

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	Wednesday 9th October 2019	Excursion destination:	Brooklyn Playground, McKell Park, Flat Rock Point Lookout. Dangar Road, Brooklyn NSW 2083
Departure and Arrival Times	Leave Centre 10:00am, Embark Train at Normanhurst Station, Disembark Hornsby and change for train to arrive Hawkesbury River Station (Brooklyn). Walk to Brooklyn Playground. Same route in reverse for return, leaving Brooklyn approx 1:30pm. Total time out of centre proposed 10am-2:30pm.		
Proposed Activities	Sandcastle Building at beach. Use of equipment at Brooklyn Playground. Lunch at McKell Park with Hot Chips. View from lookout at Flat Rock Point.	Water Hazards?	Yes/No If yes, detail in risk assessment below
Method of transport, including proposed route	Walking/Train (route is detailed in map on last page)		
Name of RPD	TBD	Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: 15 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.		
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:	Benjamin Caswell	Date Prepared:	26th August 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"/> 1 First Aid Kit per group incl tissues, plastic bags, instant ice pack, 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 for each child and Educators to wear uniform and badge
<input type="checkbox"/> Medical information for each child downloaded to phone	<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 (nut free), 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"/> List of Educators attending excursion & contact details
<input type="checkbox"/> Other items: water, backpack	<input type="checkbox"/> Medication Form
<input type="checkbox"/> Sand Castle Building Equipment	<input type="checkbox"/> Wet weather gear
<input type="checkbox"/> Cones & Other Equipment	<input type="checkbox"/> Centre Card (to pay for hot chips)
<input type="checkbox"/> Opal Cards	<input type="checkbox"/>

Activity	Hazard identified	Risk assessment	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	<p>Staff: child ratio will be a minimum 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>	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	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 which have the Centre's name and phone number.</p> <p>Educators to wear service uniform and their name tags at all times</p> <p>Educators will conduct roll calls and headcounts at all stopping points and before and after leaving areas / venues.</p>	<p>Educators to organise T-Shirts</p> <p>Educators</p>	<p>Shirts to be worn by each child before departing the OOSH building. Before departure</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>Educators and children</p> <p>Children and Educators</p>	<p>Prior to leaving Centre / as part of daily WHS check</p> <p>Before departure and reminders throughout the day.</p>	Low

			<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. (There is a free water bottle refilling station adjacent to Brooklyn Playground & a bubbler in McKell Park.)</p> <p>Sunscreen will be applied to each child, where permission has been given & UV 3 or above.</p>	<p>Educators</p> <p>Educators</p>	<p>Prior to leaving the Centre</p> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p>	
General	Wet Weather	Moderate	<p>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</p> <p>Parents will be reminded to pack wet weather gear before excursions.</p>	<p>Children, directed by educators</p> <p>Educators and Parents</p>	<p>During briefing, prior to excursion, and whilst on excursion</p> <p>Prior to excursion.</p>	<p>Low</p> <p>Low</p>
Outdoor Play	Outdoor Play	Extreme	<p>Educators will ensure shaded play areas and / or indoor alternatives are available to children if UV climbs.</p>	<p>Children directed by Educators.</p>	<p>This will be planned prior to leaving the service, when UV rating is reviewed during WHS check</p>	<p>Low</p>

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

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	<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 .</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p>	Low
Walking to and from Venue	Injury	Moderate	Children will be reminded to walk at all times when traveling to and from the venue.	Educators	During Excursion	Low

Lunch Order - Hot Chips (Fitzies Fish & Chips)	Food Allergies	Extreme	Menu items and orders will be checked during excursion to ensure no allergens are contained	Educators	During excursion	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 and Children directed by Educators	During Excursion	Low
Train Travel	Missed/Skipped Station (Prior Preparation)	High	Children will be advised to start moving to the vestibule to prepare for disembarking. The train to Hornsby terminates and there is no need to prepare. On the way to Brooklyn, this would be Cowan Station. On return, this would be Asquith station. When travelling from Hornsby to Normanhurst, stay in the vestibule as the ride is only one stop. An educator will lead the children off and an educator will be the last off to ensure all children have left the train. Children will stay to one end of the carriage near the doors and not split up amongst the carriage.	Educators and Children directed by Educators	During Excursion	Low
Train Travel	Missed/Skipped Station (Emergency Reason)	High	In the event the train needs to skip a designated station, the RPD will then alight the group at the next station, to then catch the next train back. If this is due to a safety reason with the station close for an emergency, the RPD will organise the group to return to the centre as soon as possible and may need to organise an alternate means of transport, such as a bus, if the station includes those with close access to the centre. Parents will be advised of any changes to the transport plan.	Educators and Children directed by Educators	During Excursion	Low

