

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	24th April 2018	Excursion destination:	The Great Moscow Circus, Hinkler Park, Manly
Departure and Arrival Times	Bus pickup 9:00am, return trip to commence at 2:00pm, for arrival back at centre by 3pm		
Proposed Activities	Enjoy Morning Tea, Circus Performance and Lunch	Water Hazards?	No/Yes If yes, detail in risk assessment below
Method of transport, including proposed route	Private Bus (route is detailed in map below)		
Name of RPD	Benjamin Caswell	Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: 39 Actual:	Number of educators/parents/volunteers	Estimated: 5 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	*	*
* Kaitlin Daoud	* HLTAID004	*	*
* Kelcie Sexty	* HLTAID004	*	*
* Jack Madigan	* HLTAID004	*	*
* Blake Jervis	* CS, HLTAID004, CHCPRT001	*	*
Plan Prepared By:	Roslyn Doyle	Date Prepared:	19th April 2018
Additional Venue Information:	Yes-attached/No		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant 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 | |

Activity	Hazard identified	Risk assessment	Elimination/control measures	Who	When	Residual Risk Rating
General	Lost Child	Extreme	<p>All children will wear excursion T-Shirts whilst on the excursion.</p> <p>Educators will conduct roll calls and headcounts at all stopping points and before and after leaving areas / venues.</p>	Educators to organise T-Shirts	<p>Shirts to be worn by each child before departing the OOSH building.</p> <p>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.</p>	Moderate
General	Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.	Extreme	<p>UV rating will be checked prior to excursion commencing. Children will be required to employ sun safe practices consistent with UV rating, as is required in centre</p> <p>Children and staff will be expected to wear hats at all times when outdoors. 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 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</p>	<p>Educators and children</p> <p>Children-directed by Educators</p> <p>Educators</p>	<p>Prior to leaving Centre / as part of daily WHS check</p> <p>Before departure and reminders throughout the day.</p> <p>Prior to leaving the Centre</p>	Low

			Sunscreen will be applied to each child, where permission has been given & UV 3 or above.	Educators	Before leaving the service. To be reapplied every two hours throughout the day.	
General	Wet Weather	Moderate	Children will be reminded to bring their wet weather gear on the excursion. Where possible, the centre will provide wet weather gear, such as umbrellas. When there is wet weather, Educators will direct children to use their wet weather for any outdoor time on the excursion	Children, directed by educators	During briefing, prior to excursion, and whilst on excursion	Low
			Parents will be reminded to pack wet weather gear before excursions.	Educators and Parents	Prior to excursion.	Low
Outdoor Play	Outdoor Play	Extreme	Educators will ensure shaded play areas and / or indoor alternatives are available to children if UV climbs.	Children directed by Educators.	This will be planned prior to leaving the service, when UV rating is reviewed during WHS check	Low
General	Toilet Supervision	Moderate	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.	Children and Educators	On arrival at the venue and then throughout the day before group use by children.	Low

General- multiple Educators on Excursion	Serious injuries to a child	Moderate	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 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 in an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the children will immediately be returned to the centre.	Children and Educators	During excursion	Low
General- multiple Educators on Excursion	Serious injury to a staff member	Moderate	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 in an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the children will immediately be returned to the centre	Educators	During excursion	Low

Park	Bottles, rubbish, dangerous items at the Park	Extreme	Educators are to do a thorough inspection of the venue prior to children playing on the equipment, sitting for lunch etc. Educators are to remove any rubbish from the area if safe to do so. If there are any dangerous items which cannot be moved then educators should use boundary cones to cordon off the area and advise children of out of bounds space.	Educators	During excursion	Low
Eating & Drinking on Excursion	Choking whilst drinking and/or eating	High	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During excursion	Low
Eating & Drinking on Excursion	Food Allergies	Extreme	<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 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's will be asked about their morning tea and lunches prior to the excursion to ensure no nuts or any other related allergy products are contained.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p> <p>Children, directed by educators</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p>	Low
Riding on Bus	Injury from sudden braking	High	Children will be reminded to sit while travelling on the bus and to face towards the direction of travel	Educators	During Excursion	Low
Riding on Bus	Boarding and Disembarking off bus	High	Children will be reminded to watch their step when getting on and off the bus at the stops.	Children directed by Educators	During briefing prior to excursion & whilst on excursion.	Low

Riding on Bus	Bus breakdown	Low	Where a bus breaks down, the children will remain on the bus until another bus is organized, Once the replacement bus arrives, the children will swap busses. Where remaining on the bus is considered dangerous (due to heat or mechanical reasons), the RPD will locate a safe area to have the children wait for the new bus to arrive.	Children and Educators	During excursion	Low
Riding on Bus	Bus Accident	High	<p><i>If the accident is not serious:</i> On regular road keep children safe by staying on the bus if it is safe to do so.</p> <p>If not, move children to a safe location on footpath or a grass area that is safe and protected from oncoming traffic.</p> <p><i>If the accident is serious:</i> Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time.</p> <p>Assess casualties and administer first aid as best you can until emergency help arrives. Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive. Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents</p> <p>Keep children safe by staying on the bus if it is safe to do so.</p>	Educators and Children directed by Educators	During excursion	Low

