

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	14th January 2021	Excursion destination:	Tree Tops Sydney: The Hills- Cumberland State Forest, 95 Castle Hill Rd, West Pennant Hills NSW 2126
Departure and Arrival Times from each location:	Depart the Centre 8:30am - Pick up 2:00pm		
Proposed Activities	Eat recess and lunch, explore the cumberland state forest and partake in tree top climbing	Water Hazards?	Yes/No
Method of transport, incl proposed route	Bus	Pickup location and destination for each location travelled to / from:	Pickup/ dropoff at NWPS: Gate 5, pickup / drop off at treetops: Cumberland State Forest Carpark
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 (child Course) 1:4 (Junior course 10yrs+ 140cm+)		
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 signifcant change occurs.			
Excursion Checklist			

- ☐ 1 First Aid Kit per group incl tissues, plastic bags, instant ice pack, sick bags
- ☐ Roll of Children attending excursion and contact numbers
- ☐ List of Medical information for each child attending excursion
- ☐ iPads and dongle
- ☐ Mobile Phone with Battery
- ☐ Sunscreen
- ☐ Other items: water, backpack
- ☐ Centre Card

- ☐ Centre Phone on divert to RPD mobile
- ☐ Excursion T Shirts for each child and Educators to wear uniform and badge
- ☐ Medication and Action Plans for each child with a Medical Condition
- ☐ All children checked for food applicable (nut free), full water bottle and hat
- ☐ walkie talkies or mobile phone (1 per educator)
- ☐ List of Educators attending excursion & contact details
- ☐ Medication Form
- ☐ 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>	<p>Educators to organise T-Shirts</p> <p>Educators</p>	<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	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

			<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 and Parents</p> <p>Children, directed by educators</p>	<p>During Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p>	
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>	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>			
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 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
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

Tree Tops Climbing Course	Falling from Course		<p>Children will watch the demonstration given by Tree Tops Staff.</p> <p>Tree tops staff will show the children how to clip on and clip off.</p> <p>Children will be given a helmet and harness before climbing.</p> <p>Educators and instructors will check children have all safety harnesses and equipment on correctly.</p> <p>Children are only to remove safety gear when a tree tops staff member advises that it is ok to do so.</p>	<p>Children and Tree Tops Staff</p> <p>Children and Tree Tops Staff</p> <p>Children and Tree Tops Staff</p> <p>Children guided by Educators and Tree Tops Staff</p> <p>Children guided by Educators and Tree Tops Staff</p>	<p>During pre excursion briefing</p> <p>During pre excursion briefing</p> <p>During pre excursion briefing</p> <p>Before commencement of activities</p> <p>At the conclusion of excursion activities</p>	Moderate
Tree Tops Climbing Course	Faulty/Broken Equipment	Moderate	<p>Tree Tops staff to ensure all safety checks/procedures are conducted and followed prior to and during the excursion to ensure there is no faulty equipment.</p> <p>Where equipment is deemed unsafe, tree tops staff will notify the RPD and the equipment will no longer be in use.</p>	<p>Tree Tops Staff</p> <p>Educators guided by Tree Tops Staff</p>	<p>Prior to the commencement of excursion</p> <p>Prior to the commencement of and during excursion</p>	Low

Tree Tops Climbing Course	Injury from getting tangled in harness equipment	Moderate	<p>Tree Tops staff will demonstrate how to use equipment safely. Where a child gets tangled, educators will notify tree tops staff to assist the child.</p> <p>Tree Tops staff to ensure all safety checks/procedures are conducted and followed prior to and during the excursion to ensure there is no faulty equipment.</p>	<p>NWOOSH Educators, Tree Tops Staff and Children</p> <p>Tree Tops Staff</p>	<p>Pre excursion briefing and during excursion</p> <p>Prior to the commencement of and during excursion</p>	Moderate
Tree Tops Climbing Course	Injury from unsafe behaviours	Moderate	<p>Tree tops Staff and Educators to ensure children are aware of rules and potential dangers/ consequences when equipment is misused</p> <p>Where children do not adhere to the rules and display unsafe behaviours, they will be removed from the activity immediately.</p>	<p>Children guided by Educators and Tree Tops Staff</p> <p>Tree Tops Staff, Educators and Children</p>	<p>Pre excursion briefing and during excursion</p> <p>During excursion</p>	Moderate
Tree Tops Climbing Course	Injury from insect bites/stings		<p>Children will be reminded to take caution and be aware of their surroundings when moving through the course.</p> <p>Parents to be advised through NWOOSH booking system that enclosed footwear must be worn on this excursion.</p> <p>Tree Tops Staff and Educators to ensure all children are clothed in appropriate footwear</p>	<p>Tree Tops Staff, NWOOSH Educators and Children</p> <p>Parents, Educators and Children</p> <p>Tree Tops Staff, Educators and Children</p>	<p>Pre excursion briefing and during excursion</p> <p>During booking process</p> <p>Prior to the commencement of and during excursion</p>	Moderate

