

## Excursion Risk Management Plan

Excursion details			
Date(s) of excursion	15 <sup>th</sup> January 2019	Excursion destination	Fagan Park, 38-48 Arcadia Road, Galston
Departure and arrival times	Leave NWOOSH 9:45am, Return to NWOOSH approx 2:30pm		
Proposed activities	Morning Tea, Walk of Gardens, Lunch, Games, Use of Equipment, Free Play	Water hazards? <b>Yes</b> /No 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 Sefton Parade, College Crescent, Peats Ferry Road, Galston Road and finally Arcadia Road. Use Arcadia Road entrance for drop off/pick up.  Alternate Route: Chartered Bus from Dartford Road onto Pennant Hills Road/Cumberland Highway (A28) and thence Boundary Road, New Line Road, Old Northern Road, Galston Road and finally Arcadia Road. Use Arcadia Road entrance for drop off/pick up.		
Name of RPD		Contact number of RPD	Centre: 9484-4412 (on divert) Mobile: 0401-542-328
Number of educators/parents/volunteers			
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 (?)		
<input type="checkbox"/> Lunch (bread, sausages, veg saugsages)	<input type="checkbox"/> Sports Equipment For Games		
<input type="checkbox"/> Portable Sunscreen	<input type="checkbox"/> Camera		

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from bus	<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>	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>	<p>Educators and children</p>	<p>During briefing prior to excursion and whilst on the excursion.</p>	Low
	<ul style="list-style-type: none"> <li>No Barrier around the carpark</li> </ul>	Extreme	<p>Children will be guided around the carpark/roads. Children will be supervised in coned off areas, a safe distance from the carpark or roads, to ensure the children's safety. Supervision will be constant and staff will remain highly vigilant at all times. Children will be reminded prior to excursion about safety and behaviour when around carparks or roads.</p>	<p>Educators</p>	<p>During Briefing prior to excursion and whilst on the excursion.</p>	Medium
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 organise T-Shirts</p> <p>Educators</p>	<p>Shirts to be worn by each child before departing the OOSH building.</p> <p>Before departure.</p>	Moderate

