

Excursion Details			
Dates of excursions	Thursday 16th April 2020	Excursion destination:	Glenworth Valley
Departure and Arrival Times	Bus Departs 9:00am Bus Pick-up 1:30pm for return to centre by 2:30pm.		
Proposed Activities	To Enjoy time away from the centre and partake in Horse riding, Lead pony rides & petting Farm fun!	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: 20 Actual:	Number of educators/parents/volunteers	Estimated: 4 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:	Blake Jervis	Date Prepared:	15/02/2020
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 / iPad with 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, all children checked for enclosed shoes | <input type="checkbox"/> Medication Form |
| <input type="checkbox"/> Check waivers | |

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>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 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 & UV 3 or above.</p>	<p>Educators and children</p> <p>Children-directed by Educators</p> <p>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> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p>	Low

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, 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 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 the staff member in the specific area with that child. (e.g. scoosh medications will be with scoosh staff and k-3 with their staff. This will be done 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
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 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
Riding on Bus	Bus Accident	High	<i>If the accident is not serious:</i>	Educators and	During excursion	Low

			<p>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. 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</p> <p>Keep children safe by staying on the bus if it is safe to do so.</p>	Children directed by Educators		
General	Child Protection	High	<p>Children will never be left alone with members of the public without supervision.</p> <p>All Educators hold WWCC.</p>	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	Before and During Excursion	Low
Gelnoworth Valley General	Injury from uneven/ wet ground	Moderate	Children will be reminded to walk and be aware of their surroundings at all times whilst moving around the venue	Educators and children	Before and During Excursion	Low

Glenworth Valley General	Injury from Carpark/Roads & Cars	Moderate	<p>Children will be reminded of the restricted areas prior to the commencement of and during the excursion</p> <p>Educators will remind children to walk and take extra caution whilst walking through the carpark & Open roads to and from the venue</p> <p>The bus will drop children off in an area that is safe inside the carpark</p> <p>Educator's will position themselves at the front, middle and back of the line to ensure the children do not leave their lines</p> <p>Whilst children are not partaking in the Glenworth Valley Activities - educator's will position themselves at the edges of the group to ensure children do not pass them. Staff will position themselves on either end of the roads to block cars passing through ,so it's safe for our children to cross open roads. Children will be with staff members at all times while walking around on site</p>	Educators & Children	Before departing for the excursion and whilst on excursion.	Low
Glenworth Valley (General)	No Protective items/clothes	Extreme	Helmets will be provided to the children before commencing on any activities with the Horses.Children are unable to participate on these activities without a helmet.	Glenworth Valley Staff & NWOOSH Staff	During Excursion & Before Activities	Low
	No Protective items/clothes	Extreme	Enclosed shoes - Parents will be notified that their children must have enclosed shoes on this excursion.	NWOOSH Staff & Parents	Prior to leaving the Centre	Low
	No Protective items/clothes	Moderate	Long Pants (Optional) - Parents will be notified prior to the excursion, that if their child wishes to wear long pants they may do so. Long pants are optional if the child is more comfortable in them. Long pants can be beneficial incase the horses hair causes irritation.	Parents, NWOOSH Staff & Children	Prior to leaving the Centre	Low
	Water Inlets in Valley	Low	Children will be Directed safely by NWOOSH staff away from any water inlet areas while in Glenworth Valley.	Nwoosh Staff	During Excursion	Low

