

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	13th December 2017	Excursion destination:	Timezone Hornsby
Departure and Arrival Times	Leave NWOOSH at 3:15pm, Return to NWOOSH approx 5:30pm		
Proposed Activities	To play games available at timezone	Water Hazards?	Yes/ No
	If yes, detail in risk assessment below		
Method of transport, including proposed route	Walk outside OOSH ti front of school on Dartford Rd. Cross traffic lights at Dartford Rd and walk across bridge towards pennant hilld Road and bus stop. Catch M60 bus along pennant hills rd to Hornsby railway station. Walk upstairs, then across footbridge, entering westfields into venue on Level 3. On Return, retun to Hornsby Railway station, catch train to Normanhurst Station. Cross over footbridge and lights on Malsbury Rd. Walk along west side of footpath until back at the centre		
Name of RPD	Benjamin Caswell	Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: 20 Actual:	Number of educators/parents/volunteers	Estimated: 2 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.		
Educators on excursion (Names):	Educator Training:	Educators Contact Details (to be completed on staff copy of RA only):	Educators to Sign once they have read & understood the Risk Management Plan:
* Benjamin Caswell	* CS, HLTAID004, CHCPRT001	*	*
*	*	*	*
Plan Prepared By:	Stephanie Danalis	Date Prepared:	9th October 2017
Additional Venue Information:	Yes-attached/ No		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or signifcant change occurs.			
Excursion Checklist			
<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			