

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	24th April 2020	Excursion destination: ANMM (Australia Na	Wharf 7, 58 Pirrama Rd, Pyrmont NSW 2009
Departure and Arrival Times	Leave Approx 9:00am to arrive at ANMM 10:00am. Leave 2:00pm for 3:00pm arrival.		
Proposed Activities	Morning Tea, Museum Exhibits including Sea Vessels & 3D Movie, 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: 20 Actual:	Number of educators/parents/volunteers	Estimated: 2 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. (Minimum 2 staff on excursions)		
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:	29th February 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 signifcant change occurs.			
Excursion Checklist			

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| <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 | <input type="checkbox"/> Medication Form |
| <input type="checkbox"/> Centre Card | |

Activity	Hazard identified	Risk assessment (use matrix)	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>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 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</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>
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 practical, in groups of 3. All bathrooms have basic hygiene equipment. (Soaps, Water, Ability to dry hands (Hand Dryer/Paper Towels)</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>

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

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
Riding on Bus	Boarding and Disembarking off	High	Children will be reminded to watch their step when getting on and off the bus at the stops.	Children directed by	During briefing prior to excursion & whilst on	Low

	Identifying the bus		Identifying the risk to children and staff	Who is responsible for the risk?	When is the risk likely to occur?	
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	<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>	Educators and Children directed by Educators	During excursion	Low

			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
Windy Weather	Fallen Trees/Branches	High	If the weather starts to become windy and cause concern for safety, especially with the nearby trees, educators will remove children from areas near trees as soon as possible and cancel any activities in those areas. Alternate routes to/from the park for lunch will be chosen, such as walking through the shopping centre. Shelter will be sought if deemed unsafe to stay outside for Morning Tea, Lunch or any of the ship activities.	Educators and Children directed by Educators	During Excursion	Low
HMAS Vampire, James Craig Tall Ship, Onslow Submarine	Hot Weather, Excessive heat	High	The Museum has a policy that all Vessels outside the Museum will be monitored during hot weather. This includes shutting access to the Vessels if the temperature gets above 36 Degrees Celcius. Educators to direct children off Vessels if requested to by museum staff.	Educators and Children directed by Educators and Museum Staff	During Excursion	Low

Onslow Submarine	Missing Child/Educators (Wearing of Tags)	High	All visitors to the Onslow Submarine have to wear a yellow clip-on tag before walking to the embarkment hatch. This is to ensure all visitors are accounted for. Educators to assist children on the application of the tag if required. The safety tags are to be removed once dis-embarked and back in the visitor hall. Educators will position themselves at the front and back of the group to ensure all children are accounted for.	Educators and Children directed by Educators and Museum Staff	During Excursion	Low
Onslow Submarine	Claustrophobia / Small Sapces	High	Children will be advised prior to the entering of the submarine about the small spaces. If a child does not want to participate, an educator will wait with them at the entrance to the vessel embarkment to wait for the rest of the group until they return. If a child feels clasutrophobic during the tour, an educator will walk them to the exit as soon as possible and await for the rest of the group once they have made it outside.	Educators and Children directed by Educators and Museum Staff	During Excursion	Low

Onslow Submarine	Injury from hitting head on low objects, Injury from bumping objects due to small spaces, Injury to back and part of body from hatch embarkment/dis-embarkment	High	A safety briefing is conducted by a Museum staff once tags are applied and before entering the submarine. Museum staff are positioned throughout the submarine to conduct talks and also remind visitors of any hazards that may be ahead. Educators will direct children where possible of any noticeable hazards. Children will be advised to enter in backwards down the ladder through the hatch to embark. Children are to stay in single file when walking through the submarine passages. Upon viewing the rooms, one child per time can look through the viewing area before another can view.	Educators and Children directed by Educators and Museum Staff	During Excursion	Low
Onslow Submarine	Injury from moving through hatches inside submarine	High	There will be an educator at the beginning of the group which will demonstrate how to get through the hatches in the submarine. Children will be guided as they come through each hatch and reminded that there is one child allowed through at a time. The hatches have rubber foaming around the edges to minimise injury from hitting the sides. Some hatches have small steps to assist in climbing through and staff will advise children if the hatch they are at has a step.	Educators and Children directed by Educators	During Excursion	Low

Onslow Submarine	Injury from moving through hatches inside submarine	High	There will be an educator at the beginning of the group which will demonstrate how to get through the hatches in the submarine. Children will be guided as they come through each hatch and reminded that there is one child allowed through at a time. The hatches have rubber foaming around the edges to minimise injury from hitting the sides. Some hatches have small steps to assist in climbing through and staff will advise children if the hatch they are at has a step.	Educators and Children directed by Educators	During Excursion	Low
Onslow Submarine	Injury/tripping hazard from small walking plank in engine room	High	The plank to walk on in the engine room narrows at the end and requires navigation to get through. Educators will direct children to be aware of their footing when coming through this area. One child at a time will come through here.	Educators and Children directed by Educators	During Excursion	Low
Onslow Submarine	Injury from general items	High	Children will be directed not to sit on areas unless they are designated. Children will be directed not to go pass any perspex screens or fencing that act as boundaries. Children will be directed to use the periscope one at a time and to stand back and wait their turn while in use, in case periscope moves.	Educators and Children directed by Educators	During Excursion	Low
Vessel Entrances	Injury from movement of entry planks	High	Children will be directed by staff to hold onto roles and to go in single file when embarking and dis-embarking from any vessel. Children will be warned that these may move at any moment due to water currents.	Educators and Children directed by Educators	During Excursion	Low

