

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	6th October 2020	Excursion destination: Moving Bodies 10/2 Marina Cl, Mount Kuring-Gai NSW 2080	
Departure and Arrival Times	Bus pickup 10:00am, return trip to commence at 1:30pm, for arrival back at centre by 2pm		
Proposed Activities	Morning tea 1030-11, 2 hours play on the ninja and ninja juniors course, lunch 1-130	Water Hazards?	Yes/ No If yes, detail in risk assessment below
Method of transport, incl 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:
*	*	*	*
*	*	*	*
*	*	*	*
Additional Venue Information:	Yes COVID Safe Plan attached		
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"/> iPads and dongle | <input type="checkbox"/> All children checked for food applicable (nut free), full water bottle and hat |
| <input type="checkbox"/> Mobile Phone with Battery | <input type="checkbox"/> walkie talkies or mobile phone (1 per educator) |
| <input type="checkbox"/> Sunscreen | <input type="checkbox"/> List of Educators attending excursion & contact details |
| <input type="checkbox"/> Other items: water, backpack | <input type="checkbox"/> Medication Form |
| <input type="checkbox"/> Centre Card | <input type="checkbox"/> Hand sanitiser, gloves and disinfectant wipes |

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.</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.	High	<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. As the excursion is inside, the sun safe practices will be required for travel to and from the venue only.</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 clean filled 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 & reapplied every two hrs.	
General	Toilet Supervision	High	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. Children will be accompanied at all times when entering the restroom area and educators to position themselves close to the pool entry door. Children will be sent to the restroom in groups of 2 to 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 attached to the risk assessment for review by all educators on the excursion, as part of reviewing the risk assessment. Child specific medication will be taken on the excursion in case it is required by a child, along with general centre based medication.</p> <p>Medication is to be kept with educators throughout the day to ensure prompt access when medication administration is required.</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	Seatbelts/Restraints	High	* Requirements for seatbelts or safety restraints in NSW (on proposed transport): Required to be worn, where fitted - Mandatory from October 1st, 2020	Children directed by educators	During Excursion	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. When entering the bus, children will be seated and a headcount will be conducted. Once all children have been accounted for the RPD will inform the bus driver and the bus will depart. When exiting the bus, a headcount will be conducted and the children will assemble in a safe and supervised location. The children will remain in two lines and once all children are accounted the bus driver will be informed and the children will move into the venue.	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	If the accident is not serious: On regular road keep children safe by staying on the bus if it is safe to do so.	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	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
Moving Bodies course	Faulty/Broken Equipment	Moderate	Educators and Moving Bodies Staff will check the equipment prior to and during use by the children. Educators to advise Moving Bodies staff of any faults and notify RPD and the children of equipment that is now out of use.	Educators and Moving Bodies Staff	During Excursion	Low

Moving Bodies course	Walking in Area	Moderate	Children will be reminded that appropriate footwear must be worn at all times depending which area of the Moving Bodies Arena they are in. Children will be reminded to walk when moving from different areas to avoid tripping over.	Educators	During excursion	Low
Riding on Bus	COVID-19 Transmission	High	<p>Prior to embarking bus to travel to the venue, the Glenorie staff will ensure all railings will be cleaned. The bus will not be utilised by anyone in between travel to venue and back to the centre.</p> <p>Children will all wash and/or sanitise hands prior to getting on the bus.</p> <p>Educators will carry hand sanitiser to be used under supervision on the bus only, in the case of a child sneezing/coughing or otherwise needing to clean their hands.</p> <p>Children will be reminded to cough or sneeze into their elbow as required, then sanitise their hands.</p>	<p>Glenorie bus staff</p> <p>Children lead by educators</p> <p>Educators</p> <p>Children lead by educators</p>	<p>Before getting on bus</p> <p>Whilst on Bus</p> <p>Whilst on Bus</p> <p>Briefed before excursion</p>	Moderate
Moving Bodies (Party Room)	COVID-19 Transmission	High	NWOOSH staff will ensure all tables used for recess and lunch have been cleaned and santiised with sanitising wipes prior to use	NWOOSH Educators	Prior to eating recess and lunch	Moderate

