

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Date of excursion:	Thursday 17th December 2020	Excursion destination:	iFly Downunder (Penrith) 123 Mulgoa Road, Penrith, NSW 2750
Departure and Arrival Times from each location:	Bus Departs Centre 9:30am, Activity Time to Start 11am, Bus Departs Venue 2:15pm		
Proposed Activities	Morning Tea, Safety briefing, Flight in Skydiving Simulated Machine Tunnel, Lunch	Water Hazards?	Yes/ No If yes, detail in risk assessment below
Method of transport, incl proposed route	Private Bus, Route detailed in Map	Pickup location and destination for each location travelled to / from:	Centre: Gate 5 (on map) Venue: Bus Stop iFly Downunder (on map)
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 / adults:	Estimated: 3 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio or specialised skills of adults? Please provide details.	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.	Requirements for seatbelts / safety restraints (e.g. will be worn if fitted; N/A due to walking etc)	Children will wear lap/sash belts on bus if vehicle provided has them fitted.
Educators / adults on excursion (Names):	Training:	Contact Details (to be completed on staff copy of RA only):	Adults to Sign once they have read & understood the Risk Management Plan:
*	*	*	*
*	*	*	*
*	*	*	*
Additional Venue Information (incl COVIDSafe Plan:	Yes / No		
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 (use matrix)	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>Educators and children</p> <p>Children-directed by 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 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>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 & reapplied every two hrs.</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	High	<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. Children will be accompanied at all times when entering the restroom area and educators to position themselves close to the entry door. Children will be sent to the restroom in groups of 2 to 3.</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
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 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.	Educators	Before departing for the excursion and whilst on excursion.	Low
			Medication is to be kept with educators throughout the day to ensure prompt access when medication administration is required.	Educators	During Excursion.	
			Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.	Educators and Parents	During Vacation Care planning process.	
			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.	Children, directed by educators	Prior to excursion.	
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	<p>Children will be reminded to watch their step when getting on and off the bus at the stops.</p> <p>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.</p> <p>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.</p>	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>If the accident is not serious:</p> <p>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></p>	Educators and Children directed by Educators	During excursion	Low

			<p>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	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 santiise 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
Entering and exiting NWOOSH Grounds	Lost Child	High	<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 and disembarking 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>	NWOOSH Educuators/Children/Bus Driver	Prior to departing NWOOSH, while on bus, when departing moving bodies	Moderate

