

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	Wednesday 31st July 2019	Excursion destination:	Normanhurst Park
Departure and Arrival Times	Leaving centre 3:15pm to walk to park at 3:30pm. Leave Park 4:45pm for 5:00pm arrival at centre.		
Proposed Activities	Games on Oval, Relaxation & Picnic	Water Hazards?	Yes/ No
		If yes, detail in risk assessment below	
Method of transport, including proposed route	Walking (route is detailed in map below) (Harris Rd, Normanhurst, NSW 2076)		
Name of RPD	TBD	Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: 40 Actual:	Number of educators/parents/volunteers	Estimated: 4 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:
* TBD	*	*	*
* TBD	*	*	*
* TBD	*	*	*
* TBD	*	*	*
Plan Prepared By:	Benjamin Caswell	Date Prepared:	16th July 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

<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 or mobile phone (1 per educator)
<input type="checkbox"/> Sunscreen	<input type="checkbox"/> Wet Weather Gear
<input type="checkbox"/> Spare Administer Medication Sheet	<input type="checkbox"/> Portable Ice-packs (2) in Bag

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Venue - multiple Educators on excursion	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 Educators on excursion			The educators will position themselves on the road side when walking to and from the venue to keep the children safe.	Educators		
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			
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	<p>All children will wear excursion T-Shirts whilst on the excursion.</p> <p>Educators will conduct roll calls and headcounts at all stopping points and before and after leaving areas / venues.</p>	Educators to organise T-Shirts	<p>Shirts to be worn by each child before departing the OOSH building.</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
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>Educators and children</p> <p>Children-directed by 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>	Low

			Sunscreen will be applied to each child, where permission has been given & UV 3 or above.	Educators	Before leaving the service. To be reapplied every two hours throughout the day.	
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
Outdoor Play	Outdoor Play	Extreme	Educators will ensure shaded play areas and / or indoor alternatives are available to children if UV climbs.	Children directed by Educators.	This will be planned prior to leaving the service, when UV rating is reviewed during WHS check	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	Children and Educators	During excursion	Low

			with the number of remaining educators, the children will immediately be returned to the centre.			
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
Park	Bottles, rubbish, dangerous items at the Park	Extreme	Educators are to do a thorough inspection of the venue prior to children playing on the equipment, sitting for lunch etc. Educators are to remove any rubbish from the area if safe to do so. If there are any dangerous items which cannot be moved then educators should use boundary cones to cordon off the area and advise children of out of bounds space.	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	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.	Educators	Before departing for the excursion and whilst on excursion.	Low

			<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>Food taken on the excursion will be checked for allergies. Separate food will be prepared for the children that have a diagnosed allergy. The eating areas will be cleaned before serving food at the park and food for the allergy children will be served first.</p>	<p>Educators</p> <p>Educators and Parents</p> <p>Educators</p>	<p>During Excursion.</p> <p>During Program planning process.</p> <p>Before departing for the excursion and whilst on excursion.</p>	<p>Low</p> <p>Low</p> <p>Low</p>
<p>Walking to and from Venue Walking to and from Venue</p>	<p>Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.</p>	<p>Extreme</p>	<p>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.</p>	<p>Educators</p>	<p>Temperature to be assessed prior to leaving on excursion for a decision / alternate plans to be made</p>	<p>Low</p>
<p>General</p>	<p>Child Protection</p>	<p>High</p>	<p>Children will never be left alone with members of the public without supervision. All Educators hold WWCC as do venue staff, and Bus driver</p>	<p>Educators</p>	<p>During Excursion</p>	<p>Low</p>
<p>Park</p>	<p>Uneven Oval Surface</p>	<p>High</p>	<p>Educators to inspect surface of oval. If any uneven surfaces or put holes found, these areas will be avoided for use during activities. If close to playing area, cones will be placed around hazard to mark out of bounds.</p>	<p>Educators</p>	<p>During excursion, prior activity commencement.</p>	<p>Low</p>

Park	Injury from fencing	High	Educators to check fencing for any damaged sections and mark these areas out with cones. Children reminded to use gates when moving from one side of the fence to the other.	Educators	During excursion, prior activity commencement.	Low
Park	Injury from balls and games	Moderate	Educators will position games away from fencing, road and equipment areas. Those playing on the equipment will be reminded that balls may come near them and when playing on equipment, to face towards the oval. Cones will be set out to mark areas for games and children to be directed with how to use the equipment in each activity.	Educators	During excursion, prior activity commencement.	Low
Park - Equipment	Injury from swings	High	Educators will remind children that one child is allowed on a time on the single seat swings and a maximum of 5 children on the bigger round swing. Educators will be positioned near the swing area when being used at the equipment, otherwise, the area will remain closed. Children will also be reminded and directed by Educators to line up for the swings on the side and to wait until swings come to a halt before hopping on and switching with other children.	Educators	During excursion, prior activity commencement and during activity.	Low

Park - Equipment	Injury from See-saw & Rocking Seat	High	Educators will remind children that one child is allowed on a time on the single seat rocking equipemtn and a maximum of 2 children on the see-saw. Children will also be reminded and directed by Educators to line up for the equipment along the fence side and to only approach once equipment has come to a stand-still. Children will also be remindned that the see-saw is only to be used when sitting and not to stand on the middle section or on the seats.	Educators	During excursion, prior activity commencement and during activity.	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
* Injury to children or staff from slips / trips / falls	* Knowledge of their local area by walking to and from the venue
* Injury from use of equipment	* Improved health and fitness by walking to and from the venue
* Injury from uneven surfaces in Equipment Ground or Oval Surface	* FUN!
* Injury from fencing	* Development of confidence with physical skills and learning limits when using the Equipment
* Allergic reaction to foods with allergens not checked, also from cross-contamination	* Develop ideals of teamwork and sharing during activities and during picnic time.
	* Develop conflict resolution when working within teams

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

