

Excursion Details			
Date of Incursion	Tuesday 16th July, 2019	Excursion destination:	Normanhurst West OOSH
Start & Finish Time	Activities to commence at 10:00am and conclude at 12:00pm		
Proposed Activities	Partake in Gymnastics activities & learn new tricks	Water Hazards? If yes, detail in risk assessment below	Yes/ No
Method of transport, including proposed route			
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.	1:15 Ratio as per normal - no higher staffing requirements needed.		
Educators on Incursion (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: 22-05-19	
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) |

☐ Sunscreen

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
General	Heatstroke, dehydration, Extreme hot weather etc.	Extreme	<p>UV rating will be checked prior to incursion 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 if 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 incursion. Any child without water will be given a sealed pre-purchased water bottle by staff before commencement of incursion. 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 incursion and reminders throughout the day.</p> <p>Prior to incursion and reminders throughout the day</p> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p>	Low
General	Wet Weather	Moderate	<p>When there is wet weather, Educators will direct children to use their wet weather gear whilst heading to the incursion</p> <p>Educators to remind children to walk and take caution while walking outdoors.</p>	<p>Children, directed by educators</p>	<p>During briefing, prior to incursion and whilst on incursion</p>	Low

General	Toilet Supervision	Moderate	<p>Staff are to inspect toilets before use, to check if safe and all-clear before children use them.</p> <p>Children will be notified of the location of the toilets before activity commences.</p> <p>Staff will ensure children go together minimum as pairs, and where practical, in groups of 3.</p>	Children and Educators	On arrival at the hall and then throughout the day before group use by children.	Low
	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	Children and Educators	During incursion	Low
	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	Educators	During incursion	Low
	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 incursion	Low
	Food Allergies	Extreme	<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>Educators</p> <p>Educators and Parents</p>	<p>During incursion</p> <p>During Vacation Care planning process.</p>	High

			Children's will be asked about their morning tea and lunches prior to the incursion to ensure no nuts or any other related allergy products are contained.	Children, directed by educators	Prior to incursion	
General	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators hold WWCC as do gymastics staff	Educators and Children directed by Educators	During Incursion	Low
Gymnastics (General)	Injury from colliding with other people	High	Children will be reminded prior to and during the session to keep a safe distance from each other Educators & Cube Sports staff to ensure all areas are supervised with strict limits to how many children can be in one area at a time	Educators, Cube Sports Staff and Children	During Incursion before activities commence.	Low
Gymnastics (General)	Injury due to rough play	Extreme	Children will be reminded prior to and during the session to keep a safe distance from each other. Educators to inform children that any rough play on the gymnastics equipment will result in their removal from activities. Educators to maintain supervision of children and pacify any potential conflict	Educators, Cube Sports Staff and Children	During Incursion before activities commence.	Low

Gymnastics (General)	Injury from faulty equipment.	High	<p>Educators and staff to check equipment before use by children. Any faulty equipment reported to Responsible Person on Duty & Cube Sports Staff.</p> <p>All children to be notified of faulty/dangerous equipment and consequences when equipment is misused.</p> <p>Educators to inform children that any misuse of the equipment will result in their removal from activities. Educators to maintain supervision of children using equipment.</p>	Educators and Children directed by Educators	Before activities commence and during incursion.	Low
Gymnastics (General)	Injury or damages caused due to personal items falling from pockets during use	Low	<p>Educators will instruct children to check their pockets prior to their use of the equipment</p> <p>Children will not be permitted to use the equipment unless their pockets are empty</p>	Educators, Cube Sports Staff and Children	During Incursion	Low
Gymnastics (General)	Injury from trips or falls	High	<p>Children will be guided by educators and reminded to take caution, walk slowly and be aware of their surroundings</p> <p>Children and staff will be briefed on safety instructions prior to the commencement of the incursion</p> <p>Cube Sports staff to ensure safety mats are set up properly and that there are no gaps, loose connections, frayed edges or faulty supports</p>	Educators, Cube Sports Staff and Children	Before activities commence and during incursion.	Low

Risk Benefit Analysis

Risk	Benefit
*Injury from colliding with other children	* Children learn to interact in relation to others with care and empathy
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Continue to develop relationships with key Educators whilst participating in the incursion
* Injury from use of gymnastics equipment	*Children learn to take caution and be aware of their surroundings
* Injury to children or staff from slips / trips / falls	* To extend on ideas of bravery and trying new gymnastics skills!
* Children being concerned or due to the challenging nature of the gymnastics incursion	*Children develop confidence have 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

