

Excursion Details			
Dates of excursions	9th July 2019	Excursion destination:	Thread Together, Banksmeadow
Departure and Arrival Times	Bus pickup 9:00am return trip to commence at 1:00pm for arrival back at centre by 2:00pm		
Proposed Activities	Learn about Thread Together Charity, Assist in packing charity boxes	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)		
Name of RPD		Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: Actual:	Number of educators/parents/volunteers	Estimated: 5 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:
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		*	*
		*	*
Plan Prepared By:	Kaitlin Daoud	Date Prepared:	16th May 2019
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
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
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	<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 and lunches prior to the excursion to ensure no nuts or any other related allergy products are contained.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p> <p>Children, directed by 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>Prior to excursion.</p>	Low

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> 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> 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>	Educators and Children directed by Educators	During excursion	Low

			Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents			
			Keep children safe by staying on the bus if it is safe to do so.			
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

Thread Together	Injury from falling boxes and stock in warehouse	Extreme	<p>Thread Together staff to ensure all boxes will be clear from the area the children will be using</p> <p>Thread together staff to ensure piled boxes are placed behind barriers</p> <p>Educators to inspect area before use by children and notify thread together staff of any dangers</p> <p>Children to be advised of risks within warehouse prior to the commencement of the excursion</p> <p>Children to be advised of expected behaviours within the warehouse prior to the commencement of the excursion</p> <p>Thread Together staff to ensure warehouse fit outs have been securely fastened as appropriate and thread together staff members will restrict access to any area of the warehouse where that volunteer or group may be in danger of any injury, as they see fit .</p>	Thread Together Staff, Educators & Children	During Excursion, before activities commence.	Low
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Thread Together	Injury due to falling from balcony	Extreme	<p>Thread Together staff to ensure the door to the balcony of the warehouse is locked at all times whilst children are on the premises</p> <p>Educators to place themselves directly in front of the door to ensure children do not pass through to the restricted area</p> <p>Children to be advised of balcony rules prior to the commencement of the excursion</p> <p>Educators to be briefed on where to position themselves whilst upstairs in the warehouse</p>	Thread Together Staff, Educators & Children	During Excursion, before activities commence.	Low
Thread Together	Injury due to cars in the carpark	High	<p>Educators to ensure children do not walk through carpark without supervision</p> <p>Educators to be placed at the front, middle and back of the line whilst moving from the bus to the warehouse</p> <p>Thread Together staff to ensure the large roller door to the carpark is locked whilst NWOOSH children are on the premises</p> <p>Educators to ensure they position themselves near all exits appropriately so that children cannot enter the carpark without permission or supervision</p> <p>Children and Educators to be briefed on rules prior to the commencement of the excursion</p>	Thread Together Staff, Educators & Children	During Excursion, before activities commence.	Low

Thread Together	Injury from unpacked equipment	High	<p>Thread together staff to ensure all boxes, stock and equipment are cleared from major walkways, evacuation points, exits and stairs</p> <p>Thread together staff to ensure all flooring surfaces have been securely placed down to prevent tripping hazards as much as possible.</p> <p>Children and Staff to be briefed on expected behaviours, rules and expectations while inside the warehouse</p>	Thread Together Staff, Educators & Children	During Excursion	Low
Thread Together	Food Poisoning from eating food prepared at Thread Together	High	Thread together staff will man the barbeque where majority of the cooking will take place and will have knowledge as to how to cook and handle food	Thread Together Staff	During excursion	Low
Thread Together	Allergic Reaction from eating food prepared by Thread Together	High	<p>Educators to ensure Thread Together staff have access to the NWOOSH daily allergy list outlining the dietary requirements/allergies of all children participating in the excursion</p> <p>When a group is booked in at Thread Together, a list of dietary requirements will be requested by Thread Together staff upon arrival</p> <p>Medication is to be kept in the medications backpack throughout the day to ensure prompt access in the event of an allergic reaction</p>	Thread Together Staff, Educators & Children	During briefing prior to excursion & whilst on excursion.	Low

Thread Together	Injury from Food Preparation	High	<p>Thread together staff and educators to ensure knives are only be used by groups where the children are old enough to handle such kitchen utensils</p> <p>Thread together staff to ensure knives are stored safely away from the community engagement area when not in use to ensure no accidents</p> <p>Educators and thread together staff will carefully direct groups in the cutting process and help when necessary</p>	Thread Together Staff, Educators & Children	During briefing prior to excursion & whilst on excursion.	Low
Thread Together	Injury from arts and crafts	High	<p>Activities will be assigned per group as determined by age appropriateness with younger groups being restricted to suitable activities as determined by Thread Together management</p> <p>Thread together staff and NWOOSH educators will demonstrate how to complete the activity and be on hand to assist the children throughout</p>	Thread Together Staff, Educators & Children	During briefing prior to excursion & whilst on excursion.	Low
Thread Together	Injury from packing boxes	High	<p>Thread together staff to ensure all children are briefed on rules and expectations of packing boxes prior to the commencement of the excursion's activities</p> <p>Thread together staff and educators to ensure children are not in posession of harmful materials</p> <p>Thread together staff and educators will supervise the children closely to ensure all rules are followed and expectations met</p>	Educators, Thread together staff & children	Prior to, During 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 in a new environment away from the centre
* Injury to children or staff from slips / trips / falls	* To develop an understanding of the Thread Together charity
* Choking / food allergy issues when consuming food on the excursion	* To build positive friendships with other children on the excursion
* Injury from bus accident / breakdown / braking	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills
*Children being concerned due to the topics discussed by Thread Together Staff	* Development of social awareness & an increased understanding of how to assist disadvantaged individuals

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

