

## Excursion Risk Management Plan

Excursion details			
Date(s) of excursion	9 <sup>th</sup> January 2018	Excursion destination	Tree Tops, Cumberland State Forest, 95 Castle Hill Rd, West Pennant Hills
Departure and arrival times			
Proposed activities	Morning tea, Tree Tops Adventure Park (Rope Climbing Course), Lunch, Sensory Trail, Afternoon Tea	Water hazards? Yes/ <b>No</b> If yes, detail in risk assessment below.	
Method of transport, including proposed route	Walk outside OOSH, to front of school on Dartford Rd. Catch Chartered Bus from Dartford Road onto Pennant Hills Road (A28), Castle Hill Rd, Cumberland Forest Way. Drop off outside Tree Tops in Bus zone and walk to gate across footpath.		
Name of RPD	=	Contact number of RPD	Centre: 9484-4412 (on divert) Mobile: To be decided
Number of educators/parents/volunteers	Educators		
Number of children attending excursion		Educator to child ratio, including whether this excursion warrants a higher ratio?	1:10
First Aid Trained Educators (Names):			
Excursion checklist			
<input type="checkbox"/> First aid kits (one per educator)	<input type="checkbox"/> List of adults participating in the excursion & contact details		
<input type="checkbox"/> List of children attending the excursion	<input type="checkbox"/> Phone – Centre phone on divert to RPD mobile phone		
<input type="checkbox"/> Contact information for each child (hard and soft copies)	<input type="checkbox"/> Medication for each child with a medication condition		
<input type="checkbox"/> Medical information for each child downloaded to phone	<input type="checkbox"/> Excursion T-shirts for each child and educators to wear uniform and name tag		
<input type="checkbox"/> Walkie Talkies (one for each educator)	<input type="checkbox"/> Other items, please list: Water, Tissues, backpack, any medication (?)		

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Tree Tops	<ul style="list-style-type: none"> <li>Walking onto road into traffic while walking along and crossing roads.</li> </ul>	Extreme	<p>Supervision will be 1 adult to 10 children. Children will walk in pairs on the left hand side of the footpath.</p> <p>The educators will position themselves on the road side when walking to the park to keep the children safe.</p> <p>Educators will stand at the intersection of any road crossing to block oncoming traffic turning into, or out of, the streets.</p> <p>Children will be reminded prior to the excursion to cross only when advised by Educators.</p>	<p>Educators and children</p> <p>Educators</p> <p>Educators</p>	<p>Children will be advised to 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 outside of centre to the school and on the return trip.</p> <p>During briefing prior to excursion and whilst on the excursion.</p>	Moderate
	<ul style="list-style-type: none"> <li>Tripping while walking up steps.</li> </ul>	Moderate	<p>Children will be supervised and guided up and down stairs safely where needed.</p> <p>Children will be reminded prior to excursion to take the trip up and down any steps slowly and to wait for those in front of them.</p>	Educators and children		Low
General	<ul style="list-style-type: none"> <li>Lost Child</li> </ul>	Extreme	<p>All children will wear excursion T-Shirts whilst on the excursion which have the Centre's name and phone number.</p> <p>Educators to wear the service uniform and their name tags at all times</p> <p>Educators will conduct roll calls and headcounts UV rating will be checked prior to excursion commencing.</p> <p>(Each Educator has a group listing of the children in their group including locations and times of where everyone should be.)</p>	<p>Educators to organise T-Shirts</p> <p>Educators</p> <p>Educators</p>	<p>Shirts to be worn by each child before departing the OOSH building.</p> <p>Before departure.</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

