

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	Wednesday 28th October 2020	Excursion destination:	Thornleigh Grocer
Departure and Arrival Times	Leaving centre 3:15pm to walk to grocer at 3:30pm. Leave Grocer 4:30pm for 4:45pm arrival at centre.		
Proposed Activities	Visit Local Shop, Purchase of Items	Water Hazards?	Yes/ No
	If yes, detail in risk assessment below		
Method of transport, including proposed route	Walking (route is detailed in map below) (2 Larool Crescent, Thornleigh NSW 2120)		
Name of RPD	Benjamin Caswell	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:
*	*	*	*
*	*	*	*
*	*	*	*
Plan Prepared By:	Benjamin Caswell	Date Prepared:	9th October 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			

☐ First Aid Kits incl tissues, plastic bags, sick bags

☐ Roll of Children attending excursion and contact numbers

☐ List of Medical information for each child attending excursion

☐ Ipad with Camera

☐ Mobile Phone (Excursion RPD) with Battery

☐ Sunscreen

☐ Spare Administer Medication Sheet

☐ Centre Card

☐ Excursion T Shirts worn by each child

☐ Medication and Action Plans for each child with a Medical Condition

☐ All children checked for food applicable, full water bottle and hat

☐ Walkie Talkies (1 per educator)

☐ Wet Weather Gear

☐ Portable Ice-packs (2) in Bag

☐ Sanclean Bottle & Paper Towel

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 maximum 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.	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

			immediately be returned to the centre.			
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 (this is the tables situated outside grocer which will be cleaned by staff before use). They will be reminded to sit whilst drinking and eating. Otherwise, children will eat back at the centre in the afternoon tea table area.	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

			Medication is to be kept in the excursion bag which will be carried by an educator ensure prompt access on the excursion. This bag will be prepared prior to commencement of session. Medication will be un-pack from excursion bag and stored back in medical cupboard upon return to centre.	Educators	During Excursion & Prior to Commencement & End of excursion.	
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.	Educators	During Excursion	Low
Snacks/Drinks from Shop	Child Protection	High	Shop Items Purchased also checked during excursion to ensure no nuts or any other related allergy products are contained.	Educators	During Excursion	Low
Grocer Entrance	Steep Stairs	Moderate	Children will be reminded at the entrance to Grocer at the top of stairs to go down or up the stairs to give plenty of room between each other when using stairs and to look ahead. Children will also be advised to use the railing due to the steepness of the stairs. Educators will be stationed at either end of the stairs and will be the first and last down/up to assist in guiding the children.	Educators	During Excursion	Low

Grocer Entrance	Carpark & Slippery Surfaces	High	Educators to remind children that the entrance to the grocer is an undercover carpark. Educators to direct children to stay near the wall closest to the stairs and entrance, behind bollards.	Educators	During Excursion	Low
Grocer/Shop Complex	Toilets (Locked Toilets)	Moderate	Educators are to check the toilets before entering the shops and to ensure it is unlocked. If not, obtain key from Grocer to ensure unlocked for children and staff to use. As per above risk assessment, toilets will be checked for any hazards prior to use.	Educators	During Excursion	Low
Grocer Complex General	COVID Cleaning	High	Educators are to wipe the railing surfaces before the children use them on the stairs towards the grocer. The toilet handles, taps and dispensers will be wiped before use by the group. The surfaces also include the table and chairs situated adjacent to the grocer where the children will be waiting to purchase items.	Educators	During Excursion	Low
Grocer Complex General	COVID Social Distancing	High	Educators will instruct a group of a maximum of 10 children at a time to enter the grocer. The rest of the children will wait in the adjacent table and chair waiting area before and after purchase at the store and before leaving. Educators to minimise groups going to the bathroom to avoid lining up and to maintain distancing in the hallway.	Educators	During Excursion	Low

Transportation Method	Seat Belt Requirements & Entry/Exit Information	Low	As this excursion is being conducted with the mode of transport as Walking/By Foot, the Transport-Seat Belt requirements do not apply to this excursion. Entry/Exit of Premises will be via School Gate 5 and to the Venue via front entrance to Sefton Road and down stairwell.	Educators	During Excursion	Low
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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
* Injury to children or staff from slips / trips / falls	* Knowledge of their local area by walking to and from the venue
* Choking / food allergy issues when consuming food brought from home	* Improved health and fitness by walking to and from the venue
* Sharing food with children with allergies	* FUN!
* Crossing hazards at roads and entrance to Grocer	* Development of confidence when placing a purchase at a business venue
* Cross-contamination of COVID and infectious diseases from members of the public.	* Development of numeracy skills and responsibility when purchasing items
	* Support of local businesses in the community
	* Develop and educate the children on personal hygiene and hand washing practices in public.

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

