

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	21st December 2020	Excursion destination:	Kuringai Wildflower Garden- 420 Mona Vale Rd, St. Ives NSW 2075
Departure and Arrival Times from each location:	Depart the Centre 9:00am - Return at 2:00pm		
Proposed Activities	Eat recess and lunch, explore the Kuringai Wildflower Garden, Play on Equipment and Partake in Christmas in the bush Activities	Water Hazards?	Yes/No Pond located behind the Caley Pavillion
Method of transport, incl proposed route	Private Bus - see attached diagram for route	Pickup location and destination for each location travelled to / from:	Pickup at NWPS at Gate 5, dropoff destination directly outside Caley Pavillion at Kuringgai wildflower garden Pickup outside Caley Pavillion at Kuringgai wildflower garden and dropoff at NWPS Gate 5
Name of RPD	Kaitlin Daoud	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		
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 - emergency map and COVIDSafe plan		
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"/> 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.</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. Water taps are available at Lamberts clearing (eating area) and at Caley's Pavillion</p> <p>Sunscreen will be applied to each child, where permission has been given & UV 3 or above.</p>	<p>Educators and children</p> <p>Children-directed by Educators</p> <p>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> <p>Before leaving the service & reapplied every two hrs.</p>	Low

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	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 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	<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> 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>	Educators and Children directed by Educators	During excursion	Low

			<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>			
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 & 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 Educators/Children/Bus Driver	Prior to departing NWOOSH, while on bus, when departing moving bodies	Moderate
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

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
Kuringai Wildflower Garden (Lambert's Clearing)	Falling from Play Equipment		Children will be reminded to take caution and go slowly whilst using the play equipment	NWOOSH Educators, Tree Tops Staff and Children	During briefing prior to excursion & whilst on excursion.	Moderate
Kuringai Wildflower Garden (General)	Getting Lost on Bushwalking Tracks	Moderate	<p>A kuringai Council Ranger will accompany the group throughout the entire duration of the excursion</p> <p>A headcount will be conducted prior to commencing each bush walk and upon arrival at each destination.</p> <p>The children will remain in two lines with an educator positioned at the front, middle and back of the line.</p> <p>NWOOSH Educators will be in possession of a walkie talkie to communicate with one another</p>	<p>Kuringai Council Rangers</p> <p>NWOOSH Educators and Children</p> <p>NWOOSH Educators and Children</p> <p>NWOOSH Educators</p>	<p>During Excursion</p> <p>Before, During and After Excursion</p> <p>During Excursion</p> <p>Prior to departing and during Excursion</p>	Low
Kuringai Wildflower Garden (General)	Slips, Trips and Falls while on bush walking tracks due to wet weather	Moderate	<p>A kuringai Council Ranger will accompany the group throughout the entire duration of the excursion</p> <p>Parents to be advised through NWOOSH booking system that enclosed footwear must be worn on this excursion.</p> <p>Children will be reminded by educators to walk while moving through the bush and be aware of changes in the ground.</p> <p>Where the weather is deemed unsafe for walking on the bush tracks - the safest route will be taken by Kuringai Council Rangers</p>	<p>Kuringai Council Rangers</p> <p>NWOOSH Parents, Educators and Children</p> <p>NWOOSH Educators and Children</p> <p>Kuringai Council Rangers</p>	<p>During Excursion</p> <p>During booking process</p> <p>Before excursion during briefing and during excursion</p> <p>During Excursion</p>	Moderate