Tree Tops Climbing Course	Children becoming upset or scared due to course	Moderate	Children who are known to be easily frightened or afraid of heights will be positioned close to an educator. The Educators position's will be made known to the children prior to the excursion's activities starting	NWOOSH Educators and Children	Pre excursion briefing and during excursion	Moderate
Tree Tops Eating Areas	COVID-19 Transmission	High	NWOOSH staff will ensure all tables 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

Tree Tops (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>Tree Tops staff will ensure all equipment is cleaned and sanitised prior to the commencement of excursion and at the conclusion of each use.</p> <p>Tree Tops staff and educators will ensure hand sanitiser and soap are readily available in bathrooms and on site for all children and educators prior to, during and after excursion.</p> <p>Tree Tops staff will ensure all visitors abide by the venues COVID SAFE Rules:</p> <ul style="list-style-type: none"> -Hand sanitiser available at reception and courses -Plexiglass installed at reception area between customers and reception staff -Mandatory hairnets for all participants under helmets -The wearing of masks by staff when harnessing unless exempt -Social distancing encouraged where possible -Ensure all visitors (not including children) sanitise their hands and sign in when entering the venue. 	<p>Children directed by Educators</p> <p>Tree Tops staff</p> <p>Tree Tops Staff and NWOOSH Educators</p> <p>Tree Tops Staff, children and educators</p>	<p>Briefed before excursion and reminded throughout excursion</p> <p>Prior to commencement of and during excursion</p> <p>Prior to activity, during excursion and after activities conclude</p> <p>During Excursion</p>	Moderate
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Tree Tops (General)	Walking in Area (Slips, trips or falls due to wet floor)	Moderate	<p>Parents to be advised through NWOOSH booking system that closed in shoes from the ankle down must be worn on excursion.</p> <p>Children will be reminded by educators to walk while walking through the forest and be aware of changes in the ground.</p>	<p>Educators and Parents</p> <p>Children guided by Educators</p>	<p>During booking process</p> <p>During Excursion</p>	Low
Tree Tops (General)	Walking In Area (Slips, trips or falls due to uneven ground/steps)	Moderate	<p>Parents to be advised through NWOOSH booking system that closed in shoes from the ankle down must be worn on excursion.</p> <p>Children will be reminded by educators to walk while walking through the forest and be aware of changes in the ground.</p>	<p>Educators and Parens</p> <p>Children guided by educators</p>	<p>During booking process</p> <p>During Excursion</p>	Low

