

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	Tuesday 8th December 2020	Excursion destination:	Thornleigh Golf Centre
Departure and Arrival Times	Leaving centre 3:00pm to walk to Venue at 3:30pm. Leave Venue 5:15pm for 5:30pm arrival at centre.		
Proposed Activities	Relaxation at a café with a drink	Water Hazards?	Yes/ No If yes, detail in risk assessment below
Method of transport, including proposed route	Walking (route is detailed in map below) (142-178 Pennant Hills Rd, Thornleigh, NSW 2120)		
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.		
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:	12th October 2020
Additional Venue Information:	Yes (in risk assessment notes- water pond/fountain/creek)/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"/> First Aid Kits incl tissues, plastic bags, sick bags | <input type="checkbox"/> Centre Card |
| <input type="checkbox"/> Roll of Children attending excursion and contact numbers | <input type="checkbox"/> Excursion T Shirts worn by each child |
| <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"/> Ipad with Camera | <input type="checkbox"/> All children checked for food applicable, full water bottle and hat |
| <input type="checkbox"/> Mobile Phone (Excursion RPD) with Battery | <input type="checkbox"/> Walkie Talkies (1 per educator) |
| <input type="checkbox"/> Sunscreen | <input type="checkbox"/> Wet Weather Gear |
| <input type="checkbox"/> Spare Administer Medication Sheet | <input type="checkbox"/> Portable Ice-packs (2) in Bag |

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 during meal times. They will be reminded to sit whilst drinking and eating. Children will remain to tables designed by staff. These tables will be situated outside where possible to minimise COVID infection. If inclement weather, the tables will be situated as a group and away from the main thoroughfare.	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. Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.	Educators Educators	Before departing for the excursion and whilst on excursion. During Excursion.	Low

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
Café Visit	Food Allergies	Extreme	Café Menu items and orders will be checked during excursion to ensure no allergens are contained	Educators	During excursion	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
Bunker Café	Covered Eating Area	Medium	Staff to inspect chairs before use in case of faulty equipment and report to café. Staff to also check that chairs aren't in sun due to it being a warm/hotter day.	Educators	During Excursion	Low
Bunker Café	Stray Golf Balls from Mini Golf Section	Medium	Children will be situated in the inside area or when outside, in the areas furthest away from the mini golf area to minimise chances of being hit by stray golf balls from the mini golf section.	Educators	During Excursion	Low
Bunker Café	Toilets	Medium	Educators will inspect toilets before use to ensure floors aren't slippery or any items left on floor. If the toilets are in an unsatisfactory manner, Educators will advise Thornleigh Golf Centre staff to rectify any issues before use.	Educators	During Excursion	Low

Mini Golf	Equipment (COVID-19 Cleaning)	Medium	Thornleigh Golf Centre will clean equipment of the putts and balls before use. Each children is designated one putt and one ball. Children will be reminded to only use their ball and putt during the course.	Thornleigh Golf Staff/Educators/Children	Prior to Commencement of Activity, During Excursion	Low
Mini Golf	Social Distancing (COVID-19)	Medium	Children will be reminded to stay in the group together and to keep distance for groups in front of them. Upon leaving the venue, the group will go via the outside patio where weather permits to minimise infection.	Educators/Children	During Excursion	Low
Mini Golf	Equipment and Premises Use	Medium	Children will be given a short safety induction and rules by Thornleigh Golf Centre staff before commencement of the activity. Educators will remind children to keep their distance when someone is having their turn and to wait until turns are completed before embarking on the green for the next player. Children will be reminded about putting and not swinging clubs. As per rules, anyone that is caught swinging too many times will have the putt/club removed from them.	Thornleigh Golf Staff/Educators/Children	Prior to Commencement of Activity, During Excursion	Low
Mini Golf	Water Hazard (Ponds/Fountains)	High	There are 3 ponds/fountain areas where the ball can go into. Fencing is located around all the ponds/fountain. Educators will advise children that only educators will be able to use the scooper to collect the ball. This will be wiped before and after use. All children advised before each hole near the water to stay behind fence and follow educator instructions.	Thornleigh Golf Staff/Educators/Children	Prior to Commencement of Activity, During Excursion	Low