Tall Ship James Craig	Injury from low entrances	High	Children will be directed by Museum Staff and educators about the height of the vessel and to lower their head where possible. Educators will point out any low bearing hazards that need extra attention.	Educators and Children directed by Educators and Museum Staff	During Excursion	Low
Tall Ship James Craig	Injury from rope burn and splinters	High	Children will be guided not to touch the equipment unless directed by the Museum Staff. If the children are involved in an activity, they will be advised to use one rope at a time and shown the proper method to use them to reduce instance of rope burn. Children will be advised not to glide hands over wooden railings as this might incur splinters.	Educators and Children directed by Educators and Museum Staff	During Excursion	Low
Tall Ship James Craig	Injury from mis-step, movement of ship on stairs	High	Children will be directed by educators to use the handrail and walking to their left when moving down the steps from the deck into the galley. Children will be reminded to walk down the stairs and take one at a time.	Educators and Children directed by Educators	During Excursion	Low
HMAS Vampire	Injury from enclosed areas, lower hanging items, walkways/hatches	High	Children will be reminded by educators before entering enclosed areas to watch out for steps in walkways and hatches as well as low hanging items or low clearances. Children will be reminded to walk and to go single file and in one direction in passageways. In rooms, children will take turns to observe the rooms and then come out back into the corridor one at a time.	Educators and Children directed by Educators	During Excursion	Low

HMAS Vampire	Level 1 Walkway adjoining back and front of ship, falling hazard	High	Educators will direct children to keep single-file across the aerial walkway and to limit the number of children crossing to 3 at a time. Children will be reminded to use the handrails if they need to assistance to cross.	Educators and Children directed by Educators	During Excursion	Low
HMAS Vampire	Electrocution	High	Electrical panels have been bolted shut by the Museum and signs warning of electrical useage are also displayed. Children will be reminded not to touch these panels placed throughout the ship. Museum advises that only a few circuits are used and machinery touch displays are not connected (eg oven in the kitchen). Some displays are connected by are covered or encased, such as the radar display.	Educators and Children directed by Educators	During Excursion	Low
HMAS Vampire, James Craig Tall Ship, Onslow Submarine	Falling into water/drowning	High	Children will be reminded to stay within the fencing and barriers at all times on all the Vessels. Children will be reminded not to climb these or to lean over them. Museum has water safety available on the dock that include life jackets. Museum also has cameras monitoring all parts of the vessels to ensure visitors can be spotted if an incident occurs.	Educators and Children directed by Educators	During Excursion	Low
HMAS Vampire	Injury from touching exhibits or parts of the ship	Medium	Most of the ship items are behind barriers or fencing. For those that can be touched, eg the kitchen appliances and cupboards, mess hall, toilets and bathrooms, these have been locked or bolted shut, or perspex viewing placed over them (in the case of the toilets) so they cannot be used.	Educators and Children directed by Educators	During Excursion	Low

HMAS Vampire	Injury from gun turrets	Medium	Children will be advised they can look and touch the gun turrets but for educators to be aware that in rare instances these may move. Educators will ensure no children are underneath the gun turret when it is being inspected by the children.	Educators and Children directed by Educators	During Excursion	Low
HMAS Vampire	Injury from slipping up/down metal stairs	Medium	Children will be reminded to go one at a time up the stairs and to hold onto hand rails with ascending or descending. Children will be reminded to not overtake on the stairs.	Educators and Children directed by Educators	During Excursion	Low
3D Movie & Exhibit Movie	Injury from mis-use of 3D equipment and dark lighting	Medium	Children will be directed to seats that they can occupy and be seated before the lights are dimmed for the movie to start. Museum staff will advise when this occurs and when the movie is starting. Children will be advised to wear the 3D glasses during the movie to avoid headaches, and to remove them after the movie.	Educators and Children directed by Educators	During Excursion	Low
3D Movie & Exhibit Movie	Children scared of 3D Movie or Exhibit Movie	Medium	Both movies are rated G and one features animation 3D of sea creatures. A couple of scenes involve big underwater creatures with sharp teeth and then eating a prey. This is a short part of the film and educators will advise the children that there may be a couple of scary scenes. Educators to monitor the children during the movie. The exhibit movie is a live reenactment.	Educators and Children directed by Educators	During Excursion	Low

Exhibits - Yacht	Tour of Yacht	Medium	Tour of the yacht will be limited to 5 children and 1 educator at a time, as this boat is very small. Children and educators will be advised to take shoes off or to wear a shoe slipper over their shoes. Children reminded to embark and disembark one at a time.	Educators and Children directed by Educators	During Excursion	Low
Exhibits (General)	Injury from exhibits	Medium	Educators will remind children that they are unable to touch exhibits unless a sign has specified they may. This includes exhibits house in the dock between HMAS Vampire and Onslow submarine.	Educators and Children directed by Educators	During Excursion	Low
Bag Lockers	Injury from locker	Medium	Children will be directed by Educators when to put their bags into lockers and will assist the children upon collection of bags, due to the depth of the locker.	Educators and 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
* Injury from bus accident / breakdown / braking	* To learn about Australian Naval history including from First Nations to current day
* Injury from electrocution	* To develop knowledge of sea creatures and pre-historic animals
* Injury from low hanging items, steps, hatches, stairs	* To encourage critical thinking and problem solving using the various exhibits including the interactive devices
* Claustrophobia from small areas in Vessels	* To explore real-life vessels, developing knowledge of these vessels including what life was like onboard
* Scary scenes in 3D Movie	* To develop water safety around vessels and harbours
	*To encourage and develop confidence in asking questions to Museum guides about interests and the exhibits

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