Tree Tops (General)	Injury from Cars	High	<p>Children will be reminded of the restricted areas prior to the commencement of and during the excursion</p> <p>Educators will remind children to walk and take extra caution whilst walking through the carpark to and from the venue</p> <p>The bus will drop children off and pick up in the safe coach parking area inside the carpark</p> <p>Educator's will position themselves at the front, middle and back of the line to ensure the children do not leave their lines</p> <p>Educators will ensure children are lead through the area using zebra crossings</p> <p>Whilst children are not partaking in the tree tops course, educator's will position themselves at the exit points to ensure children do not pass them</p>	<p>Children guided by Educators</p> <p>Children guided by Educators</p> <p>Bus Driver</p> <p>Educators</p> <p>Educators and Children</p> <p>Educators and Children</p>	<p>Pre excursion briefing and during excursion</p> <p>Pre excursion briefing and during excursion</p> <p>At Drop off/Pick Up Time</p> <p>During Excursion</p> <p>During Excursion</p> <p>During Excursion</p>	High
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Tree Tops (General)	Extreme Weather Events (Bushfire)	High	<p>In the event of a Bushfire or Bushfire threat - Forestry will make a call to decide whether the park is safe to remain open. Where the Park is deemed unsafe, Tree Tops staff will notify NWOOSH that the excursion will be cancelled and the park will not be accessible.</p> <p>Where an evacuation must occur, all Tree Tops staff are regularly trained in emergency evacuation procedures and removing the children from the courses quickly and to safety</p> <p>Tree Tops Staff will direct children and educators to a safe place during a bush fire (Oval next to the nursery and reception area or Castle hill Road exit)</p>	<p>Educators guided by Forestry and Tree Tops Staff</p> <p>Educators and children guided by Forestry and Tree Tops Staff</p> <p>Educators guided by Forestry and Tree Tops Staff</p>	<p>Prior to commencement of excursion</p> <p>During Excursion and at Tree Tops Staff Training</p> <p>During Excursion</p>	High
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Tree Tops (General)	Extreme Weather Events (Torrential Rain or Electrical Storm)	High	<p>In the event of torrential rain or an electrical storm, Forestry will make a call to decide whether the park is safe to remain open. Where the Park is deemed unsafe and weather is deemed dangerous, Tree Tops staff will notify NWOOSH that the excursion will be cancelled and the park will not be accessible.</p> <p>Tree Tops Staff will regularly check the weather radar prior to the commencement of the excursion. Where the wind exceeds 45km/h, all activities will be paused till the wind settles down.</p> <p>Where an evacuation must occur, all Tree Tops staff are regularly trained in emergency evacuation procedures and removing the children from the courses quickly and to safety</p> <p>Tree Tops Staff will direct children and educators to a safe place with shelter. The safest path of evacuation will be determined by Tree Tops staff on the day, dependant on the weather.</p>	<p>Educators guided by Forestry and Tree Tops Staff</p> <p>Educators and children guided by tree tops staff</p> <p>Educators and children guided by Forestry and Tree Tops Staff</p> <p>Educators and children guided by Forestry and Tree Tops Staff</p>	<p>Before Excursion</p> <p>Prior to the commencement of and During Excursion</p> <p>During Excursion and at tree tops staff training</p> <p>During Excursion</p>	High
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Tree Tops (General)	Extreme Weather Events (Heatwave)	High	<p>In the event of a heatwave, Forestry 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, Tree Tops staff will notify NWOOSH that the excursion will be cancelled and the park will not be accessible.</p> <p>Tree tops staff will monitor the weather temperatures closely. Where the temperature exceeds 43 degrees celcius all excursion activities will be stopped and the children will return to the oval adjacent to the nursery.</p>	<p>Eudcators fuided by Forestry and Tree Tops Staff</p> <p>Tree Tops Staff</p>	<p>Before and During Excursion</p> <p>Before and During Excursion</p>	High
Tree Tops (General)	Complaints from local residents due to noise level	Moderate	<p>Tree tops Staff and Educators to ensure children are aware of rules and expectations while on the climbing course</p> <p>Where children do not adhere to the rules and display disruptive behaviours, they will be removed from the activity immediately</p>	<p>Children guided by Educators and Tree Tops Staff</p> <p>Tree Tops Staff, Educators and Children</p>	<p>Pre excursion briefing and during excursion</p> <p>During Excursion</p>	Moderate

