Risk Assessment

Excursion Details			
<b>Dates of excursions</b>	1st December 2017	<b>Excursion destination:</b>	Brickpit Park
<b>Departure and Arrival Times</b>	Leave NWOOSH at 3:15pm, Return to NWOOSH approx 4:30pm		
<b>Proposed Activities</b>	Relaxation and Play on equipment, game of basketball- staff v skoosh	<b>Water Hazards?</b>	Yes/ <b>No</b>
		<b>If yes, detail in risk assessment below</b>	
<b>Method of transport, including proposed route</b>	Walk outside OOSH to front of school on Dartford Rd. Walk along Dartford Rd on footpath to Sefton Rd, then turn left towards traffic lights. Cross Sefton Rd at lights, walk on footpath along Dartford Rd and then along footpath in Brickpit park until reaching park.		
<b>Name of RPD</b>	Benjamin Caswell	<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</b>	Estimated: 3 Actual:
<b>Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.</b>	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.		
<b>Educators on excursion (Names):</b>	<b>Educator Training:</b>	<b>Educators Contact Details (to be completed on staff copy of RA only):</b>	<b>Educators to Sign once they have read &amp; understood the Risk Management Plan:</b>
* Campbell Luscombe	* CS, HLTAID004, CHCPRT001	*	*
		*	*
<b>Plan Prepared By:</b>	Stephanie Danalis	<b>Date Prepared:</b>	9th October 2017
<b>Additional Venue Information:</b>	Yes-attached/ <b>No</b>		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or signifcant change occurs.			

### Excursion Checklist

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|---|--|
| <input type="checkbox"/> First Aid Kits incl tissues, plastic bags, 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 worn by each child                               |
| <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"/> Camera   | <input type="checkbox"/> All children checked for food applicable, full water bottle and hat |
| <input type="checkbox"/> Mobile Phone with Battery                                      | <input type="checkbox"/> walkie talkies (1 per educator)                                     |
| <input type="checkbox"/> Sunscreen  |  |