<p>Moving Bodies (General)</p>	<p>COVID-19 Transmission</p>	<p>High</p>	<p>Children will wash/sanitise hands prior to entering the venue, playing on equipment and after coughing/sneezing/touching their face/blowing their nose/eating.</p> <p>Moving Bodies Staff will ensure all equipment is cleaned and sanitised prior to the commencement of excursion</p> <p>Moving Bodies staff will ensure NWOOSH is the only group on the Ninja Warrior course at time of excursion.</p> <p>Moving Bodies staff will ensure hand sanitiser and soap are readily available for all children and educators prior to, during and after excursion.</p> <p>Moving Bodies staff will ensure all visitors abide by the venues COVID SAFE PLAN (attached)</p> <p>Ensure all visitors (not including children) sanitise their hands and sign in when entering the venue.</p> <p>Ensure gym capacity is not exceeded. No more that 70 people will be allowed in Ninja Warrior gym and the entire gym will have a visitor capacity of up to 100 people at a time</p>	<p>Children directed by Educators</p> <p>Moving bodies staff</p> <p>Moving Bodies Staff</p> <p>Moving Bodies Staff, children and educators</p> <p>Moving Bodies Staff</p> <p>Moving Bodies Staff</p>	<p>Briefed before excursion and reminded throughout excursion</p> <p>Prior to commencement of excursion</p> <p>During Excursion</p> <p>Prior to activity, during excursion and after activities conclude</p> <p>Prior to and during excursion</p> <p>Prior to and during excursion</p>	<p>Moderate</p>
--------------------------------	------------------------------	-------------	---	--	--	-----------------

<p>Entering and exiting NWOOSH Grounds</p>	<p>Lost Child</p>	<p>High</p>	<p>Children will enter and exit Normanhurst West Public School via either gate 5 or 6.</p> <p>The children will remain on footpath when embarking for excursion</p> <p>Children will be walked in two lines on the footpath with educators positioned at the front, middle and back of the line</p> <p>A headcount will be conducted getting on and off the bus</p> <p>Upon return headcount will be conducted getting on and off the bus</p>	<p>NWOOSH Educators/Children/Bus Driver</p>	<p>Prior to departing NWOOSH, while on bus, when departing moving bodies</p>	<p>Moderate</p>
--	-------------------	-------------	---	---	--	-----------------

