

# NWOOSH Vacation Care

## Excursion Risk Assessment

| Excursion Details                                                                                                                               |                                                                                             |                                                                                                                           |                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Dates of excursions</b>                                                                                                                      | Friday 27th March 2020                                                                      | <b>Excursion destination:</b>                                                                                             | Thornleigh Squash Centre (6 Duffy Ave)                                                                                               |
| <b>Departure and Arrival Times</b>                                                                                                              | Leave Center 3:15pm to walk to Squash Centre. Leave Squash Centre at 4:45pm for 5pm return. |                                                                                                                           |                                                                                                                                      |
| <b>Proposed Activities</b>                                                                                                                      | Induction on how to play Squash, Play Squash on Courts, Table Tennis                        | <b>Water Hazards?</b><br>If yes, detail in risk assessment below                                                          | Yes/ <b>No</b>                                                                                                                       |
| <b>Method of transport, including proposed route</b>                                                                                            | Walking(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: 40<br>Actual:                                                                    | <b>Number of educators/parents/volunteers</b>                                                                             | Estimated: 4<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><br><br>*<br><br>*<br><br>*<br><br>*<br><br>*                                                             | <b>Educator Training:</b><br><br>*<br><br>*<br><br>*<br><br>*<br><br>*                      | <b>Educators Contact Details (to be completed on staff copy of RA only):</b><br><br>*<br><br>*<br><br>*<br><br>*<br><br>* | <b>Educators to Sign once they have read &amp; understood the Risk Management Plan:</b><br><br>*<br><br>*<br><br>*<br><br>*<br><br>* |
| <b>Plan Prepared By:</b>                                                                                                                        | Benjamin Caswell                                                                            | <b>Date Prepared:</b>                                                                                                     | 23rd January 2020                                                                                                                    |
| <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"/> 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<br>(use matrix) | Elimination/control measures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Who                    | When                                                                                                                                                                                                                                                                                                                                  | Residual Risk Rating |
|--------------------------------------|---------------------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Walking to and from Venue - multiple | 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 |                                                         |                                 | The educators will position themselves on the road side when walking to and from the venue to keep the children safe.                                                                                                                                                                                                                                                                                                                                                                                                                      | Educators              |                                                                                                                                                                                                                                                                                                                                       |                      |
| Educators on excursion               |                                                         |                                 | 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.                                                                                                                                                                                                                                                                                                                                                                                       | 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 |
| 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 |
| 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 and whilst on excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p> | Low |

|                                                        |                                                             |          |                                                                                                                                                                                                                                                                                    |           |                                                                                                      |     |
|--------------------------------------------------------|-------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------|-----|
| Walking to and from Venue<br>Walking to and from Venue | Sun Burn, Heatstroke, dehydration, Extreme hot weather etc. | Extreme  | 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. | Educators | Temperature to be assessed prior to leaving on excursion for a decision / alternate plans to be made | 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 |
| Squash Activities                                      | Injury Caused to Eyes and Other Parts of the Body           | High     | Children will be required to wear safety goggles before entering any of the play arenas. Play will stop while anyone exits/enters a playing arena. Spectators will sit outside arena glassed wall for safety.                                                                      | Educators | During Excursion                                                                                     | Low |
| Squash Activities                                      | Injury Caused by Equipment                                  | Moderate | Educators will inspect equipment before use to ensure safe to use. This includes ensuring the safety goggles fit children properly and are not damaged.                                                                                                                            | Educators | During Excursion                                                                                     | Low |
| Squash Activities                                      | Injury from other players                                   | Moderate | Educators will ensure a maximum of 4 children will be allowed per court while a game is in session. Educators will guide the children on rules of squash and best positions to stand to avoid collisions.                                                                          | Educators | During Excursion, Prior to Commence of Activity & Ongoing During Activity                            | Low |
| Table Tennis                                           | Injury from equipment                                       | Moderate | Children will be directed by staff to use only the equipment provided by the squash centre. Educators will inspect the table and other equipment to ensure safe to use and report any defects to Thornleigh Squash staff.                                                          | Educators | During Excursion, Prior to Commence of Activity & Ongoing During Activity                            | 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                      | * Relaxation and Recreation                                                                                                |
| * Injury to children or staff from slips / trips / falls                  | * To learn and develop understanding and skills required to play squash                                                    |
| * Choking / food allergy issues when consuming food brought from home     | * Develop knowledge of local area through walking                                                                          |
| * Injury whilst playing squash, especially to eyes & including collisions | * FUN!                                                                                                                     |
| * Injury from using faulty table tennis equipment                         | * Develop persistence of learning a new school                                                                             |
|                                                                           | * Encourage sharing and problem solving through children organising their own mini round robin tournaments of squash games |
|                                                                           | * Develop and foster teamwork through playing squash                                                                       |

| 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         |