Kuringai Wildflower Garden (General)	Slips, Trips and Falls while on bush walking tracks due to uneven ground, rocks and steps		<p>A kuringai Council Ranger will accompany the group throughout the entire duration of the excursion</p> <p>Parents to be advised through NWOOSH booking system that enclosed footwear must be worn on this excursion.</p> <p>Children will be reminded by educators to walk while moving through the bush and be aware of changes in the ground.</p>	<p>Kuringai Council Rangers</p> <p>NWOOSH Parents, Educators and Children</p> <p>NWOOSH Educators and Children</p>	<p>During Excursion</p> <p>During booking process</p> <p>Before excursion during briefing and during excursion</p>	Moderate
Kuringai Wildflower Garden (General)	Injury from unsafe behaviours	Moderate	<p>The children will be briefed by both educators and Kuringai Council Rangers on the expectations and potential dangers/ consequences of not following rules whilst in the bush.</p> <p>Where children do not adhere to the rules and display unsafe behaviours, they will be removed from the activity immediately.</p>	<p>Kuringai Council Rangers, NWOOSH Educators and Children</p> <p>NWOOSH Educators and Children</p>	<p>Pre excursion briefing and during excursion</p> <p>During Excursion</p>	Moderate
Kuringai Wildflower Garden (General)	Injury from insect and animal bites/stings		<p>Children will be reminded to take caution and be aware of their surroundings whilst partaking in excursion activities</p> <p>Parents to be advised through NWOOSH booking system that enclosed footwear must be worn on this excursion.</p> <p>Children will be reminded by Kuringai Council Rangers and Educators not to touch or approach any animals without being directed to do so.</p>	<p>Kuringai Council Rangers, NWOOSH Educators and Children</p> <p>NWOOSH Educators and Children</p> <p>Kuringai Council Rangers, NWOOSH Educators and Children</p>	<p>Pre excursion briefing and during excursion</p> <p>During booking process</p> <p>Pre excursion briefing and during excursion</p>	Moderate

Kuringai Wildflower Garden (Caley Pavillion Pond)	Drowning due to falling in the Pond	High	<p>Kuringai Council Rangers and Educators to ensure children are aware of rules, expectations and potential dangers/consequences of not following rules whilst walking by the pond.</p> <p>The children will remain in two lines at all times with an educator positioned at the front, middle and back of the line.</p> <p>Kuringai Council Rangers, supported by NWOOSH Educators will limit how many children are allowed on the water platform at a time</p>	<p>NWOOSH Educators, Kuringai Council Rangers and Children</p> <p>NWOOSH Educators and Children</p> <p>Kuringai Council Rangers</p>	<p>Pre excursion briefing and during excursion</p> <p>During Excursion</p> <p>During Excursion</p>	Moderate
Kuringai Wildflower Garden (General)	Injury from cars passing through walking tracks	High	<p>Kuringai Council Rangers will lead the educators and children through all walking tracks</p> <p>The speed limit within the area will remain at 10km/h</p> <p>Children will be reminded to walk in two lines and NWOOSH Educators will position themselves at the front middle and back of the line.</p>	<p>Kuringai Council Rangers, Educators and Children</p> <p>Kuringai Council</p> <p>NWOOSH Educators and Children</p>	<p>During Excursion</p> <p>During excursion</p> <p>During excursion</p>	Moderate

Kuringai Wildflower Garden (Eating Areas)	COVID-19 Transmission	High	<p>NWOOSH staff and Kuringai Council Rangers will ensure all tables used for recess and lunch have been cleaned and santiised with sanitising wipes prior to use.</p> <p>Kuringai Council Rangers will carry a cleaning bucket with them at all times and will sanitise all eating surfaces prior to the children using them</p> <p>NWOOSH Educators will carry hand sanitiser and sanitising wipes</p>	<p>Kuringai Council Rangers, NWOOSH Staff</p> <p>Kuringai Council Rangers</p> <p>NWOOSH Educators</p>	<p>Prior to eating recess and lunch / using seated areas</p> <p>During Excursion</p> <p>During Excursion</p>	Moderate
Kuringai Wildflower Garden (General)	COVID-19 Transmission	High	<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>Kuringai Council Rangers and NWOOSH Staff will ensure all equipment is cleaned and sanitised prior to the commencement of excursion and at the conclusion of each use.</p> <p>Kuringai Council Staff and educators will ensure hand sanitiser and soap are readily available for all children and educators prior to, during and after excursion.</p> <p>Kuringai Council Staff to ensure bathrooms are supplied with hand soap and fresh water</p>	<p>Children directed by Educators</p> <p>Kuringai Council Staff and NWOOSH Educators</p> <p>Kuringai Council Rangers and NWOOSH Educators</p> <p>Kuringai Council 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>	Moderate

Kuringai Wildflower Garden (General)	Extreme Weather Events (Bushfire)	High	<p>In the event of a Bushfire or Bushfire threat - Kuringai Council and Wildflower Garden staff will make a call to decide whether the garden is safe to remain open. Where the garden is deemed unsafe, Kuringai Council staff will notify NWOOSH that the excursion will be cancelled and the area will not be accessible.</p> <p>On arrival the Kuringai Council Ranger will communicate with NWOOSH Educators to identify all emergency exits and discuss safety issues specific to the excursion. NWOOSH Educators will support the ranger in enforcing rules.</p> <p>Where an evacuation must occur, Kuringai Council Rangers and Wildflower Garden staff will follow their Emergency Plan and identify all emergency exits to remove the children from the area to safety</p>	<p>Kuringai Council Staff + Rangers and NWOOSH Educators</p> <p>Kuringai Council Rangers supported by NWOOSH Educators</p> <p>NWOOSH Educators guided by Kuringai Council Rangers</p>	<p>Prior to and During Excursion</p> <p>Prior to and during excursion</p> <p>During Excursion</p>	High
Kuringai Wildflower Garden (General)	Extreme Weather Events (Torrential Rain or Electrical Storm)		<p>In the event of an electrical storm or torrential rain Kuringai Council and Wildflower Garden staff will make a call to decide whether the garden is safe to remain open. Where the garden is deemed unsafe, Kuringai Council staff will notify NWOOSH that the excursion will be cancelled and the area will not be accessible.</p> <p>NWOOSH educators will check the weather radar prior to the commencement of the excursion.</p> <p>On arrival the Kuringai Council Ranger will communicate with NWOOSH Educators to identify all emergency exits and discuss safety issues specific to the excursion. NWOOSH Educators will support the ranger in enforcing rules.</p>	<p>Kuringai Council Staff + Rangers and NWOOSH Educators</p> <p>NWOOSH Educators</p> <p>Kuringai Council Rangers supported by NWOOSH Educators</p>	<p>Before and During Excursion</p> <p>Before and During Excursion</p> <p>Before and During Excursion</p>	High

