

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	9th January 2018	Excursion destination:	Hornsby Aquatic Centre
Departure and Arrival Times	Bus pickup 9:30am, return trip to commence at 2pm, for arrival back at centre by 3pm		
Proposed Activities	Swimming	Water Hazards? If yes, detail in risk assessment below	Yes/No
Method of transport, including proposed route	Private Bus (route is detailed in map below) to 203 Peats Ferry Road, Hornsby NSW 2077		
Name of RPD	Benjamin Caswell	Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: 24 Actual:	Number of educators/parents/volunteers	Estimated: 5 Actual: 5
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:5 Ratio lower due to water activities and higher risk.		
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	*	*
* Blake Jervis	* CS, HLTAID004, CHCPRT001	*	*
* Kaitlin Daoud	* HLTAID004, CP Overview	*	*
* Tim Love	* HLTAID004	*	*
* Mauren Connolly	* HLTAID004	*	*
Plan Prepared By:	Benjamin Caswell	Date Prepared:	24th November 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
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>Educators and children</p> <p>Children-directed by Educators</p>	<p>Prior to leaving Centre / as part of daily WHS check</p> <p>Before departure and reminders throughout the day.</p>	Low

			<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</p> <p>Educators</p>	<p>Prior to leaving the Centre</p> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p>	
General	Wet Weather	Moderate	<p>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</p> <p>Parents will be reminded to pack wet weather gear before excursions.</p>	<p>Children, directed by educators</p> <p>Educators and Parents</p>	<p>During briefing, prior to excursion, and whilst on excursion</p> <p>Prior to excursion.</p>	<p>Low</p> <p>Low</p>
General	Toilet Supervision	Moderate	<p>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.</p>	<p>Children and Educators</p>	<p>On arrival at the venue and then throughout the day before group use by children.</p>	<p>Low</p>

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
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.	Educators	Before departing for the excursion and whilst on excursion.	Low

			<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 and Parents</p> <p>Children, directed by educators</p>	<p>During Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p>	
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></p> <p>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>Educators and Children directed by Educators</p>	During excursion	Low

			<p><i>If the accident is serious:</i></p> <p>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.</p> <p>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>			
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
Hornsby Pool (Indoor Swimming Pool)	Children swimming in indoor pool with depth taller than their height and busyness due to being inside.	Moderate	Educators will designate an area and/or lane that the children will be able to swim within. Children will be advised to wait until a staff is in the water before they join in the pool. Educators will take note of the depths of the pool to assess the area chosen to swim. Children will also be reminded that they will have to share in public area and also to keep an eye out when swimming.	Educators	During Excursion	Low
Hornsby Pool (Indoor Water Play Area)	Injury caused from slipping or from attempted jumping	Moderate	Children will be reminded of the pools rules before entering the water play area. Educators will also advise where this area is located. Educators will also remind children of the shallow water areas and to be aware of this. Children are to walk at all times inside the aquatic centre.	Educators	During Excursion	Low

Hornsby Pool (Outdoor Swimming Pool)	Children swimming in outdoor pool with depth taller than their height.	High	Educators will designate an area and/or lane that the children will be able to swim within. Children will be advised to wait until a staff is in the water before they join in the pool. Educators will take note of the depths of the pool to assess the area chosen to swim.	Educators	During Excursion	Low
Hornsby Pool (General Safety Addendum)	Children unaware of location of Staff	Moderate	Educators will be wearing their uniform (Red shirt) at all times including swimming in any pools to give clear visibility to children. One staff will remind on the outside of the pools to supervise those who wish not to swim.	Educators	During Excursion	Low
Hornsby Pool (General Safety Addendum)	Children unaware of pool rules	Moderate	Children will be briefed by Educators upon arrival of the rules of the Aquatic Centre and shown where these rules are displayed.	Educators	During Excursion, Prior to Commencement of Activities	Low
Hornsby Pool (General Safety Addendum)	Child swimming ability beyond the area of the pool they have chosen	High	Parents upon arrival at the centre will advise the RPD on Duty of their child's swimming ability. This will be noted and children will be advised of the appropriate areas they can play in suited to their ability.	Educators	During Excursion, Prior to Commencement of Activities	Low
Hornsby Pool (General Safety Addendum)	Higher Risk to Sun Protection During Prolonged Hours in Swimming Pool	Moderate	Sunscreen will be applied to each child, where permission has been given & UV 3 or above, at a maximum of 2 hour intervals during the day. Parents also advised to bring a rash shirt for each child to wear.	Educators	During Excursion, Prior to Commencement of Activities	Low

Hornsby Pool (General Safety Addendum)	Drowning due to games, poor swimming ability, etc	Extreme	Children will be assigned to the areas deemed appropriate for their swimming ability. Hornsby Aquatic Centre have lifeguards located in each area. Any area without a lifeguard is closed off and Educators are to ensure children are aware of areas closed for swimming activities. There is at least one staff trained in first aid & CPR attending on the excursion. Children reminded that hold breath games are not to occur and Educators will be at a 1:5 ratio due to higher risk with water.	Educators	During Excursion, Prior to Commencement of Activities	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 and Recreation
* Injury to children or staff from slips / trips / falls	* To develop and extend on current swimming abilities. To become confident in current abilities.
* Choking / food allergy issues when consuming food brought from home	* To develop water safety skills
* Injury from bus accident / breakdown / braking	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills
* Drowning or injuries occurred from swimming activity	* FUN!

Risk Matrix						
Likelihood	Consequence					
		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