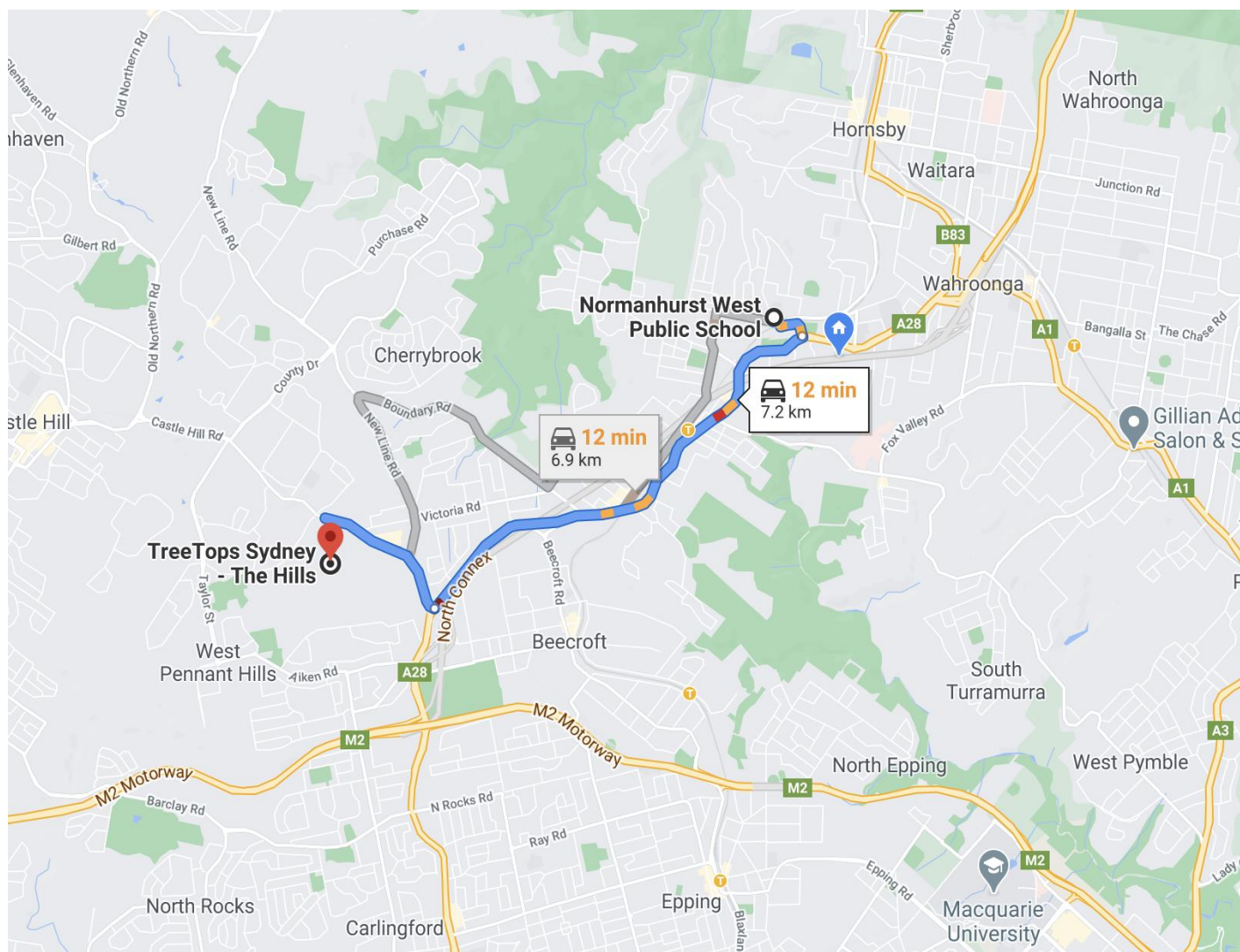
Entering and exiting Tree Tops Venue	Lost Child	High	<p>The children will disembark the bus at the coach parking section and will assemble in two lines on the side of the bus with an educator supervising. Educators will position themselves at the front, middle and back of the line.</p> <p>Following a headcount educators and children will walk through down the driveway and across the zebra crossings to the grassed area outside reception.</p> <p>Upon departure, the children will assemble in two lines at the grassed area outside reception. A headcount will be conducted before departing the venue.</p> <p>The children will walk with educators along the zebra crossings and through the driveway towards the bus waiting at the kerbside.</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	Prior to departing NWOOSH, while on bus, when departing moving bodies	Moderate
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Risk Benefit Analysis

Risk	Benefit
* Falling from Tree Tops Course	*To learn how to use harnessing equipment and balance on a rope
*Being frightened by the height of the activity	*To overcome and challenge self imposed limitations and fears
*Slips, Trips or Falls due to wet weather	*To explore the Cumberland State Forest and learn how to safely handle slippery terrain
*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.
*Bushfires	*Applying the evacuation and fire safety knowledge the children have learnt at NWOOSH to keep themselves safe in the event of a fire
*Injury from wildlife (bites and stings)	*To acquire the expected safe behaviours when around wildlife
	*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





Main toilet block near grassed area



Zebra Crossings to be used by educators and children



Exit of the park to the residential area



New toilet block adjacent to tree tops climbing course



walking path to climbing course



Zebra crossing to be used by educators and children



Tree tops walking path start sign



coach parking spot



grassed eating area and emergency evacuation point



Steps on walking path to climbing course