

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	6th January 2021	Excursion destination:	Kenley Park 2120
Departure and Arrival Times from each location:	Departing NWOOSH - 10:30am / Arrival At Kenley Park - 10:50 am. Departing Park - 2:00pm / Returning to NWOOSH 2:15pm.		
Proposed Activities	Scavenger Hunt utilizing the parks natural envuroinment. Sports Equipment & activities, while having fun amogsnt peers!	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:	N/A - Walking Distance.
Name of RPD	Blake Jervis	Contact Number of RPD	02 (9484 4412)
Number of children attending excursion	Estimated: Actual:	Number of educators/parents/volunteers / adults:	Estimated: TBD Actual: TBD
Educator to child ratio, including whether this excursion warrants a higher ratio or specialised skills of adults? Please provide details.	1 Staff Member - 10 Children Ratio	Requirements for seatbelts / safety restriants (e.g. will be worn if fitted; N/A due to walking etc)	N/A - 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:
* Blake Jervis	*FA/ANPHYLAXIS/ASTHMA	*	*
*	FA/ANAPHYLAXIS/ASTHMA	*	*
*	*FA/ANAPHYLAXIS/ASTHMA	*	*
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 signifcant 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 |
| <input type="checkbox"/> Other items: water, backpack | <input type="checkbox"/> Other items: water, backpack |

Other Items: Paper towel, Pink Eating mats & Boundary Cones

Activity	Hazard identified	Risk assessment	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	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.	Educators and children	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
			The educators will position themselves on the road side when walking to and from the venue to keep the children safe.	Educators		
			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.	Educators		
			Children will be reminded prior to the excursion to cross only when advised by Educators.	Educators		
General	Lost Child	Extreme	All children will wear excursion T-Shirts whilst on the excursion.	Educators to organise T-Shirts	Shirts to be worn by each child before departing the OOSH building.	Moderate

			Educators will conduct roll calls and headcounts at all stopping points and before and after leaving areas / venues.		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.	
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.</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	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 accompanied at all times when entering the restroom area and educators to position themselves close to the bathroom block. Children will be sent to the restroom in groups of 2 to 3.	Children and Educators	On arrival at the park and then throughout the day before group use by children.	Low
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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.	
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 - Kenley Park	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators hold WWCC.	Educators	During Excursion	Low

General - Kenley Park - Equipment	Faulty/Broken Equipment	Moderate	Play Equipment will be not be utilized due to COVID-19 Transmission.	Educators.	During Excursion	Low
Kenley Park (Seating Area)	COVID-19 Transmission	Low	NWOOSH staff will provide seating/eating Mats brought from the centre. Mats will be sanitized before & after use of the children.	NWOOSH Educators & children	Prior to eating recess and lunch	Low
Kenley Park (General)	COVID-19 Transmission	High	NWOOSH Staff will wipe down any surfaces used by the children before & after use. Surfaces include: Water taps for refilling water bottles & Bathroom's (Taps, Toilet Flushes & Soap dispensers)	NWOOSH Educators.	Staff 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 Dartford road 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 prior to leaving centre & arriving to park.</p> <p>Upon return headcount will be conducted prior to leaving park and once returned to the centre.</p>	NWOOSH Educators & Children	Prior to departing NWOOSH & when departing Kenley Park	Moderate

Entering and exiting Kenley Park -	Lost Child	High	<p>The children will cross the Pennant hill/Dartford pedestrian crossing & enter via the path leading into the park. Once entered, the children will be seated and a headcount will be conducted.</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 park. A headcount will be conducted before departing the venue.</p> <p>The children will walk with educators towards the pennant hills road/Dartford road pedestrian crossing , 1 staff positioned in the middle of the road, 1 staff at the front & back of group. Once crossed the road, the children will walk with staff members on the footpath, with staff located at the front middle & back of group towards the next pedestraish crossing at dartford road/sefton road bridge and repeat the same process while crossing the road. Once crossed, the children will walk back towards the centre entering via gate 5 or 6. Once back at the centre, a final headcount will be completed.</p>	NWOOSH Educators/Children	Prior to departing NWOOSH, Arriving at park & Departing park.	Moderate
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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
* Allergic reaction to foods with allergens not checked, also from crosscontamination	* Improved health and fitness by walking to and from the venue
* COVID-19 Transmissions	* Improved nature awareness & understanding
* Injury from Fencing / Car Parks	* FUN!
* Injury from Scavenger hunt.	* Develop ideals of teamwork and sharing during activities and during picnic time/Scavenger Hunt
	* Develop conflict resolution when working within teams

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