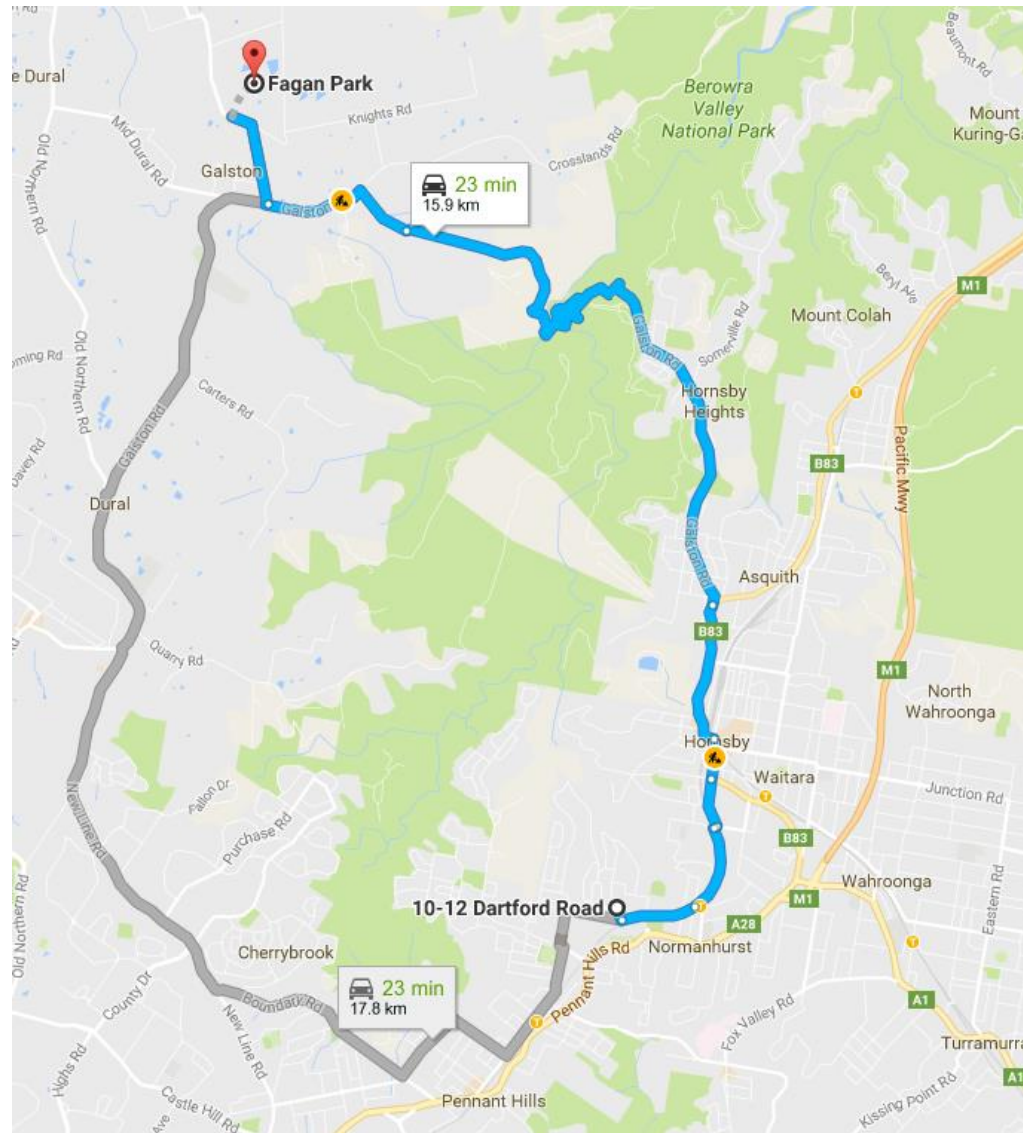
	<ul style="list-style-type: none"> <li>Sun Burn, Heatstroke, dehydration etc.</li> </ul>	Extreme	<p>Educators to wear the service uniform and their name tags at all times</p> <p>Educators will conduct roll calls and headcounts UV rating will be checked prior to excursion commencing.</p> <p>Children and 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>Educators</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>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> <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>	Low
	<ul style="list-style-type: none"> <li>Toilet Supervision</li> </ul>	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>	Low

	<ul style="list-style-type: none"> <li>Serious injuries to a child</li> </ul>	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 on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre	Children and Educators	During Excursion	Low
	<ul style="list-style-type: none"> <li>Serious injury to a staff member</li> </ul>	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 on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre	Children and Educators	During Excursion	Low
	<ul style="list-style-type: none"> <li>Flora/Fauna</li> </ul>	Moderate	Educators will direct children to refrain from touching possible animals or plants that could cause potential harm.	Educators	During Excursion	Low
	<ul style="list-style-type: none"> <li>Splinters from Buildings / Garden Buildings</li> </ul>	Moderate	Educators will advise children not to touch any sentimental landscaping/buildings around, to avoid the possibility of splinters.	Educators	During Excursion	Low
Eating & Drinking on Excursion	<ul style="list-style-type: none"> <li>Choking whilst drinking and/or eating</li> </ul>	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