General	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators hold WWCC as do venue staff, and Bus driver	Educators	During Excursion	Low
The Great Moscow Circus	Injuries casued by Fire or Need for Evacuation	High	Evacuation Plans are established and practised weekly Children will move in an orderly fashion as directed by Circus Staff Clear access to routes will be maintained On site fire extinguishers maintained to relevant regulations and standards	Circus Staff Educators to assist children Circus staff Circus Staff	Weekly If required whilst on excursion When seating attendees regularly as per standards	Low

The Great Moscow Circus	Slips, Trips and Falls while navigating around the circus area and attempting to take seats	Moderate	<p>Public Areas to be well lit to ensure any trip hazards are visible</p> <p>Safety Office is on Duty at entry / exits.</p> <p>Open air seating allows for space between rows of seats and free movement</p> <p>Staff will meet Educators and children outside the ticket office to ensure they can be shown to their seats prior to the general public</p> <p>Safety check completed prior to each performance</p> <p>Public entrance areas to be kept clear at all times</p> <p>Children will be reminded to beware of their steps, and to watch out for guy ropes around the circus tent. Pathways for movement will be chosen to avoid guy ropes where possible</p>	<p>Circus Staff</p> <p>Circus Staff</p> <p>Circus Staff</p> <p>Circus Staff</p> <p>Circus Staff</p> <p>Circus Staff</p> <p>Educators</p>	<p>at all times</p> <p>Half hour either side of show time</p> <p>at all times</p> <p>On arrival at the venue</p> <p>Prior to each performance</p> <p>Checked prior and regularly throughout performance</p> <p>On arrival and during breaks in performances</p>	Low
The Great Moscow Circus	Power Failure causing anxiety in children	Low	<p>Exit lights in tent</p> <p>All circus staff carry flashlights, and educators have light on mobile phones</p> <p>Large flash lights on hand at all times at AMP stand</p>	<p>Circus staff</p> <p>Circus Staff and educators</p> <p>Circus Staff</p>	<p>at all times</p> <p>at all times</p> <p>at all times</p>	Low

The Great Moscow Circus	Electric Shock from cables, or electric fences surrounding animals	Extreme	<p>Cables to be buried, or above head height</p> <p>Earth leakage switch on all power boxes</p> <p>Circus vehicles used as a barrier between members of public and electric fence, with the area available to public not electric.</p> <p>Children to be reminded to stay within boundaries, and advised of where they should approach the fence to view animals</p>	<p>Circus Staff</p> <p>Circus Staff</p> <p>Circus Staff</p> <p>Educators</p>	<p>on setup at venue</p> <p>on setup at venue</p> <p>on setup at venue</p> <p>at pre-excursion briefing and reminders whilst at circus</p>	High
The Great Moscow Circus	Animal Escape causing anxiety for, or danger to, children	Low	<p>Animals are contained within secured enclosed area.</p> <p>Animals are not available to the public, and have their own secure 12v fence.</p>	<p>Circus staff</p> <p>Circus Staff</p>	<p>at all times</p> <p>at all times</p>	Low
The Great Moscow Circus	High Winds, or electrical storms causing danger to those in the circus tent	High	Weather forecast to be checked daily, and performances cancelled should there be an electrical storm, severe storm, or winds over 40km per hour	Circus Staff	at all times	Moderate
The Great Moscow Circus	Children falling into river	Extreme	<p>Children will be kept away from the riverbank at all times</p> <p>Riverbank will be separated from the general public area by circus vehicles and fences</p>	<p>Educators</p> <p>Circus staff</p>	<p>Pre excursion briefing and reminder throughout day</p> <p>At all times</p>	Moderate
The Great Moscow Circus	Injury caused by cars in the carparking areas surrounding the circus	Extreme	<p>children will be kept away from the carparks at all times.</p> <p>The bus will drop children off in an area that is safe and on the correct side of the road for entry to the circus</p>	<p>Educators</p> <p>Bus driver</p>	<p>At all times</p> <p>On drop off and pickup</p>	High

The Great Moscow Circus	Anxiety for children caused by loud noises or lights	Moderate	Children known to have anxiety conditions will be seated close by to Educators for them to offer support if children are concerned. Children will be advised where educators are sitting prior to the circus show commencing to ensure they can find them if needed.	Educators	prior to and during show	Low
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Risk Benefit Analysis

Risk	Benefit
* Lost Child	* Development of social skills & expected behaviours when with other people of the community
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Continue to develop relationships with key Educators whilst on the excursion
* Child Protection issues with members of the public	* Relaxation
* Injury to children or staff from slips / trips / falls	* To develop appreciation for performance arts
* Choking / food allergy issues when consuming food brought from home	* Recreation
* Injury from bus accident / breakdown / braking	* To build on confidence of using gross motor skills on different park equipment
* Children falling into water from river edge	* Development of safe behaviours around riverbanks
* Injury from crossing carpark road	* to encourage leadership skills of older children, through assisting with younger children on the excursion
* anxiety for children with pre-existing conditions	* To build on aerial interests founded at last vacation care circus excursion
* Electric shock from cables / 12v fencing for animals	* To build an understanding of community activities and available entertainment
	* FUN!

Risk Matrix

		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