	<ul style="list-style-type: none"> <li>• Sun Burn, Heatstroke, dehydration etc.</li> <li>• Toilet Supervision</li> </ul>	<p>Extreme</p> <p>Moderate</p>	<p>Children and staff will be expected to wear hats at all times. 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. Water will also be available at the venue.</p> <p>Educators will ensure shaded play areas and indoor alternatives are available to children.</p> <p>Sunscreen will be applied to each child, where permission has been given.</p> <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>Educators and children</p> <p>Children-directed by Educators</p> <p>Educators</p> <p>Children directed by Educators.</p> <p>Educators</p>	<p>Children directed by Educators, Whilst walking to and from venue/transport.</p> <p>Before departure and reminders throughout the day.</p> <p>On arrival at the venue.</p> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p> <p>On arrival at the venue and then throughout the day before group use by children.</p>	<p>Low</p> <p>Low</p>
Eating & Drinking on Excursion	<ul style="list-style-type: none"> <li>• Choking whilst drinking and/or eating</li> <li>• Food Allergies</li> </ul>	<p>High</p> <p>Extreme</p>	<p>Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.</p> <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>Educators</p> <p>Educators</p> <p>Educators</p>	<p>During excursion</p> <p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p>	<p>Low</p> <p>Low</p> <p>Low</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 lunches during 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>During Excursion.</p>	<p>Low</p> <p>Low</p>
Riding on Bus	<ul style="list-style-type: none"> <li>Injury from sudden braking</li> </ul>	High	Children will be reminded to sit while travelling on the bus and to face towards the travel of journey	Educators	During Excursion	Low
	<ul style="list-style-type: none"> <li>Alighting onto bus</li> </ul>	High	Children reminded to watch the step when alighting onto/from the bus at the stops.	Children directed by Educators	During briefing prior to excursion & whilst on excursion.	Low
While Participating in activities at Tree Tops	<ul style="list-style-type: none"> <li>Injury from faulty equipment</li> </ul>	Extreme	<p>Tree Tops staff to check equipment before use by children.</p> <p>Any faulty equipment reported to Responsible Person on Duty &amp; children to be notified which equipment is not to be used.</p>	Tree Tops staff, and Educators	During excursion, before commencement of equipment use.	Low
	<ul style="list-style-type: none"> <li>Injury (falls) due to misuse of equipment</li> </ul>	Extreme	<p>Tree Tops staff and educators to maintain supervision of all children in the vicinity of high ropes and ziplines.</p> <p>All children to be made aware of potential danger when equipment is misused.</p>	Tree Tops staff and educators	During excursion.	Low
	<ul style="list-style-type: none"> <li>Asthma attack or medical emergency on course</li> </ul>	Moderate	<p>Participants retain full responsibility of all medical conditions</p> <p>Rescues of uninjured people to be managed through routine procedures</p> <p>Asthma reliever medication (inhaler &amp; Spacer) available in first aid kit in office. Complete</p>	Tree top staff and educators	During excursion	Low

