

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	29th January 2019	Excursion destination:	Thornleigh Golf Centre
Departure and Arrival Times	Walk from centre at 10:30am for arrival 10:45am return trip to commence at 1:00pm, for arrival back at centre by 1:15 pm		
Proposed Activities	A game of Mini Golf	Water Hazards?	Yes/No If yes, detail in risk assessment below
Method of transport, including proposed route	Walking (route is detailed in map below) (142-178 Pennant Hills Road, Thornleigh 2120 NSW)		
Name of RPD	To be determined	Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: 30 Actual:	Number of educators/parents/volunteers	Estimated: 3 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. There are water hazards but these are fenced off or less than ankle deep off the course.		
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:
		*	*
		*	*
		*	*
		*	*
Plan Prepared By:	Kaitlin Daoud	Date Prepared:	21st November 2018
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) |
| <input type="checkbox"/> Sunscreen | <input type="checkbox"/> Transport Policy Read/Understood |

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
<p>Walking to and from Venue - multiple</p> <p>Walking to and from Venue - multiple</p> <p>Educators on excursion</p>	<p>Being injured by traffic while crossing road or walking</p>	<p>Extreme</p>	<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 educators will position themselves on the road side when walking to and from the venue to keep the children safe.</p> <p>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.</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>Educators</p>	<p>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.</p>	<p>Moderate</p>
<p>Walking to and from Venue</p>	<p>Tripping while walking up steps</p>	<p>Moderate</p>	<p>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.</p>	<p>Educators and children</p>	<p>During briefing prior to excursion and whilst on the excursion.</p>	<p>Low</p>
<p>General</p>	<p>Lost Child</p>	<p>Extreme</p>	<p>All children will wear excursion T-Shirts whilst on the excursion.</p>	<p>Educators to organise T-Shirts</p>	<p>Shirts to be worn by each child before departing the OOSH building.</p>	<p>Moderate</p>

			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
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
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
Equipment & Mini-Golf Activity	Injury from Damaged or Faulty Equipment	High	Staff to inspect equipment before use by children and notify Thornleigh Golf Centre of any defects.	Educators	During Excursion, before activities commence.	Low

Equipment & Mini-Golf Activity	Injury from mis-use of equipment.	High	Thornleigh Golf Centre staff to do induction and house rules talk to children prior to use of equipment. _____Children reminded of how to swing golf clubs properly ____Children to be reminded to keep a safe distance from peers.	Educators & Thornleigh Golf Centre Staff	During Excursion, before activities commence.	Low
Equipment & Mini-Golf Activity	Injury from Golf Clubs	High	Children reminded to stand back when someone is having their turn _____Children to be advised that only one child at a time to play on any hole _____ Children to wait their turn in designated areas. Children reminded of how to swing golf clubs properly ____Children to be reminded to keep a safe distance from peers.	Children, directed by Educators	During Excursion	Low
Equipment & Mini-Golf Activity	Injury (trips) from equipment.	High	Children to be advised of risks of leaving items on the ground in pre-activity briefing____Children to be reminded not to hold on to their equipment____Children reminded not to run on surfaces in the Mini Golf Area.	Children, directed by Educators	During Excursion	Low
Equipment & Mini-Golf Activity	Injury from access to pond areas.	High	Children to use water scooper for collect balls should they land in pond _____Children will be reminded if they need assistance or unable to reach their golf ball, to get staff to help them or gain attention of Thornleigh Golf Centre Staff. _____Pond areas have been fenced off on sides facing towards the holes.	Children, directed by Educators	During Excursion, before and during commencement of activities.	Low

Equipment & Mini-Golf Activity	Injury from small creek as part of course	High	An artificial creek runs through 2 off the holes, with one hole having the creek as part of the course the ball to run down. Should ball become stuck under bridge in creek, children to advise staff to collect if safe, otherwise venue staff will be alerted. Children will be briefed before commencement of activities about the water hazards and how to respond if balls are left in creek. {Hole with rocky creek is fine for children to kneel next to and collect balls as only 4 cm deep. Hole with plain creek, children can use golf club to try to access ball, if not, they should wait for ball to go into pond before using scooper.}	Children, directed by Educators with assistance from Thornleigh Golf Centre Staff where required.	During Excursion, before and during 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	* Knowledge of their local area by walking to and from the venue
* Choking / food allergy issues when consuming food brought from home	* Improved health and fitness by walking to and from the venue
* Water hazard/drowning from ponds	* Development of new & improved skills involved with Mini-Golf activity
* Injury from slippery surfaces and small creeks	* Development of mathematics skills when tallying scoring shots on score card
* Injury caused from mis-use of golf equipment	* 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