Transportation Method	Seat Belt Requirements & Entry/Exit Information	Low	Should the private bus provided have seat belts, children will be required to wear them at all times during the journey from and return to the centre. Entry/Exit of Premises will be via School Gate 5 and to the Venue via front doorway adjacent to Panthers Lane.	Educators	During Excursion	Low
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iFly	COVID-19 Transmission	Moderate	<p>Venue is limited to 100 people maximum. Designated and separate check-in & sales lanes are in operation, per the venue COVID Safe Plan. RPD will sign in staff and children in accordance with venue tracing information requirements. Families to have completed waiver which will allow sign in of children to venue.</p> <p>Tunnel pre-flight area has a maximum of 10 people. No one is to exit or enter until group has completed. Venue staff clean all surfaces and equipment between sessions. This includes the briefing room, spectator area, tunnel and flight clothing.</p> <p>A designated area for NWOOSH to store bags and eat will be reserved and separate from main walk ways and members of public to further minimise any possible transmission. Per Venue COVID-Safe Plans, symbols will be used to communicate with children and educators when in the tube and in the tunnel. Such as a Shakkas instead of Hi-5's. Families are to dress children with enclosed shoes and socks for the excursion. This is to minimise risk through sharing the venue supplied socks and shoes.</p>	Families, Venue Staff, Educators	Prior to Commencement of Excursion and During Excursion	Low
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iFLY - Flight Activity	Injury from entrance, exit, during flight	High	<p>An iFLY coach/trainer will be in the tube at all times a participant is in the tube during a flight. The coach/trainer will enter prior to, and exit after, any participants. This is to ensure each participant can enter and exit safely.</p> <p>Coach/Trainer will stay nearby participant to assist if they should loose balance and/or fall to ground. The ground is made of a flexible mesh to absorb and minimise impact to ground. Coach/Trainer will use symbols to give directions to participants to assist in staying up right and keeping afloat.</p> <p>Children will be directed by educators to leave all loose items (such as rings, tissue packets, etc) to be stowed in the briefing room before flight and to collect after flight.</p> <p>All children will wear enclosed shoes and the iFLY overalls before and during each flight.</p> <p>Children and educators will be given a safety briefing session, including a video, before commencement of changing into overalls and the flight. This includes advising children to sit on the seating area in the tunnel and only move when called for their turn or when exiting the tunnel once all flights have bee completed and the wind has ceased in the tube.</p>	Educators	During Excursion	Low
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iFLY - Flight Activity	Fear of falling/flight	Moderate	<p>Children have the option to stay in the tunnel and not participate in the activity if they are afraid. Should a child change their mind, even after their group has left the tunnel, they may inform staff and line up with the next available group.</p> <p>Should a child wish to stop, they can signal to the coach/trainer in the tube to bring them back to the door/tunnel. This can be done at any time during the flight.</p>	Educators, Children, Venue Staff	During Excursion	Low
iFLY - Flight Activity	Putting on equipment (overalls, goggles, helmet)	Low	Educators will assist children or ask the older children to help younger children to ensure all overalls are put on correctly and zipped up completely. This includes ensuring helmet strap is on firmly and goggles too. Venue staff will also do a check before commencement of group into tunnel and before any flight.	Children guided by educators, Venue Staff	During Excursion	Low
iFLY - Entrance/Exit to Replicas	Trip Hazard, Stairs, Sliding Door	Moderate	Children will be advised to keep left on the entrance stairs and to watch their step when going up or down the stairs. Children will be advised to walk slowly to detector for door to open.	Educators, Children directed by educators	During Excursion	Low
iFLY - Emergency Procedures	Emergency Exits	High	Venue Staff will advise Educators and Children of Emergency Procedures as part of safety briefing. The emergency exits will be pointed out, as the front entrance door and the side door adjacent to briefing room no.2	Educators, Children directed by educators	During Excursion	Low

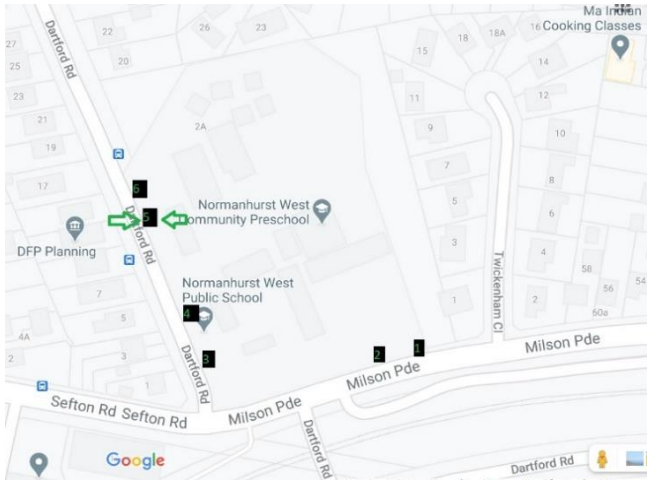
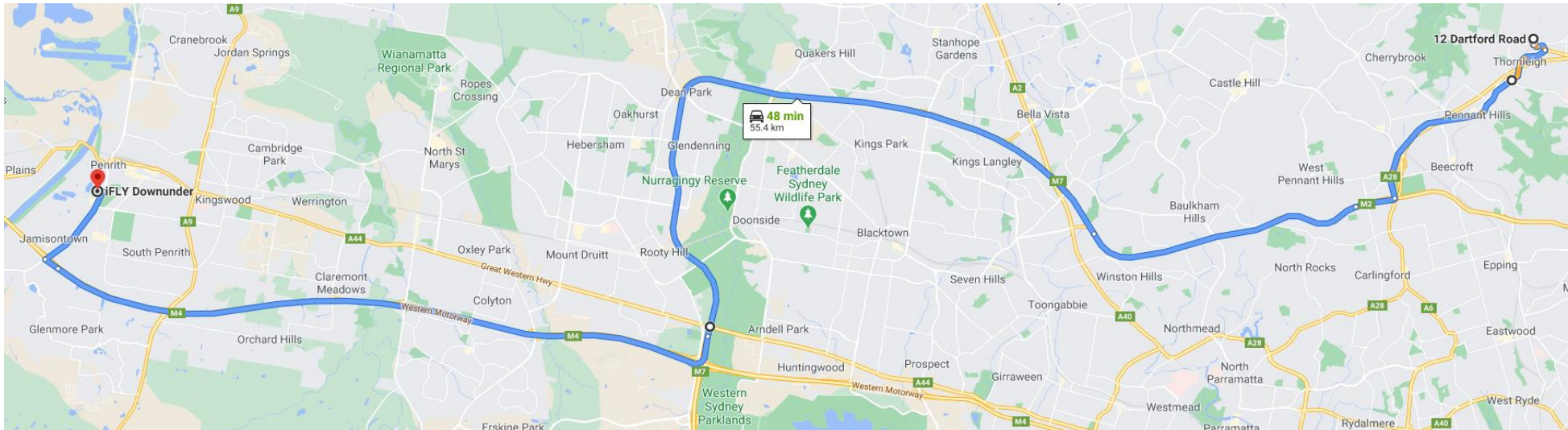
Risk Benefit Analysis

