

Excursion Details			
Dates of excursions	Monday 27th April 2020	Excursion destination:	The Factory - Nougat and Chocolate (6 Jusfrute Dr, West Gosford NSW 2250) & The Bon Pavillion (159 Mann St, Gosford NSW 2250)
Departure and Arrival Times	Bus to leave centre at 9am and return approx 2:30pm		
Proposed Activities	Take a tour of chocolate factory, play games and activities, enjoy lunch at a restaurant	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	TBC	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:
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Plan Prepared By:	Kaitlin Daoud	Date Prepared: 3rd March 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			

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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	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>	<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.</p>	Moderate
Walking to and from Venue	Tripping while walking up steps / escalators.	Moderate	<p>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.</p>	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 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, 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	Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.	Educators	Before departing for the excursion and whilst on excursion.	Low

			<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 and Parents</p> <p>Children, directed by educators</p>	<p>During Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p>	
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	<p><i>If the accident is not serious:</i></p> <p>On regular road keep children safe by staying on the bus if it is safe to do so.</p>	Educators and Children directed by Educators	During excursion	Low

			<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> <p>Keep children safe by staying on the bus if it is safe to do so.</p>			
General	Child Protection	High	<p>Children will never be left alone with members of the public without supervision. All Educators hold WWCC as do venue staff, and Bus driver</p>	Educators and Children directed by Educators	During Excursion	Low

Chocolate Factory (Tour)	Injury from Production Equipment	High	<p>Children will be reminded prior to and whilst on the excursion to take caution whilst walking through the factory tour.</p> <p>Chocolate Factory staff will ensure safety barriers are placed within a safe distance of all production equipment to ensure the children are not close enough to be injured by equipment.</p> <p>NWOOSH Educators to remind children not to touch any production equipment and keep all body parts behind the barriers at all times.</p> <p>NWOOSH Educators will ensure that any children who do not obey by the rules are removed from the activity immediately.</p>	Chocolate Factory Staff, Educators and Children directed by Educators	Prior to and during the excursion	Low
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Chocolate Factory (Tour)	Injury from Opening/ Closing Doors	High	<p>Children will be reminded prior to and whilst on the excursion to take caution whilst entering and exiting through factory doors.</p> <p>NWOOSH educators will position themselves at the front and back of the line whilst entering and exiting through factory doors to ensure adequate supervision.</p> <p>Children will be reminded prior to and during activities to keep hands and fingers by their sides and clear of any doors.</p> <p>Chocolate factory and NWOOSH staff to ensure the doors are held open by an adult at all times whilst the children are moving through the tour.</p>	Chocolate Factory Staff, Educators and Children directed by Educators	Prior to and during the excursion	Low
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Chocolate Factory (Tour)	Injury from Production Equipment Malfunctioning	Moderate	<p>Children will be reminded prior to and whilst on the excursion to take caution and walk slowly whilst partaking in the factory tour.</p> <p>Chocolate Factory staff will ensure safety barriers are placed within a safe distance of all production equipment to ensure the children are not close enough to be injured by malfunctioning equipment.</p> <p>NWOOSH Educators to remind children not to touch any production equipment and keep all body parts behind the barriers at all times.</p> <p>NWOOSH Educators will ensure that any children who do not obey by the rules are removed from the activity immediately.</p>	Chocolate Factory Staff, Educators and Children directed by Educators	Prior to and during the excursion	Low
Chocolate Factory (Tour)	Illness due to ingesting Sanitizing Products	Moderate	<p>Children will be reminded prior to and whilst on the excursion NOT to put the sanitizer product near their faces and to only use on hands.</p> <p>NWOOSH Educators will supervise the quantity of sanitizer product the children put on their hands to ensure they are only using the appropriate/ required amount.</p>	NWOOSH Educators and Children	Prior to and During the excursion	Low

Chocolate Factory (General)	Injury from Cars in Carpark	Moderate	<p>A NWOOSH educator will accompany children on the excursion at all times and remain in a 1:10 ratio.</p> <p>NWOOSH educators will position themselves at all exit points of the venue to ensure children cannot pass without permission or supervision.</p> <p>When walking to the toilets, NWOOSH educators will walk on the left side of the footpath adjoining to the carpark to ensure the children cannot access the area.</p>	NWOOSH Educators and Children	During briefing prior to excursion & whilst on excursion.	Low
Bon Pavillion (General)	<p>Trips or falls due to:</p> <p>Obstruction of Walkways</p> <p>Stairs</p>	Moderate	<p>Children will be reminded prior to and whilst on the excursion to WALK around the restaurant and take caution whilst moving through the area.</p> <p>Chocolate Factory staff to ensure the floor is clear of any obstructions and all that all chairs and tables are placed in the correct position.</p> <p>Children will be reminded prior to and whilst on the excursion that the staircase is an out of bounds area and they must remain within the booked seating area at all times.</p>	NWOOSH Educators, Bon Pavillion Staff and Children	Prior to and during the excursion	Low