Glenworth Valley - Petting Farm	Injury from animals (Bites while petting/feeding)	Moderate	Bites - Children will be briefed by Glenworth Staff before commencement of petting farm about the safety precautions to take while petting animals or feeding them. Nwoosh staff will ensure briefing information is followed during activity. Nwoosh Staff will have first Aid kits for any required First Aid. Glenworth Valley has first Aid kits & Training also.	Glenworth Staff, Nwoosh Staff and Children	During Excursion	Moderate
Glenworth Valley - Petting Farm	Germes & bacteria	Low	Staff will ensure children wash their hands before and after touching or petting any animals or food for the animals. (Carrot)	Nwoosh Staff & Children	During Excursion	Moderate
Glenworth Valley - Petting Farm & trail/Lead rides. (General)	Unpredicted Animal behaviour	Moderate	Unpredicated animal behaviors - Glenworth staff are experieced animal handlers and are able to assist as required. Children will be supervised at all times & reminded about respecting the animals and their space. If animal behaviors become too much, the children will be escorted quickly & safely from the enclosed Petting farm or horse yard area by Staff. Unpredicable horse behaviour - Children & Staff will be breifed before any commencement of the horse activities. They will be briefed about safety measures to take around the horses. E.g Not to stand behind the horses, where to pat the horse, how to mount & Dismount etc. Nwoosh staff will supervise at all times, and ensure the children are following these rules and intructions. Otherwise the children may not be able to partake in the activity.	Glenworth Staff, Nwoosh Staff and Children	During Excursion	Moderate
Glenworth Valley - Petting Farm	Left open Gates / Animals Escaping	High	Staff will direct and supervise children entering & exiting gates, ensuring that they are shut after entering and when exiting.	Glenworth Staff, Nwoosh Staff and Children	During Excursion	Low
Glenworth Valley - Lead Pony ride & Trail Rides (General)	Falling From Horse, Mounting & Dismounting	High	Children & Staff will be briefed for 30min prior to any horse riding. This briefing will cover all safety precautions to take while commencing the horse activities. Children will be saddled on the horses with the assistance of Glenworth staff. A helmet must be worn prior to entering horse area. The childrens feet/shoes will be helped into the saddle foot rings, while also being shown how to hold the reins at all times. During the briefing the children will be shown how to hold and use any equipment needed while on the rides. Staff will be present at all times to assist the children as required.	Glenworth Staff, Nwoosh Staff and Children	During Excursion	Moderate

Glenworth Valley - Lead Pony Rides	Adult Staffing Ratios	High	During the Lead pony rides, Any children over the age of 5 will required 1 adult to lead the pony during the ride. If the child is under 5, two adults are required to assist on each Lead Pony Ride. Nwoosh Staff will be present to assist with each lead pony ride.	Glenworth Staff, Nwoosh Staff and Children	During Excursion	Low
Glenworth Valley - Trail Horse Rides	Trail Ride Tracks	Moderate	Glenworth Valley Staff monitor & maintain checks of the riding tracks prior & during the ride to determine if it's safe, and will change/cancel route if required.	Glenworth Valley Staff	During Excursion	Low
	Horse's Change of Speed & Direction	High	The children will be briefed prior to riding about how to use the equipment provided to slow the speed of the horse, change direction and how to come to a stop. Two Glenworth Valley Staff (1 leading each group & 1 at the end of each group) Will accompany the children per group of 8 children and will help assist if required. 1:10 Ratio for NWOOSH Staff will also be present while on the ride and will assist as required.	Children, Glenworth Valley Staff & Nwoosh Staff	During Excursion	Moderate
	Horses Spooked in camping areas	Low	Routes checked during peak periods to ensure safe transit of customers. No flapping tents allowed. Safety zones marked beside routes during peak periods. No ball games or bikes during transit periods. - (GV Risk Assessment)	Glenworth Valley Staff	During Excursion	Low
	Horses getting spooked from falling branches	Moderate	Wind speeds monitored via weather warning systems. Routes changed/cancelled where applicable. (GV Risk Assessment)	Glenworth Valley Staff	During Excursion	Low

Risk Benefit Analysis

Risk	Benefit
* Lost Child	* Development of social skills & expected behaviours when with other Staff on the excursion!
* 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 / Incorrect clothing items	*To investigate ideas about Animals, Riding & Nature!
* Choking / food allergy issues when consuming food brought from home	* To develop social skills and build relationships with other children
* Injury from bus accident / breakdown / braking / car movement	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills
* Children being concerned or confronted due to the nerves of the excursion, Horses or animals	* To develop skills in a new sport - horse riding
* Injury from animals, such as Horse/Pony Change of speed/ directions, Unexpected behaviour	* To learn about horse care and maintenance
	* 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