Train Travel	Missed/Skipped Station	High	In the event the group misses a station, the RPD will organise to alight at the next station and catch the next train back in the opposite direction to that station. If the doors close and children are left behind, the educator will keep in touch with the RPD via phone advising their movements. The educators will organise the children to alight at the next possible station and to then catch a train back in the opposite direction to that station. The rest of the group that managed to alight successfully while wait at the station until return of the rest of the group.	Educators and Children directed by Educators	During Excursion	Low
Beach	Creatures & Rubbish	Moderate	Educators will inspect the beach area before play to ensure all rubbish has been removed from the area and also that no harmful creatures, such as blue bottles, are present. If there is any concern, the beach area will be closed and children to engage in the other activities proposed.	Educators and Children directed by Educators	During Excursion, Prior to Activity Commencement	Low
Beach	Water/Drowning	High	Educators will advise children to only use the beach for creating sandcastles and not to enter the water. Cones will be provided to create a boundary where possible to minimise contact with water. RPD will check tidal information to advise educators if there is an expected high tide and to adjust cones where necessary.	Educators and Children directed by Educators	During Excursion, Prior to Activity Commencement	Low

Walk to McKell Park/Brooklyn Playground	Wildlife	High	Native wildlife could be present at the location which could include Bush Turkeys and snakes. Educator will space themselves out as with normal walking processes to check areas and ensure to advise children and RPD if group needs to stop or find an alternate route if unsafe due to wildlife.	Educators and Children directed by Educators	During Excursion	Low
Walk to McKell Park/Brooklyn Playground	Cars	High	Where possible, the educators will direct children to walk singlefile along the footpaths provided. There are two crossing areas that involve going across the road (one in the dead-end playground carpark, the other opposite the station). Educators will lead the group with one educator at the rear. Children will be advised to walk calmly and in a single file across roads.	Educators and Children directed by Educators	During Excursion	Low
Station Platform	Injury from trains	High	Children will be directed by educators to remain behind the yellow line while waiting for the train to arrive. Children will be directed to stand to one side of the door to the carriage to allow other passengers out first before embarking. Educators will open the doors if they do not automatically open to avoid injury to children. All doors will be opened fully before using.	Educators and Children directed by Educators	During Excursion	Low
Hot Chips - Lunch Treat	Burns from heat	Moderate	Children will be advised that the chips are hot and to wait for them to cool down before eating. Educators to monitor the eating of chips and handing out. Educators not to hand out chips if deemed too hot.	Educators and Children directed by Educators	During Excursion	Low

Walkways and Stairs between McKell Park, Lookout and Brooklyn Playground	Tripping hazard	Moderate	Children will be advised to use the hand-rail where possible when going up and down the stairs. If using the second access with no rail, children will be advised to take their time when walking up the steps. Children will also be advised to keep an eye on their footing around the lookout as the path is unsealed and in parts the rocks form the path.	Educators and Children directed by Educators	During Excursion	Low
Windy Weather	Fallen Trees/Branches	High	If the weather starts to become windy and cause concern for safety, especially with the nearby trees, educators will remove children from the trees as soon as possible and cancel any activities in those areas. Alternate routes to park or station to be taken if deemed unsafe due to the big trees on Dangar Road.	Educators and Children directed by Educators	During Excursion	Low
Play Equipment	Injury from faulty equipment	High	Educators to inspect the equipment at Brooklyn Playground before use to ensure safe. If any equipment deemed faulty, the RPD will be advised and all children advised that that piece of equipment is not to be used. Cones will be played around this item where possible.	Educators and Children directed by Educators	During Excursion	Low
Play Equipment	Burns from hot equipment	High	Educators to check equipment before use to ensure they are not too hot to use. If UV rating advises to stay in shade, only the equipment in the shade will be used.	Educators and Children directed by Educators	During Excursion	Low
Riding on Train	Injury from sudden braking	High	Children will be reminded to sit while travelling on the train and to face towards the direction of travel	Educators	During Excursion	Low
	Boarding and	High	Children will be reminded to watch their step	Children	During briefing prior to	Low

	Disembarking off Train		when getting on and off the train at the stations and to be aware of the gap. Educators will stand at the front as back of the group, and one directly in the doorway to ensure no children are left behind by fast closing doors	directed by Educators	excursion & whilst on excursion.	
	Train breakdown	Low	Where a train breaks down, the children will remain on the train until another train or bus is organized, Once the replacement vehicle arrives, the children will swap vehicles. Where remaining on the train is considered dangerous (due to heat or mechanical reasons), where possible, the RPD will locate a safe area to have the children wait for the new vehicle to arrive. Staff and children will also follow instructions from Sydney Trains employees.	Children and Educators	During excursion	Low
Riding on Train	Train Accident	High	<p><i>If the accident is not serious:</i> Listen to instructions from Sydney Trains employees and keep children safe by staying on the train if it is safe to do so.</p> <p>If not, move children to a safe location in the next carriage or when following instructions, adjacent to train, 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>	Educators and Children directed by Educators	During excursion	Low

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.

Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents

Keep children safe by staying on the train if it is safe to do so.

