

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	12th January 2020	Excursion destination: EDGE ROCKCLIMBING Unit 9/10 Hudson Avenue , Castle Hill 2154	
Departure and Arrival Times from each location:	Leave 9:45am to arrive at Edge Rock Climbing 10:30am. Leave 1:30pm for 2:30pm arrival.		
Proposed Activities	Morning Tea, Rock Climbing, Low-Level Bouldering, Auto Belaying & Lunch	Water Hazards?	Yes/ No If yes, detail in risk assessment below
Method of transport, incl proposed route	Private Bus (Route detailed in map below)	Pickup location and destination for each location travelled to / from:	
Name of RPD	Blake Jervis	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)	Seatbelts will be worn if 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			

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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"/> Waivers (to be completed online by parents, check done during sign in) | <input type="checkbox"/> Children to be wearing enclosed shoes. |

Activity	Hazard identified	Risk assessment	Elimination/control measures	Who	When	Residual Risk Rating
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>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	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	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>Children, directed by educators</p>	<p>During briefing, prior to excursion, and whilst on excursion</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	Before departing for the excursion and whilst on excursion.	Low
				Educators	During Excursion.	
				Educators and Parents	During Vacation Care planning process.	
Riding on Bus	Seatbelts/Restraints	High	<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>* Requirements for seatbelts or safety restraints in NSW (on proposed transport): Required to be worn, where fitted - Mandatory from October 1st, 2020</p>	Children, directed by educators	Prior to 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>	Educators and Children directed by Educators	During excursion	Low

			<p><i>If the accident is serious:</i></p> <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
The Edge Rockclimbing - Eating Area (Grass Field)	COVID-19 Transmission	High	NWOOSH staff will ensure all eating Mats & boundary cones brought from the centre used for recess and lunch have been cleaned and santiised with sanitising wipes prior to use.	NWOOSH Educators	Prior to eating recess and lunch	Moderate

<p>The Edge Rockclimbing (General)</p>	<p>COVID-19 Transmission</p>	<p>High</p>	<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>The EDGE Venue has 5 available Sanitising stations across the venue. The Edge Staff & Educators will ensure hand sanitiser is used by all children and educators prior to, during and after excursion.</p> <p>The EDGE staff will ensure all visitors abide by the venues COVID SAFE PLAN (attached)</p> <p>Ensure all visitors (not including children) sanitise their hands and sign in when entering the venue .</p> <p>Ensure Venue capacity is not exceeded. No more than 75 people will be allowed in The Rockclimbing Venue.</p>	<p>Children directed by Educators & The EGDE Staff</p> <p>The EDGE Staff, children and educators</p> <p>The EDGE Staff.</p> <p>The EDGE Staff</p>	<p>Briefed before excursion and reminded throughout excursion</p> <p>Prior to activity, during excursion and after activities conclude</p> <p>Prior to and during excursion</p> <p>Prior to and during excursion - During Excursion</p>	<p>Moderate</p>
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<p>Entering and exiting NWOOSH Grounds</p>	<p>Lost Child</p>	<p>High</p>	<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>	<p>NWOOSH Educators/Children/Bus Driver</p>	<p>Prior to departing NWOOSH, while on bus, when departing moving bodies</p>	<p>Moderate</p>
<p>Rock Climbing</p>	<p>Harness Use</p>	<p>High</p>	<p>Children are supplied with harnesses that must be worn at all times when using the rock climbing equipment (not required on the bouldering or the tunnel mazes). Edge Staff will inspect all harnesses prior to commencement of activities. Staff will also be shown how to assist children and checking that harnesses are attached correctly.</p>	<p>Edge Staff and Educators</p>	<p>During Excursion, Prior to Commencement of Activities</p>	<p>Low</p>

Rock Climbing	Improper use of equipment	High	Children and Educators will have a safety induction talk before commencement of any activities. This talk includes the wearing of harnesses, expectations when using the belay equipment and when climbing, how many people per tunnel maze and instructions on the safe use of the low-level bouldering. Staff will also be shown how to use the Belay System. (There are two auto-belay systems that don't require assistance, but all other rock climbs do.) Children and staff will also be made aware of how to attach to harness using two carabiners and how to lock them.	Edge Staff and Educators	During Excursion, Prior to Commencement of Activities	Low
Rock Climbing	Tripping hazards from anchor points in lower-level floor	Moderate	Children will be advised to walk when accessing the lower level of the rock climbing arena (this area includes the Low-Level Bouldering and the big tunnel maze). Children will be advised to watch where they are walking due to anchor points that are holes in the floor and may contain anchors that can be a trip hazard. Educators to direct children should they be near those hazards. Seating areas and equipment are adjacent to these anchors to minimise walking access to trip over. Edge Staff remove any anchors that are above floor level.	Educators , Edge staff	During Excursion, Prior to Commencement of Activities	Low

Rock Climbing	Use of rocks and equipment	High	One educator will belay one child at a time (except on the two-automatic belay systems). Other children will be advised to wait behind the mat for their turn before commencing the activity. Children will be advised to follow the colours on the cards to suit their difficulty level. Up to level 15 can be done easily for a first time climber. Children will be advised they can also choose the rainbow option, ie using all the colours to climb if they choose to.	Educators	During Excursion, Prior to Commencement of Activities	Low
Rock Climbing	Faulty Equipment	High	The auto-belay system is certified yearly and inspected daily by Edge Staff before use. This current brand of auto-belay system has currently no known issues and hasn't been recalled. The harnesses are inspected monthly by the Edge Staff. The manual belay systems are also inspected daily. Should educators become aware of a fault in any equipment, they are to cease the activity safely and to advise the Edge Staff of the fault. Edge Staff will advise Educators of any faulty equipment or areas that cannot be used during the excursion.	Educators, Edge staff	During Excursion, Prior to Commencement of Activities	Low
Rock Climbing	Proper use of equipment and activity	High	The children and educators will participate in the training climbing wall after induction talk and before using any of the other walls or equipment.	Educators	During Excursion, Prior to Commencement of Activities	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	* Fun and Recreation
* Injury to children or staff from slips / trips / falls	* To engage in an activity that develops the childrens Gross motor skills
* Choking / food allergy issues when consuming food brought from home	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills
* Injury from bus accident / breakdown / braking	* To learn knowledge of the belay system and of rock climbing equipment
* Injury from faulty equipment	* To develop confidence and independence when choosing the level of the climb and completion of the climb
* Injury from mis-use of equipment	* To develop confidence in direction and problem solving when completing the tunnel mazes, low-level bouldering and rock climbing
* Claustrophobia and injury from tunnel maze	* To help over-come fear of heights and small spaces through doing easier levels/maze to the more challenging levels/maze
* Injury from fall on low-level bouldering wall or rock-climbing	*To develop sportsmanship through encouragement of each other completing the activities and giving them a go
	*To develop team-work through the large maze team challenge

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

