

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	28th January 2020	Excursion destination: Inflatable World	Unit 3/18 Anella Avenue Castle Hill 2155
Departure and Arrival Times	Leave 9:00am to arrive at Castle Hill Indoor Sports 10:00am. Leave 1:30pm for 2:30pm arrival.		
Proposed Activities	Morning Tea, Inflatable Equipment & Obstacle Play, Lunch	Water Hazards?	Yes/ No If yes, detail in risk assessment below
Method of transport, including proposed route	Private Bus (route is detailed in map below)		
Name of RPD	TBD	Contact Number of RPD	02 9484 4412
Number of children attending excursion	Estimated: 30 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:	14th November 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"/> 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"/> Children to be wearing socks & have socks packed.

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, 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>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 and 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
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. All bathrooms have basic hygiene equipment (Soaps, Water) and ability to dry hands (Hand Dryer/Paper Towels)	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	Children and Educators	During excursion	Low

			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
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	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.	Children and Educators	During excursion	Low
	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>	Educators and Children directed by Educators	During excursion	Low

			Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents Keep children safe by staying on the bus if it is safe to do so.			
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
Inflatables	Movement of inflatable	High	All inflatables are anchored to the ground and have a limit to the number of children allowed on them to minimise movement.	Educators	During Excursion	Low
Inflatables	Deflation	High	Children will be directed off an inflatable by educators and Inflatable World Staff upon being alerted to a deflation. Children will then be directed by staff not to use that inflatable.	Educators	During Excursion	Low
Inflatables	Trips/falls from entering/exiting Inflatables	High	Children will be instructed before inflatable use to only enter via the non-slip mats placed adjacent to the inflatable. Children will also be reminded to only enter one at a time to an inflatable and wait in line for their turn.	Educators	During Excursion, Prior to Commencement of Activities	Low
Inflatables	Injury from Somersaults and other movemnts	High	Children will be instructed before inflatable use what moves are appropriate and how to use the inflatables. Children will be reminded that Somersaults and gymnastics style moves are not allowed on the inflatables. Children also to be reminded that if they get injured to notify an educator.	Educators	During Excursion, Prior to Commencement of Activities	Low

Inflatables	Injury from being stuck in an inflatable	High	As mentioned above, children will be instructed on how to use the inflatables. If a child does become stuck, the child will call out for help and remain put. Educators and Inflatable World staff patrol the inflatables to ensure children's safety and to assist where possible. Educators will also notify inflatable world staff if that child can not come unstuck. Children will then be removed from that inflatable and educators to direct inflatable closed while educators/Inflatable Staff assist that child. If emergency services required, the educators will notify the RPD.	Educators	During Excursion, Prior to Commencement of Activities	Low
Inflatables	Fighting Inflatable Arena - head injuries and other bodily injuries	High	Children will be instructed before activity that this arena can only be used once the protective head gear is applied. A maximum of 2 children in the arena is allowed at one time. Children will be reminded to wait outside the arena for their turn.	Educators	During Excursion, Prior to Commencement of Activities	Low
Inflatables	Hot Weather	High	Inflatable World has fans and ventilation ducts in the room. Inflatable World also has portable humidifiers that will be deployed should it be deemed to get hot inside the building or on a hot day. The roller shutter doors can also be opened. These are behind fences/gates and allow no direct car access.	Educators	During Excursion, Prior to Commencement of Activities	Low
Inflatables	Access to outside carpark	High	A pool gate and fencing is located at the entrance to inflatable world. Children will be reminded this is the boundary and will not pass until leaving time. There is also an entrance door beyond this gate to stop access to carpark.	Educators	During Excursion, Prior to Commencement of Activities	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 work on balance and coordination whilst on inflatables
* Injury from inflatables	* To develop confidence in each child's ability and being able to complete the inflatable courses
* Injury from access to or during walk in carpark	* To develop listening skills in following instructions
	* To try new activities using the inflatables, including the obstacles courses and battling arena

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