	<ul style="list-style-type: none"> <li>Bites &amp; Stings- snakes, insects, goannas, (spiders, bees, wasps),</li> </ul>	Moderate	<p>Authority to Administer Asthma Inhaler form and <sup>[1]</sup><sub>SEP</sub> attach to incident report.</p> <p>Mobile phone and wireless broadband communication available to <sup>[1]</sup><sub>SEP</sub> call for emergency assistance as required.</p> <p>Warning given on who should not attempt High Wire Rope Courses – <sup>[1]</sup><sub>SEP</sub> this is done on Web Site, on waiver form and in Terms &amp; Conditions, and verbally during check-in.</p> <p>TreeTops Visitors &amp; Team members are to remain on designated pathways when walking around and/or observing from ground.</p> <p>Snakes have been prevalent in the area, so extreme caution and awareness to be taken when Team Members or Spectators or Participants walk along pathways. Warning signage displayed around site.</p> <p>Report any sighting of snakes and record on TreeTops- Fauna Sighting Log and communicate recent sightings with MOD, Team Members and when necessary, Participants</p> <p>First Aid Kit &amp; First Aid trained personnel on site.</p> <p>Mobile phone coverage in event of requiring emergency assistance</p>	Tree Top staff and educators	During excursion	Low
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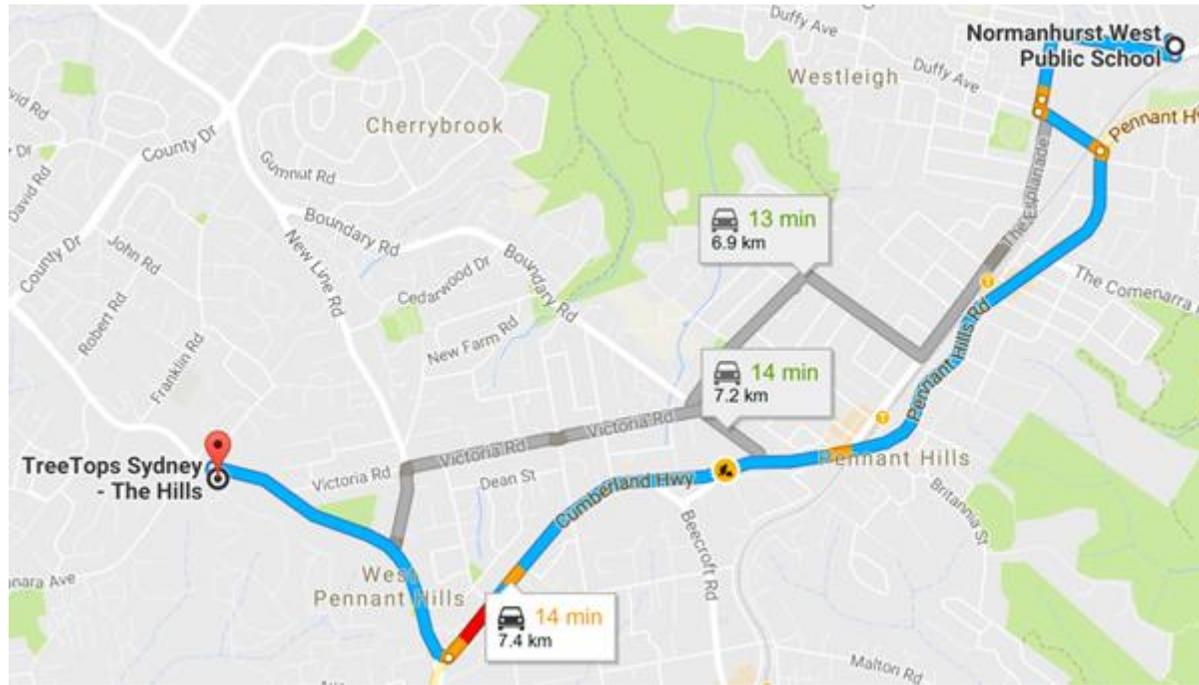
	<ul style="list-style-type: none"> <li>Falling Branches, Trees, Bunya Cones</li> </ul>	Moderate	<p>Site assessed for potential hazards – dangerous or dead limbs or trees may require removal (approval by FCNSW may be required)</p> <p>Bunya Cone inspections and removal on scheduled basis</p> <p>Annual inspection by Arborist to monitor health &amp; growth of trees.</p> <p>Customers to wear helmet when participating in activities.</p> <p>First Aid Kit &amp; First Aid trained personnel on site at all times.</p> <p>Extra care must be taken after significant storm events, as branches can fall off trees days after the storm. Inspect Trees for potential damage. • Daily course / Park inspections</p>	Tree Top staff and educators	Prior to excursion and during excursion	Low
	<ul style="list-style-type: none"> <li>Wet weather/ Cold weather</li> </ul>	Low	<p>Weather Reports Monitored- visual, Internet access, wireless weather station</p> <p>Wear sturdy enclosed footwear</p> <p>Wear Appropriate wet weather gear</p> <p>Participants to be briefed on possibility of slippery surfaces, as required</p> <p>Debris &amp; excess equipment not stored within course area. Utilise shelter when possible. Weather conditions monitored – visual &amp; Internet access</p>	Tree Top staff and educators	Prior to excursion and during excursion	Low

