

# NWOOSH Vacation Care

## Excursion Risk Assessment

| Excursion Details  |  |   |   |
|--|--|---|---|
| <b>Dates of excursions</b>   | 17th January 2020  | <b>Excursion destination:</b> TreeTops Abbotsbury, Western Sydney Parklands, Plough & Harrow East, 749 Elizabeth Drive, Abbotsbury NSW 2176 |   |
| <b>Departure and Arrival Times</b>   | Leave Approx 9:30am, return trip to commence at 1:30pm for arrival back at centre by 3pm |   |   |
| <b>Proposed Activities</b>   | Morning Tea, Treetops adventure park rope climbing course, lunch                         | <b>Water Hazards?</b>   | <b>No</b><br>If yes, detail in risk assessment below                                    |
| <b>Method of transport, incl 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<br>Actual:   | <b>Number of educators/parents/volunteers</b>   | Estimated: 3<br>Actual:   |
| <b>Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.</b>                                | 1:10<br>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>   | Blake Jervis   | <b>Date Prepared:</b>   | 7th 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 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"/> 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  |
| <input type="checkbox"/> Centre Card   | <input type="checkbox"/> Handsoap   |

| Activity | Hazard identified   | Risk assessment | Elimination/control measures   | Who   | When   | Residual Risk Rating |
|----------|---|-----------------|--|---|--|----------------------|
| 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 together minimum as pairs, and where</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>            |

|  |                                  |          |  |                        |                  |     |
|--|----------------------------------|----------|--|------------------------|------------------|-----|
|  |                                  |          | 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)   |                        |                  |     |
| 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<br><br>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 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 |
| 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 |
|                                | 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 |

|               |      |   |  |                  |     |
|---------------|------|---|--|------------------|-----|
| Bus breakdown | Low  | <p>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.</p>   | Children and Educators                       | During excursion | Low |
| Bus Accident  | High | <p><i>If the accident is not serious:</i><br/>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><br/>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      |
| Treetops | Injury from faulty equipment . Misuse of equipment                             | Extreme  | Treetops staff to check all equipment prior to anyone climbing. Any faulty equipment will be placed aside and not utilised.<br><br>Children will be briefed how to utilise equipment and take care of it. Any children being unsafe will be removed from the course | Treetops Staff / Educators           | Prior to climbing / during activity | Moderate |
| Treetops | Injury from bugs, stings, insects, snakes.                                     | Moderate | Children will be reminded to keep to paths.<br><br>Educators will check in with Treetops staff on arrival as to whether they are aware of any insects / snakes in the area, so the information can be used to choose appropriate pathways.                          | Educators /children / treetops staff | On arrival / during excursion       | Low      |
| Treetops | Children getting scared whilst participating in the treetops climbing activity | Low      | Children will be encouraged throughout the activity, and treetops staff are able to assist the children complete the course as required.  | Educators /children / treetops staff | On arrival / 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                  | * Confidence building through overcoming obstacles and heights                               |
| * Injury to children or staff from slips / trips / falls              | * Developing physical skills through a demanding activity                                    |
| * Choking / food allergy issues when consuming food brought from home | * Making friends and socialising through recess/lunch interaction                            |
| * Injury from bus accident / breakdown / braking                      | * Entertainment with stories from tour   |
| * Anxiety / injuries through treetops activity                        | * Experiencing a new environment in which to challenge themselves                            |
|   | * 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         |

