

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	20th December 2017	Excursion destination:	Kmart Hornsby
Departure and Arrival Times	Leave Center 10:00am for Bus Pick Up 10:15am. Catch Bus 1:30pm for return to Centre 2:00pm		
Proposed Activities	Purchase Gift for Kmart Wishing Tree. Relaxation with Frozen Yoghurt.	Water Hazards?	Yes/ No If yes, detail in risk assessment below
Method of transport, including proposed route	Walking/Public 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: 9 Actual: 9	Number of educators/parents/volunteers	Estimated: 1 Actual: 1
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:9 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:	Benjamin Caswell	Date Prepared:	20th 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 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) |

Sunscreen

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Venue - single Educator Walking to and from Venue - single Educator on excursion	Being injured by traffic while crossing road or walking	Extreme	<p>Staff: child ratio will be a maximum of 1 adult to 10 children. Children will walk in pairs on the left hand side of the footpath.</p> <p>The educator will position themselves on the road side when walking to and from the venue to keep the children safe.</p> <p>The Educator will advise the lead child of where they are to stop once they have crossed the road. The Educator will then cross to the middle of the side street prior to children beginning to cross the road. The Educator will not leave the road until the last child has reached them, upon which they will follow the last child across the street. This formation will allow the educator to block oncoming traffic turning into, or out of, the side streets</p> <p>Children will be reminded prior to the excursion to cross only when advised by the Educator.</p>	<p>Educator and children</p> <p>Educator</p> <p>Educator</p> <p>Educator</p>	Children will be advised of instructions prior to excursion. The educator will position themselves at the beginning of the line, for the walk to the venue. the Educator will remain in this format for the entire walk from leaving the centre to the venue and on the return trip.	Moderate
Walking to and from Venue	Tripping while walking up steps / escalators.	Moderate	Children will be reminded prior to and whilst on the 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	Lost Child	Extreme	All children will wear excursion T-Shirts whilst on the excursion.	Educators to organise T-Shirts	Shirts to be worn by each child before departing the OOSH building.	Moderate

			Educators will conduct roll calls and headcounts at all stopping points and before and after leaving areas / venues.		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.	
Walking through Shopping Centre to Venue	Lost child	Extreme	Whilst walking through the shopping centre, the Educators will ensure all children stay together in one group	Educators	Whilst on excursion	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>Sunscreen will be applied to each child, where permission has been given & UV 3 or above.</p>	<p>Educators and children</p> <p>Children-directed by Educators</p> <p>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> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p>	Low

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
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- single Educator on Excursion	Serious injuries to a child	Moderate	Where a child has a serious injury, the Educator will render first aid, whilst requesting a lead child direct all other children to a safe separate area. The lead child will also be asked to call the Director, and request an extra Educator meet the group immediately. Where an ambulance is required to be called, the Educator will do so, and the venue staff who will assist in calling the ambulance.	Children and Educators	During excursion	Low
General- single Educator on						

General- single Educator on Excursion	Serious injury to a staff member	Moderate	Where a staff member has a serious injury, the lead child will be requested to move the children to a safe separate area. The lead child will also be asked to call the Director, and request an extra Educator meet the group immediately. Where an ambulance is required to be called, the Educator will request the assistance of the venue staff.	Educators	During excursion	Low
General- single Educator on Excursion						
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	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 morning tea and lunches prior to the excursion to ensure no nuts or any other related allergy products are contained.	Educators Educators Educators and Parents Children, directed by educators	Before departing for the excursion and whilst on excursion. During Excursion. During Vacation Care planning process. Prior to excursion.	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>	Educators and Children directed by Educators	During excursion	Low

			Keep children safe by staying on the bus if it is safe to do so.			
Walking to and from Venue Walking to and from Venue	Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.	Extreme	Should the temperature become too hot to return to OOSH by foot, alternative arrangements will be made to ensure the safety of each child. Parents will be contacted and notified immediately should there be changes to the daily programs travel arrangements / pickup location.	Educators	Temperature to be assessed prior to leaving on excursion for a decision / alternate plans to be made	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
Walking Around Hornsby Shops	Children being upset/scared by actions of other members of the public	Moderate	Children will be debriefed before excursion that some members of public can get upset/angry at times and that we are to respect that and stay close to staff and the group at all times. Children will advise staff should they be concerned with behaviour. Staff to move children to a safer area and/or report to appropriate management/security staff if there are serious concerns for safety.	Educators	Briefing Prior to Excursion, During Excursion	Low

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 and Recreation
* Injury to children or staff from slips / trips / falls	* To extend on suggestions by staff and children to help the community.
* Choking / food allergy issues when consuming food brought from home	* Develop an understanding of the needs of the wider community.
* Injury from bus accident / breakdown / braking	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills
* Children being concerned or confronted due to members of public and items in shops	* 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