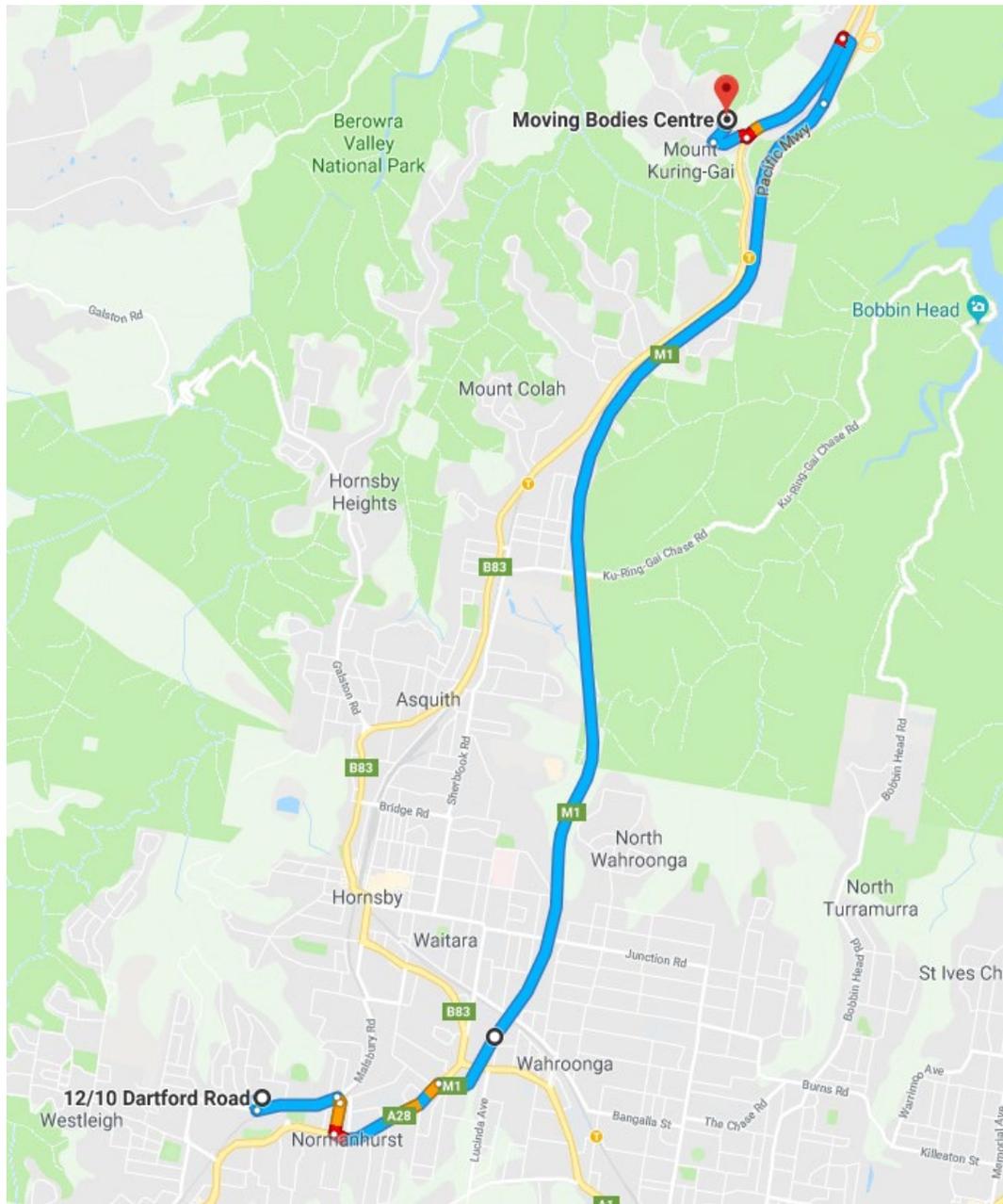
<p>Entering and exiting Moving Bodies Venue</p>	<p>Lost Child</p>	<p>High</p>	<p>The children will disembark the bus on the kerbside of the road and will assemble in two lines on the footpath.</p> <p>Following a headcount educators and children will walk through down the driveway and down the stairs to the venue.</p> <p>Educators will position themselves at the front, middle and back of the line</p> <p>Upon departure, the children will assemble in two lines at the entrance of the venue. A headcount will be conducted before departing the venue.</p> <p>The children will walk with educators up the stairs and through the driveway towards the bus waiting at the kerbside.</p> <p>All children will be counted on the bus by a designated educator. Once seated, another headcount will be conducted and upon confirmation of a correct headcount the bus driver will be notified and the bus will depart the location.</p>	<p>NWOOSH Educators/Children/Bus Driver</p>	<p>Prior to departing NWOOSH, while on bus, when departing moving bodies</p>	<p>Moderate</p>
---	-------------------	-------------	---	---	--	-----------------

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	* Enjoyment of the Ninja Warrior course
* Injury to children or staff from slips / trips / falls / equipment	* To build on confidence of using gross motor skills on types of equipment and work through self imposed limitations
* Choking / food allergy issues when consuming food brought from home	*To develop a sense of achievement for when tasks are completed.
* Injury from bus accident / breakdown / braking	*To encourage exercise as a coping mechanism for mental health
* COVID19 infection	*To enable children to think widely about health in pandemic times, and enable them to think through strategies to keep them safe whilst adjusting to the "new normal"
	* 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





Gate adjoining to carpark will be locked at all times and one educator will watch this area throughout excursion



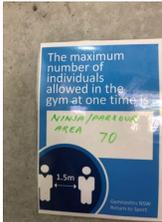
Pool area adjoining to the bathrooms- this door will be shut if there is class on and locked if there is no swim class. Children are not to enter this area without an educator supervising this door



Hand Sanitiser to be used on entry and throughout excursion



The back exit door will be blocked with a large mat so the children cannot exit from this area



Maximum capacity in ninja warrior area



tables to be sanitised prior to eating