

# NWOOSH Vacation Care

## Excursion Risk Assessment

Excursion Details			
<b>Dates of excursions</b>	13th January 2020	<b>Excursion destination:</b> Sydney Cricket Ground	Driver Ave, Moore Park 2021
<b>Departure and Arrival Times</b>	Leave Approx 9am to arrive at SCG 10am. Leave 2pm to arrive at centre 3pm.		
<b>Proposed Activities</b>	Morning Tea, Stadium Tour, Lunch	<b>Water Hazards?</b>	Yes/No <b>If yes, detail in risk assessment below</b>
<b>Method of transport, including proposed route</b>	Private Bus (route is detailed in map below)		
<b>Name of RPD</b>	TBD	<b>Contact Number of RPD</b>	02 9484 4412
<b>Number of children attending excursion</b>	Estimated: 30 Actual:	<b>Number of educators/parents/volunteers</b>	Estimated: 3 Actual:
<b>Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.</b>	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.		
<b>Educators on excursion (Names):</b>	<b>Educator Training:</b>	<b>Educators Contact Details (to be completed on staff copy of RA only):</b>	<b>Educators to Sign once they have read &amp; understood the Risk Management Plan:</b>
*	*	*	*
*	*	*	*
*	*	*	*
*	*	*	*
<b>Plan Prepared By:</b>	Benjamin Caswell	<b>Date Prepared:</b>	14th November 2019
<b>Additional Venue Information:</b>	Yes-attached/ <b>No</b>		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or signifcant 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"/> 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 (nut free), 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"/> List of Educators attending excursion & contact details                        |
| <input type="checkbox"/> Other items: water, backpack  | <input type="checkbox"/> Medication Form  |

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	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.	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
			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		
			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, staying to the left.	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.</p> <p>Sunscreen will be applied to each child, where permission has been given &amp; 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	<p>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</p>	<p>Children and Educators</p>	<p>On arrival at the venue and then throughout the day before group use by children.</p>	<p>Low</p>

			<p>Commences. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3. All bathrooms have basic hygiene equipment. (Soaps, Water), and ability to dry hands (Hand Dryer/Paper Towels)</p>			
General- multiple Educators on Excursion	Serious injuries to a child	Moderate	<p>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.</p>	Children and Educators	During excursion	Low
General- multiple Educators on Excursion	Serious injury to a staff member	Moderate	<p>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</p>	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
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	Children and Educators	During excursion	Low

			dangerous (due to fuel or mechanical reasons), the RPD will locate a safe area to have the children wait for the new bus to arrive.			
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.</p> <p>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> <p>Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents</p> <p>Keep children safe by staying on the bus if it is safe to do so.</p>	Educators and Children directed by 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	During Excursion	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
Players Changeroom (Sports Baths)	Water Hazard/Drowning/Falling in	High	Children will be able to inspect the player's hot and cold baths. The hot spa/bath is 0.8m at centre while the cold bath is 1.5m at deepest point. The bath area enclosed behind pools gates and fences. The proposed activity is for the children to touch the water from beside the bath to feel the temperature difference. The hot spa/bath is at 37 degrees and the cold bath is at 11 degrees. A maximum of 5 children at a time will come into the area with an educator and the tour guide. The other children will wait with the other educators lined up outside the pool gated area.	Children directed by Educators	During Excursion	Low
Toilet Supervision (Players Changerooms)	Water Hazard & Privacy	High	The toilets in the players changerooms back on directly to the sports bath and is separated by a gated pool fence. Children will be reminded not to go through this gate and to use the bathrooms only. As the bathrooms are open planned, staff will ensure one gender will use the toilets at a time for privacy. Also, the toilets are not to be used during the Sports Baths activity to also ensure privacy.	Children directed by Educators	During Excursion	Low

Outdoor Players Nets/Warm-up Area	Injury from cricket balls coming over fence	Moderate	The outdoor nets/players warm up area is used on game day and involves players bowling and hitting balls. A stray ball could come over the fence. To minimise this risks, if the area near the fence is being used, the group will assemble elsewhere to hear about the statue and talk. There are currently no games scheduled for the day of visit which means the nets will most likely not be in use. The tour does not go onto the net/playing area.	Children directed by Educators	During Excursion	Low
Escalators in MA Noble Stand	Trip hazard	Moderate	Children will be reminded a maximum 2 on an escalator step at a time. Children will also be reminded to watch when alighting onto the escalator steps. These steps can be slow or can speed up when people are detected to be using them.	Children directed by Educators	During Excursion	Low
Commentators Box/Studio (Radio)	Trip hazards & chair hazards	Moderate	Children will be reminded to watch where they are walking as there is a step in the middle of the room which changes level. Children will also be reminded when using the swivel chairs for the activity to not move beyond their desk/station.	Children directed by Educators	During Excursion	Low
Commentators Box/Studio (TV)	Electrical Hazards	High	Cables for TV Equipment is on the floor and hangs down from ceiling in the TV Studio. All these cables are covered and have plugs at the end of them. Most of these cables are wound up and tied. Children will be advised to move past that corner, with an educator standing near that area to direct them away from the corner. The rest of the box has no cables.	Children directed by Educators	During Excursion	Low

Basement Access (Driveway)	Vehicle Access and Traffic	High	Children will be advised to stay to the right hand wall and to go single file along the wall and behind the bollards. SCG Tour Guide and Educators will direct children to wait before entering driveway upon inspection of any traffic noticed.	Children directed by Educators	During Excursion	Low
Press Conference Room	Trip Hazard	Moderate	Children can participated in a fake briefing activity which involves two children going on to the stage. There is a small 2 step access to the side. Children will be advised to use this access one at a time and to take their time.	Children directed by Educators	During Excursion	Low
Concrete Roller Activity	Scratches and falling off	Moderate	Children can, as part of the last activity, climb onto an original old concrete roller and sit on it. A maximum of 2 children at a time on the roller. The roller is bolted and concreted to the ground so does not move. Children will be advised to wait their turn and also advised of the metal hooks on the roller's bar.	Children directed by Educators	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	* Fun and Recreation
* Injury to children or staff from slips / trips / falls	* To engage in an activity that develops the childrens Gross motor skills
* Choking / food allergy issues when consuming food brought from home	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills
* Injury from bus accident / breakdown / braking	*To learn about the history of the SCG and Sydney's past
*Injury from vechiles around site	*To learn about the inner workings of a stadium and what goes on behind the scenes
*Injury/drowning from players sports bath	*To develop knowledge of commentating and broadcasting through tour of studios and participating in activities
*Electric shock or tripping from electrical cables in studio	*To develop creativity and confidence in public speaking through the commentating and press-conference activities
*Injury from roller activity	*To learn skills to help in warm-ups for sports through the change rooms exercise activities
*Injury from stray cricket balls in the outdoor warm-up/net area	*To investigate and develop comprehension skills through the museum tour and activity
	*To actually stand on the ground of play at the SCG! To 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