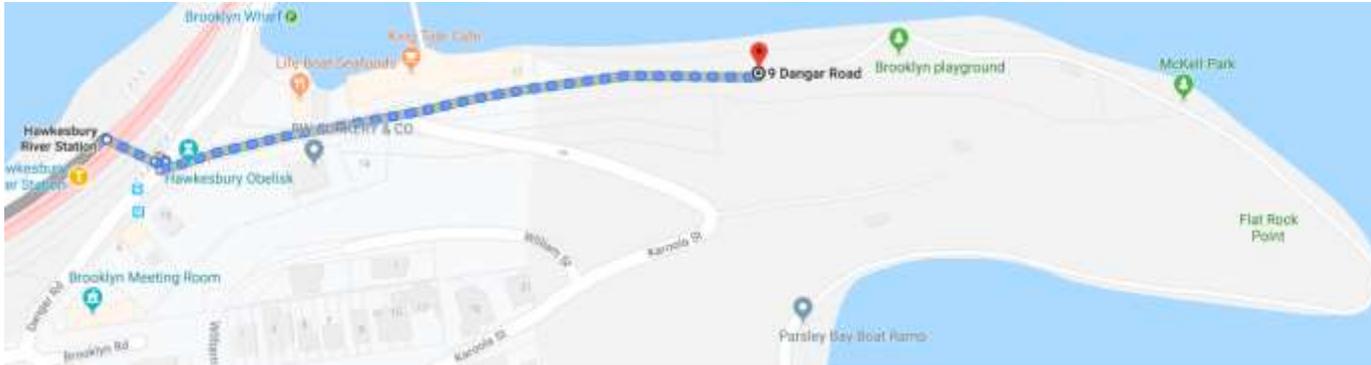
Risk Benefit Analysis

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	* To develop independence when using OPAL Cards on public transport & a sense of responsibility when looking after their card
* Injury to children or staff from slips / trips / falls	* To develop knowledge of local public transport network and how to use the Sydney Trains network
* Choking / food allergy issues when consuming food brought from home	* To have relaxation time away from centre and develop relationship with fellow peers
* Injury from train accident / breakdown / braking	* To encourage problem solving and creativiting through the sand castle building activity
* Injury from park equipment and use of equipment at beach	* To encourage inquisitive nature of local wildlife that may come across and to develop knowledge of safety around wildlife
* Burns from hot food or equipment	* To expand children's knowledge of local history through the interpretive display of the History of Brooklyn, adjacent to the playground
* Missed station / group split	* To expand on children's interest in photography through opportunities to take photos at nearby lookout and of the river.
* Native Wildlife	* FUN!

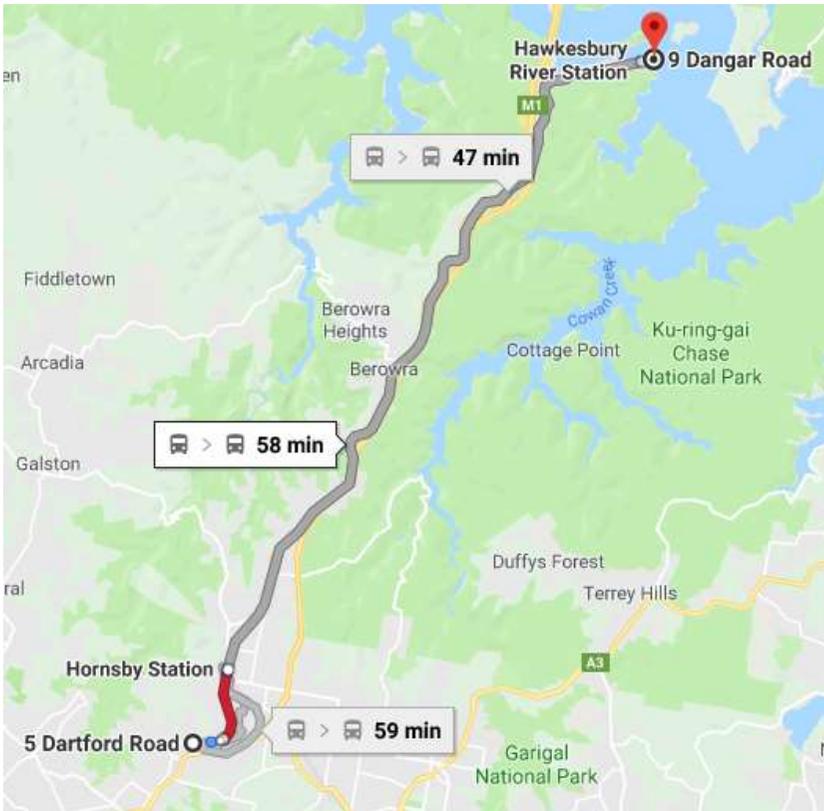
Risk Matrix

		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

Brooklyn Zoomed Map:



Overall Route Map:



Normanhurst/Hornsby Zoomed Map:

