

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	Monday 4th January 2021	Excursion destination:	Thornleigh Golf Centre, Brickpit Park 142-178 Pennant Hills Road, Thornleigh, NSW 2120
Departure and Arrival Times from each location:	Leave Centre 10am, Activities to Commence 11am, Leave Venue 1pm		
Proposed Activities	Mini Golf (36 Holes), Morning Tea, Lunch	Water Hazards?	Yes/No
		If yes, detail in risk assessment below	
Method of transport, incl proposed route	Walking	Pickup location and destination for each location travelled to / from:	Walking - entry/exit points on map provided.
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)	Not Required - Walking.
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
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>	<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.</p>	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.	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>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 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	<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>	Educators	<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
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

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 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
Mini Golf	Equipment (COVID-19 Cleaning)	Medium	Thornleigh Golf Centre will clean equipment of the putters and balls before use. Each child is designated one putter and one ball. Children will be reminded to only use their ball and putter 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 from 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 putter/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	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 on the respective hole.	Educators/Children	Prior to Commencement of Activity, 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 2 and to the Venue via front stairway adjacent to carpark.	Educators	During Excursion	Low
Thornleigh Golf Centre	COVID-19 Transmission	Moderate	Thornleigh Golf Centre has enacted practices that include cleaning of all surfaces in the Café and Amenities every 2 hours. During eating on premises, the outside tables will be used except in case of inclement weather to minimise exposure, with a maximum of 10 seated at each outdoor table per venue rules.	Educators, Thornleigh Golf Centre	Prior to Commencement of Excursion, During Excursion	Low

Thornleigh Golf Centre	Tripping hazards at driveway entrance, shared use of driveway with vehicles	High	Children will be guided by educators to enter via the westside of the driveway, sticking towards the fence. Children will be directed onto the footpath where it commences and advise children to follow educator instructions. Children to be directed when to cross driveway in carpark towards Thornleigh Golf Centre entrance, including stick to one side and staying in line. Children will be advised to watch their footing if there are any pot holes.	Educators	During Excursion	Low
Thornleigh Golf Centre	COVID-19 Transmission	High	RPD on excursion will sign in all children and educators as part of COVID-19 signing and tracing requirements. Thornleigh Gold Centre have limited numbers inside and outside to reduce chance of transmission.	Educators, Thornleigh Squash Centre	Prior to Commence of Activity & Ongoing During Activity	Low

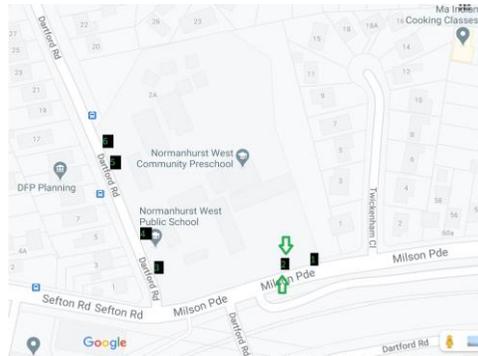
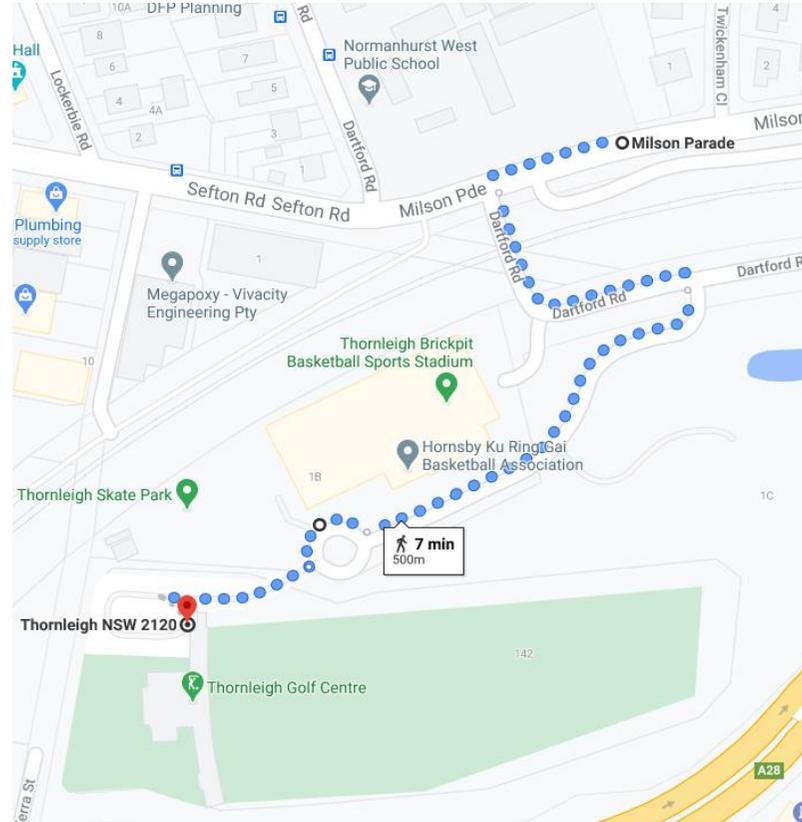
Risk Benefit Analysis

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	* 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
* Injury from use of mini-golf equipment	* To develop expected behaviour for community participation
* Drowning or injuries sustained from water features (ponds/fountains/creeks)	* To develop and foster understanding of water safety in public areas

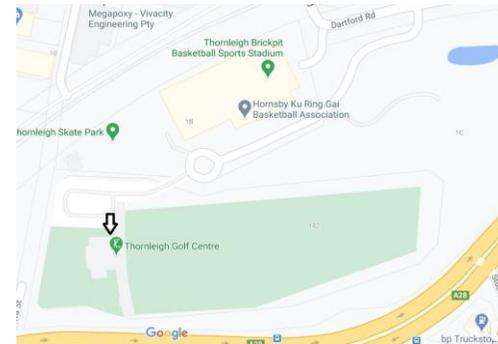
Risk Matrix

		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 2**



**Entry & Exit to venue
via front stairway adjacent to
carpark**