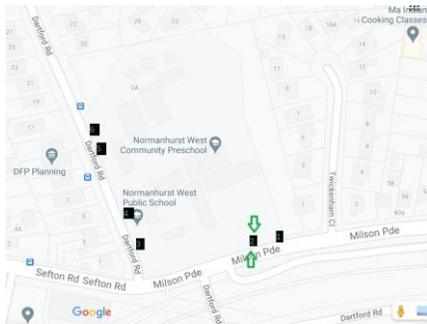
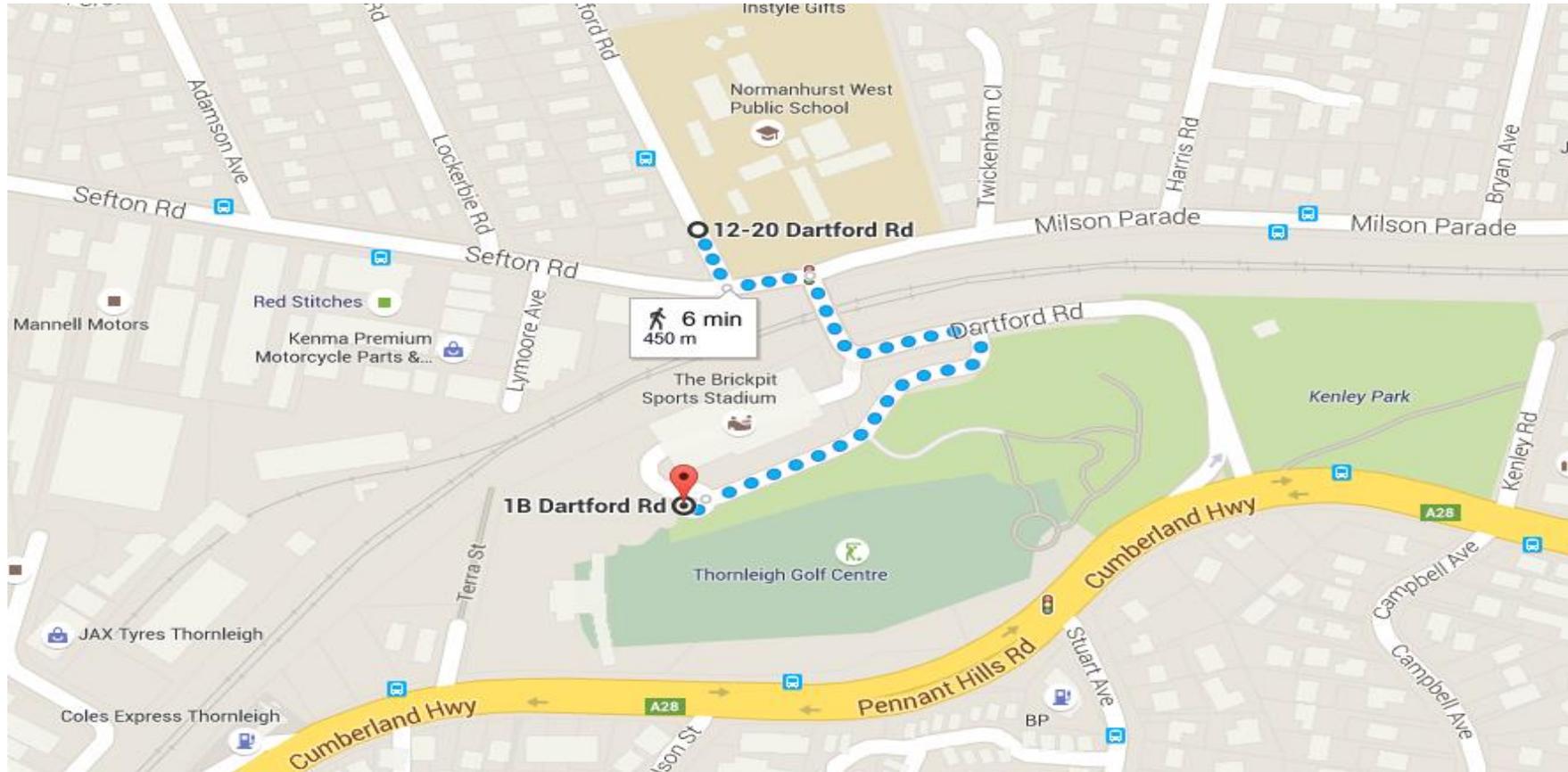
Mini Golf	Water Hazard (artificial creek)	High	<p>There are 2 artificial creeks on the course. IN the first half, the ball can roll down the creek to the hole and children will be reminded of this. Children will be directed to the areas to navigate the creek, i.e. using the bridges. The second creek is on the second half of the course. This flows to one of the ponds. Children will be advised to let the ball roll down to the pond for collection by one of the educators. Children will be directed to be aware of the creeks and educators will stand near the creeks when children are in the respective hole.</p>	Educators/Children	Prior to Commencement of Activity, During Excursion	Low
Transportation Method	Seat Belt Requirements & Entry/Exit Information	Low	<p>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 2 and to the Venue via front stairway adjacent to carpark.</p>	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	* Relaxation
* Injury to children or staff from slips / trips / falls / mini golf equipment	* 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!
* Cross-contamination of COVID and infectious diseases from members of the public.	* To develop and build on hand-eye co-ordination skills with mini-golf
	* To develop expected behaviour for community participation

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



Exit & Entry to premises via School Gate 2



Entry & Exit to venue via front stairway adjacent to carpark