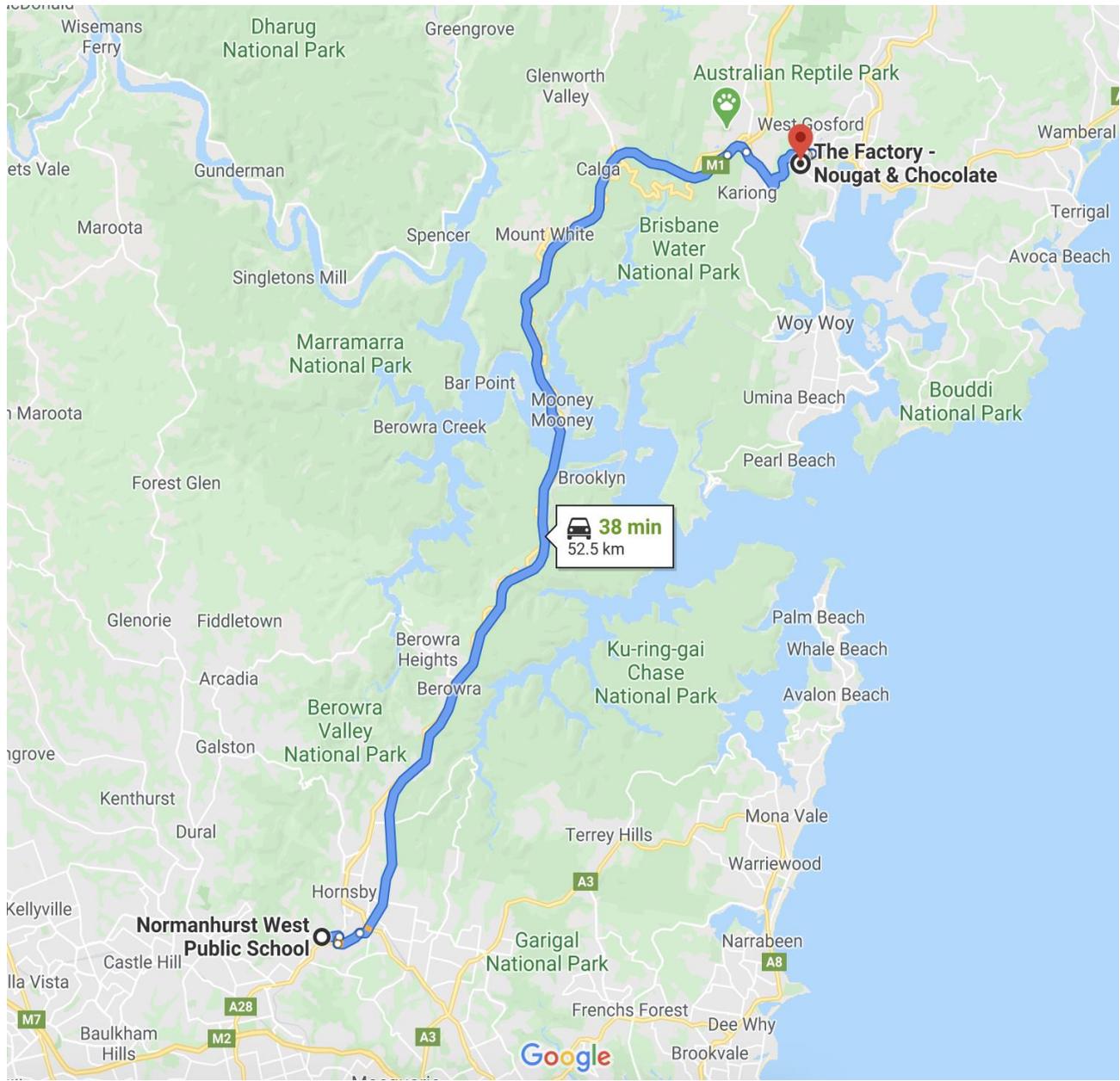
Bon Pavillion (Eating and Drinking)	Injury/Burns due to hot food	Moderate	<p>NWOOSH Educators will remind children that the food is hot and to take caution when meals arrive</p> <p>Children will be reminded to sit during lunch and eat slowly whilst on excursion</p>	NWOOSH Educators and Children	Prior to and during the excursion	Low
Bon Pavillion (Eating and Drinking)	Illness due to Food Allergies / Dietary Requirements	Moderate	<p>Bon Pavillion staff and event organisers will be made aware of individual children's allergies prior to our arrival to ensure all staff are aware and can prepare food based on dietary requirements.</p> <p>Children will be reminded not to share food or drink with one another</p> <p>Medication is to be kept with the group throughout the day to ensure prompt access when in need.</p>	NWOOSH Educators, Bon Pavillion Staff and Children	Prior to and during the excursion	Low

Risk Benefit Analysis

Risk	Benefit
* Lost Child	* Development of social skills & expected behaviours whilst exploring the factory
* 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	* To learn about and understand the background work involved in food production + to experience a day out at lunch in a new environment.
* Injury to children or staff from slips / trips / falls	* Enjoying a tour of a chocolate factory and learning the production process of chocolate, marshmallow and nougat
* Choking / food allergy issues when consuming food brought from home	* To experience the independence of choosing a meal to eat, sitting at a restaurant and being served food
* Injury from bus accident / breakdown / braking	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills

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





Entrance to the Factory From Bus Area



Bus and Coach Parking / drop off and pick up zone



Walkway to toilets (Adjoining to carpark area)



Toilets



Café area where children can leave their bags during factory tour



Hand Sanitizer and hair net area



Factory Area with barriers placed around equipment