

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	29th January 2018	Excursion destination:	Blaxland Riverside Park
Departure and Arrival Times	Bus pickup 9:30am, return trip to commence at 2pm, for arrival back at centre by 3pm		
Proposed Activities	Morning Tea, Play at the Park on equipment and organised games, Lunch	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) Jamieson St, Sydney Olympic Park, NSW 2127		
Name of RPD	Benjamin Caswell	Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: 38 Actual:	Number of educators/parents/volunteers	Estimated: 4 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	*	*
* Tim Love	* CP Overview	*	*
* Kelcie Sexty	* HLTAID004, CP Overview	*	*
* Caitlin Shanahan	* HLTAID004, CP Overview	*	*
*	*	*	*
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			

☐ First Aid Kits incl tissues, plastic bags, sick bags

☐ Roll of Children attending excursion and contact numbers

☐ List of Medical information for each child attending excursion

☐ Camera

☐ Mobile Phone with Battery

☐ Centre Phone on divert to RPD mobile

☐ Excursion T Shirts worn by each child

☐ Medication and Action Plans for each child with a Medical Condition

☐ All children checked for food applicable, full water bottle and hat

☐ 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 - multiple	Being injured by traffic while crossing road or walking	Extreme	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.	Educators and children	Children will be advised of instructions prior to excursion. Educators will position themselves at the beginning of the line, the end of the line and evenly down the middle of the line for the walk to the venue. Educators will remain in this format for entire walk from leaving the centre to the venue and on the return trip.	Moderate
Walking to and from Venue - multiple			The educators will position themselves on the road side when walking to and from the venue to keep the children safe.	Educators		
Educators on excursion			The lead Educator will cross to the middle of the side street prior to children beginning to cross the road. The Educator in the middle of the group will take over from the lead Educator in the middle of the road as the children cross, allowing the lead Educator to continue with the front of the group. The last Educator will cross at the end of the group, ensuring no children are crossing the road behind them. This formation will allow the educators to block oncoming traffic turning into, or out of, the side streets.	Educators		
			Children will be reminded prior to the excursion to cross only when advised by Educators.	Educators		
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.	
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
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	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.	Educators Educators	Before departing for the excursion and whilst on excursion. During Excursion.	Low

			<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 and Parents</p> <p>Children, directed by educators</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><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>Educators and Children directed by Educators</p>	During excursion	Low

			<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>			
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
Blaxland Riverside Park (Equipment Use)	Injury from faulty equipment	High	Staff to check equipment before use by children. Any faulty equipment reported to Responsible Person on Duty, & children to be notified which equipment is not to be used.	Educators	During excursion, before commencement of equipment use.	Low
Blaxland Riverside Park (Equipment Use)	Injury from hot surfaces (BBQ Equipment)	High	Staff to notify children to be aware of surfaces and remind them that BBQ Surfaces can be extremely hot. Children will be directed away from these areas when using equipment when possible.	Educators, children directed by Educators.	During briefing prior to excursion & whilst on excursion.	Low

Blaxland Riverside Park (Equipment Use)	Injury from Maze Tower	High	Children to be warned by staff of the low metal beams which could result in head injury. Children also warned to go one at a time up the maze tower to avoid congestion.	Educators, children directed by Educators.	During briefing prior to excursion & whilst on excursion.	Low
Blaxland Riverside Park (Equipment Use)	Injury from Tracks on Wharf	Moderate	Children to be warned by staff of the tripping hazard the train tracks on the wharf pose. Children reminded to walk in these areas and where possible, use the pedestrian ramps over the train tracks.	Educators, children directed by Educators.	During excursion, before commencement of equipment use.	Low
Blaxland Riverside Park (Equipment Use)	Injury from steep surfaces	Moderate	Children are to be reminded to walk when near synthetic surfaces due to them being slippery after wet and also some steep edges. Children reminded to check before walking near these surfaces.	Educators, children directed by Educators.	During briefing prior to excursion & whilst on excursion.	Low
Blaxland Riverside Park (Equipment Use)	Injury from caged rocks on lookout & from oncoming traffic	Moderate	Children reminded that when at the lookout, to walk single file and keep to the left due to poor visibility to avoid injury with oncoming walkers. Children reminded by staff not to touch the caged rocks supporting the lookout as they could be hot and the wires could cause injury.	Educators, children directed by Educators.	During briefing prior to excursion & whilst on excursion.	Low
Blaxland Riverside Park (Equipment Use)	Injury from concrete basin inside sand pit	High	Children reminded to watch out for concrete basin in sandpit area. Children reminded to watch out when they lean back.	Educators, children directed by Educators.	During briefing prior to excursion & whilst on excursion.	Low
Blaxland Riverside Park (Equipment Use)	Injury from use of flying-fox or swings	High	Children reminded by staff that only one child per time on the flying-fox or swings is permitted. Children shown by staff areas that are safe and the areas where they shouldn't be standing during use of the equipment.	Educators, children directed by Educators.	During briefing prior to excursion & whilst on excursion.	Low
Blaxland Riverside Park (Equipment Use)	Injury from low-ropes courses	Moderate	Children reminded by staff to take turns on Ropes Courses. Staff to show children ropes courses before use and reminded that they don't have to climb to the higher level if they feel it is beyond their skill.	Educators, children directed by Educators.	During briefing prior to excursion & whilst on 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	* Development of negotiating skills when sharing turns on equipment
* Choking / food allergy issues when consuming food brought from home	* Entertainment through a new types of equipment to explore
* Injury from bus accident / breakdown / braking	* Development of Physical Wellbeing and Confidence when participating in games and exploring the equipment
* Injury from faulty or defective equipment in venue	* Development of Hand-Eye Co-ordination when completing the above activities
* Injury from mis-use of equipment in venue	* FUN!
* Injury from faulty or defective equipment in venue	

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