	<ul style="list-style-type: none"> <li>Food Allergies</li> </ul>	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 during the excursion to ensure no nuts or any other related allergy products are contained.</p> <p>Staff will complete an allergy list before the excursion and ensure there are alternate foods for any children with allergies or cultural requirements for the lunch to be provided in the park.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p> <p>Children, directed by educators</p> <p>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>During Excursion.</p> <p>Before departing for the excursion and whilst on excursion.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
Riding on Bus	<ul style="list-style-type: none"> <li>Injury from sudden braking</li> <li>Alighting onto bus</li> <li>Bus breakdown</li> </ul>	<p>High</p> <p>High</p> <p>Low</p>	<p>Children will be reminded to sit while travelling on the bus and to face towards the travel of journey</p> <p>Children reminded to watch the step when alighting onto/from the bus at the stops.</p> <p>Where a bus breaks down, the children will remain on the bus until another bus is organized, upon which the children will swap busses. Where remaining on the bus is considered dangerous, the RPD will locate a safe area to have the children wait for the new bus to arrive.</p>	<p>Educators</p> <p>Children directed by Educators</p> <p>Educators and children</p>	<p>During Excursion</p> <p>During briefing prior to excursion &amp; whilst on excursion.</p> <p>During Excursion</p>	<p>Low</p> <p>Low</p> <p>Low</p>
Fagan Park Equipment	<ul style="list-style-type: none"> <li>Injury from faulty equipment</li> </ul>	High	<p>Staff to check equipment before use by children. Any faulty equipment reported to Responsible Person on Duty &amp; children to be notified which equipment is not to be used.</p>	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	Educators to maintain supervision of all children using the equipment. All children to be made aware of potential danger and consequences when equipment is misused.	Educators, children directed by educators	During excursion.	High
	<ul style="list-style-type: none"> <li>• Injury due to rough play</li> </ul>	High	Educators to inform children that any rough play on the equipment will result in their removal from activities. Educators to maintain supervision of children and pacify any potential conflict.	Educators	During excursion, prior equipment use.	Low
	<ul style="list-style-type: none"> <li>• Injury/sickness from spinning equipment</li> </ul>	High	Educators will inform all children of the possible injuries that can occur and how equipment should be used. Educators will be supervising all equipment play, ensuring children are using the equipment safely and sensibly. Maintained supervision will be constant during play.	Educators	During Excursion (Equipment use)	Low
	<ul style="list-style-type: none"> <li>• Burns due to equipment (slides)</li> </ul>	Moderate	Educators will ensure children are using equipment slides sensibly, wearing proper clothing and footwear before use. Maintained supervision will be constant during play.	Educators	During Excursion (Equipment Play – Slides)	
Water Hazards at Fagan Park	<ul style="list-style-type: none"> <li>• Water Hazards at Fagan Park (Dam, lake)</li> </ul>	High	Children will be directed by staff about water safety before commencement of activities at park. Staff will have maps to identify where the location of the bodies of water are situated. Gaming activities and walks will be kept in parkland and track areas away from water where possible. Staff are to remind children not to enter water, and where necessary, cones will be placed to mark boundaries as a reminder to children. With supervision of activities, where possible, a staff will always be between the children and any bodies of water. Any duck feeding will be encouraged to be done inland near the park away from any bodies of water.	Educators	Prior to commencement of activities on the excursion and during the excursion.	Low

Risk		Benefit	
<ul style="list-style-type: none"><li>• Lost children at venue or during movement to and from the venue</li><li>• Heat stroke, dehydration, exhaustion etc.</li><li>• Asthma attacks due to physical exertion, triggers of different flowers</li><li>• Sharing food with children with allergies</li><li>• Injury (sprain, fall, collision) whilst using equipment</li><li>• Injury from entering water areas</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>• Development of knowledge of different countries and garden types, including flower names</li><li>• Physical activity</li><li>• Development of friendships from other centre on tour</li><li>• FUN!</li></ul>	
Plan Prepared by:	Blake Jervis	7 <sup>th</sup> November 2018	
Plan Reviewed by:			
Communicated to:			
Venue and safety information reviewed and attached	Yes / No  Comment if needed: Venue information booklet has been printed and given to each staff member. This includes a map for all staff of the park as well as contact information of Council Services.		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			





# Risk Matrix

		Consequence				
Likelihood		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