Risk	Benefit
*COVID-19 Transmission	* Development of social skills & expected behaviours when with other people of the community
* Lost Child	* Continue to develop relationships with key Educators whilst on the excursion
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Exposure to a new sport
* Child Protection issues with members of the public	* Explore the effects of wind and flight
* Injury to children or staff from slips / trips / falls / sliding door	* Learn about safety equipment and the proper use of them
* Choking / food allergy issues when consuming food brought from home	* Develop non-verbal communication through hand signals used as part of the flight communication
* Injury from embarking, during, dis-embarking of simulated air flight	* One on one with a trainer/coach while in the tube during flight session, able to go at own pace experiencing a sense of weightlessness
* Fear of falling/heights	*Challenge themselves outside their comfort zone, in a safe environment
	* FUN!

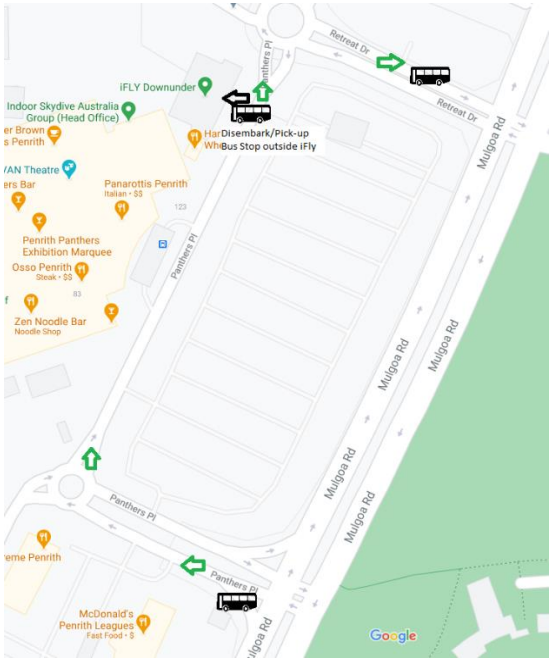
Risk Matrix

		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

Route Map:



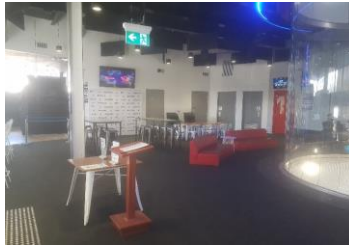
Exit & Entry to premises
via School Gate 5



Entry & Exit to venue
via front doorway adjacent to
Panthers Lane



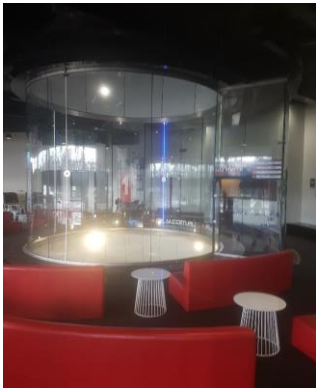
Bus Drop Off Zone
Entrance to iFly



Spectator/Eating Area
Bags left here
Morning Tea & Lunc here



Briefing Room 2
Disembark/Take-off Equipment
Emergency Exit 2 signed to the right



The Tube
Flight and waiting zone



Briefing Room 1
Pre-flight briefing room
Embark/Put on equipment