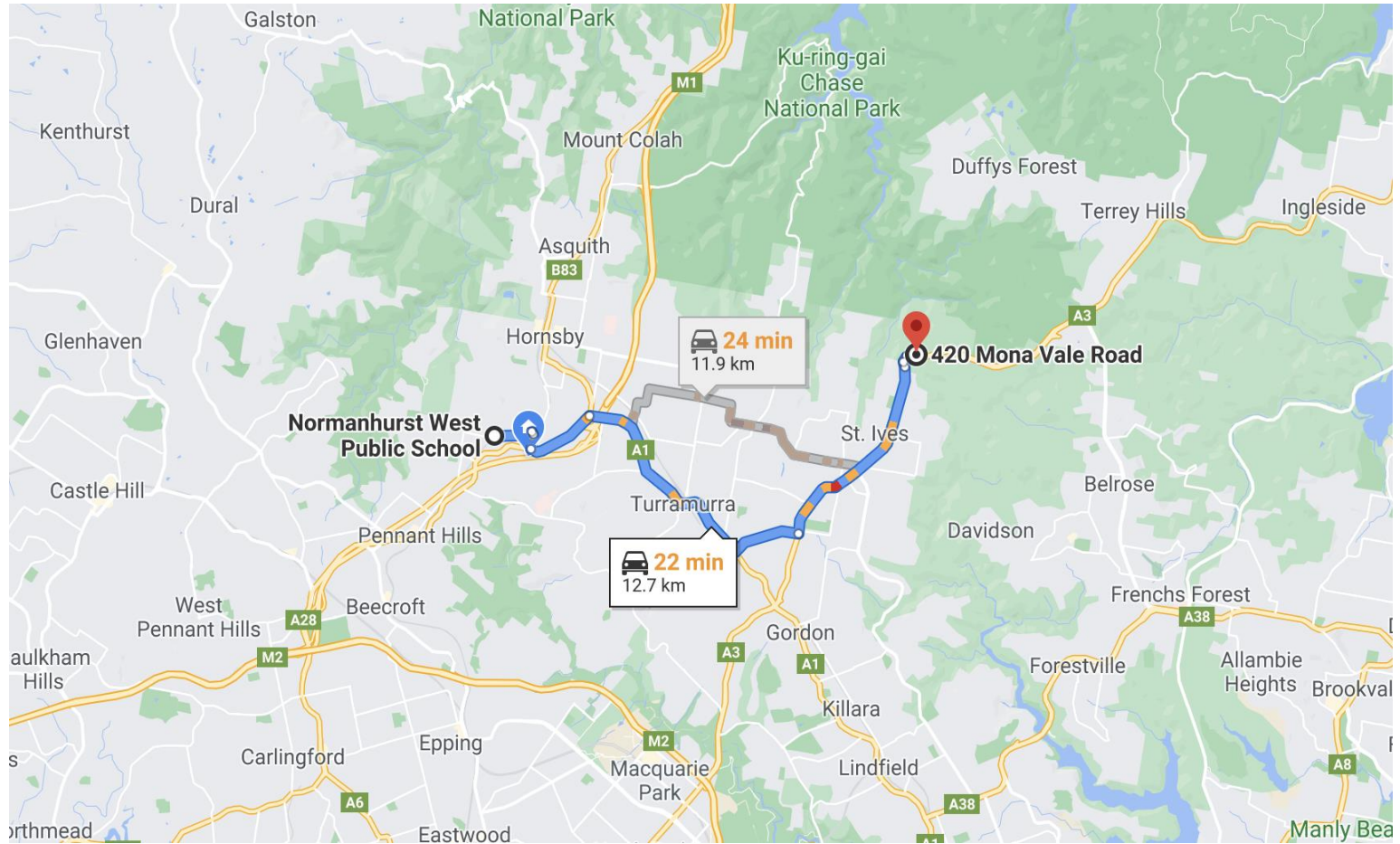
Kuringai Wildflower Garden (General)	Extreme Weather Events (Heatwave)	High	<p>In the event of a heatwave, Kuringai Council and Wildflower Garden staff will make a call to decide whether the park is safe enough to remain open. Where the Park is deemed unsafe and weather is deemed dangerous, Kuringai Council staff will notify NWOOSH that the excursion will be cancelled and the park will not be accessible.</p> <p>NWOOSH Educators will monitor the temperature closely</p>	<p>Kuringai Council Staff + Rangers and NWOOSH Educators</p> <p>NWOOSH Educators</p>	<p>Before and During Excursion</p> <p>Before and During Excursion</p>	High
Entering and Exiting Kuringai Wildflower Garden	Lost Child	High	<p>The children will disembark the bus at the front of the Caley Pavillion and will assemble in two lines on under the shelter at the front entrance.</p> <p>Following a headcount educators and children will walk through the entrance to the inside of 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 under the shelter. A headcount will be conducted before departing the venue.</p> <p>The children will walk with towards the bus waiting at the kerbside outside the Caley Pavillion.</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>	NWOOSH Educators/Children/Bus Driver	<p>Upon arrival to Kuringai Wildflower Garden when disembarking the bus</p> <p>Upon arrival to Kuringai Wildflower Garden</p> <p>Upon arrival to Kuringai Wildflower Garden</p> <p>When departing Kuringai Wildflower Garden</p> <p>When departing Kuringai Wildflower Garden</p> <p>When departing Kuringai Wildflower Garden and entering bus</p>	Moderate

Risk Benefit Analysis

Risk	Benefit
* Falling whilst walking through the bush due to uneven ground	*To learn how to safely walk through rocky terrain and protect themselves from natural threats
*injury from wildlife (bites and stings)	*To overcome fears and learn how to safely approach wildlife
*Slips, Trips or Falls due to wet weather	*To explore the Kuringai Wildflower Garden
*Choking on food when eating lunch	*To develop friendships with peers whilst eating recess and lunch
*Child protection issues with members of the public	*To develop social skills and expected behaviours when with other people of the community.
*Falling into the pond	*To develop expected behaviours when around water and understanding the delicacy of natural habitats and the importance of preservation
	*To experience a local community resource and be aware of community resources in general

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





Walking tracks



Play Equipment at Lambert's Clearing



Play Equipment at Lambert's Clearing



Lunch area at Lambert's clearing (includes taps, toilets and water bubblers)



Rocky terrain on bush walking tracks



Wooden walkways on bush walking tracks



Sheltered eating and activity area at Caley's Pavillion



Boardwalk entry to pond



Pond walkway



Additional eating area at dampiers clearing



Caley's pavilion entrance and drop off point/pick up point for bus