	<ul style="list-style-type: none"> <li>Hot/Humid weather</li> </ul>	Low	<p>Keep hydrated - Water &amp; Drinks for sale from shop &amp; water available for Team <sup>[1]</sup><sub>SEP</sub> Members</p> <p>Monitoring of participants – watch for signs of over exposure; suggest keep up <sup>[1]</sup><sub>SEP</sub> fluids and stop if activity is too uncomfortable in heat</p> <p>Participant removed from course if unsafe for them to continue</p> <p>MOD has authority to close courses/Park in extreme heat.</p> <p>Activities are performed predominantly in the shade <sup>[1]</sup><sub>SEP</sub></p> <p>Apply sun screen Sunscreen available for team use. <sup>[1]</sup><sub>SEP</sub></p> <p>Sunscreen to be applied (and to be touch dry) before getting into harness.</p>	Tree Top staff and educators	Prior to excursion and during excursion	Low
	<ul style="list-style-type: none"> <li>Electrical Storms</li> </ul>	Low	<p>Weather reports monitored visual, Internet access, wireless weather station</p> <p>Activity to be stopped and participants prevented to access or evacuated from <sup>[1]</sup><sub>SEP</sub> courses before storm hits area.</p> <p>Wait 20 minutes after last lightning flash/thunder before conducting at least a <sup>[1]</sup><sub>SEP</sub> Level 1 inspection before re-opening Courses</p> <p>Park may close in severe or prolonged stormy weather. Weather Reports Monitored –visual,</p>	Tree Tops staff and educators	Prior to excursion and during excursion	Low

	<ul style="list-style-type: none"> <li>Strong Winds</li> </ul>	Low	<p>Internet access, wireless weather station</p> <p>Park or courses affected to be closed during strong wind/ gale force conditions</p> <p>Manager on Duty assess situation and prevent access to courses or remove participants from course when necessary</p> <p>Arborist to inspect trees after severe weather conditions if necessary – fire, flood, extreme winds.</p> <p>Retrieve ropes attached to post above ground height and counter-weighted to reduce risk</p>	Tree Top staff and educators	Prior to excursion and during excursion	Low
	<ul style="list-style-type: none"> <li>Activity in the bush</li> </ul>	Low	<p>Emergency Management Plan with phone numbers available on site</p> <p>Availability of mobile phone, internet access &amp; two-way radios</p> <p>TT Manager to maintain an awareness of potential fire activity – especially during hot windy weather.</p> <p>Any fallen branches lying across pathways to be relocated nearby off the path.</p> <p>Fire extinguisher on site</p> <p>Monitor conditions – visual &amp; internet access.</p> <p>Keep away from animals</p> <p>Signage to remain on pathways erected around site</p>	Tree Top staff and educators	Prior to excursion and during excursion	Low

	<ul style="list-style-type: none"> <li>Running over hand/fingers with pulley</li> </ul>	Low	<p>Training to demonstrate that one hand sits on top of the pulley and the other hand is to hold the top of the lanyards, below the pulley – this will prevent participant from inversion, spinning and from running over their hand/fingers with pulley.</p> <p>Training of Participants - warned not to turn upside down, as the activity is not designed to do so. Warning to ask for immediate help if inversion does occur</p> <p>Training of participants to warn them that IF they need to go to the toilet and have to loosen or remove their harness, that the harness must be checked by Instructor before continuing with courses. Signs reminding Participants of this rule are also located in Toilet block and/or harness deck.</p> <p>Pulley is attached to the harness with a separate lanyard to that of the Connectors (Clic-It, Carabineers or Coudou connectors).</p> <p>Training includes demonstration how to get into a harness, how to tighten the various straps, how to check it is tightly fitted. Instructors check harness are fitted correctly, as per Instructor Training on correct fit of PPE. Participants are warned not to adjust a harness that has been fitted and checked.</p>	Tree Top staff	Prior to using rope courses	Low
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Risk		Benefit	
<ul style="list-style-type: none"> <li>• Injury to tripping or falling due to stairs</li> <li>• Lost children at venue or during movement to and from the venue</li> <li>• Heat stroke, dehydration, sun stroke etc.</li> <li>• Injury due to fall from equipment</li> <li>• Injury from items on tour</li> </ul>		<ul style="list-style-type: none"> <li>• Development of social skills &amp; expected behaviours when with other people of the community</li> <li>• Confidence building through overcoming obstacles and heights</li> <li>• Entertainment from stories from tour</li> <li>• Knowledge of the Australian bush and wildlife</li> <li>• FUN!</li> </ul>	
Plan Prepared by:	Campbell Luscombe	13 November 2018	
Plan Reviewed by:			
Communicated to:			
Venue and safety information reviewed and attached	Yes / <span style="background-color: yellow;">No</span> Comment if needed: No further venue information received or required as on OOSH premises		
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			



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