

# NWOOSH Vacation Care

## Excursion Risk Assessment

Excursion Details			
<b>Date of excursion:</b>	Wednesday 27th January 2021	<b>Excursion destination:</b>	Thornleigh Squash Centre 6 Duffy Avenue, Thornleigh, NSW 2120
<b>Departure and Arrival Times from each location:</b>	Leave Centre 10am, Activities Commence 11am, Leave Venue 1pm		
<b>Proposed Activities</b>	Squash Games, Instruction Session from Squash Coach, Morning Tea, Lunch	<b>Water Hazards?</b>	Yes/ <b>No</b>  If yes, detail in risk assessment below
<b>Method of transport, incl proposed route</b>	Walking	<b>Pickup location and destination for each location travelled to / from:</b>	Walking - entry/exit points on map provided.
<b>Name of RPD</b>	TBD	<b>Contact Number of RPD</b>	TBD
<b>Number of children attending excursion</b>	Estimated: 30 Actual:	<b>Number of educators/parents/volunteers / adults:</b>	Estimated: 3 Actual:
<b>Educator to child ratio, including whether this excursion warrants a higher ratio or specialised skills of adults? Please provide details.</b>	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.	<b>Requirements for seatbelts / safety restraints (e.g. will be worn if fitted; N/A due to walking etc)</b>	Not Required - Walking.
<b>Educators / adults on excursion (Names):</b>	<b>Training:</b>	<b>Contact Details (to be completed on staff copy of RA only):</b>	<b>Adults to Sign once they have read &amp; understood the Risk Management Plan:</b>
*	*	*	*
*	*	*	*
*	*	*	*
<b>Additional Venue Information (incl COVIDSafe Plan:</b>	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>	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
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. 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>Educators and children</p> <p>Children-directed by 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>	Low

			Sunscreen will be applied to each child, where permission has been given & UV 3 or above.	Educators	Before leaving the service & reapplied every two hrs.	
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 accompanied at all times when entering the restroom area and educators to position themselves close to the entry door. 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	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>	
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
Squash Activities	Injury Caused to Eyes and Other Parts of the Body	High	Children will be required to wear safety goggles before entering any of the play arenas. Play will stop while anyone exits/enters a playing arena. Spectators will sit outside arena glassed wall for safety.	Educators	During Excursion	Low
Squash Activities	Injury Caused by Equipment	Moderate	Educators will inspect equipment before use to ensure safe to use. This includes ensuring the safety goggles fit children properly and are not damaged.	Educators	During Excursion	Low

Squash Activities	Injury from other players	Moderate	<p>Educators will ensure a maximum of 4 children will be allowed per court while a game is in session, and only 2 children on the court at a time. Educators will guide the children on rules of squash and best positions to stand to avoid collisions.</p> <p>Thornleigh Squash will provide a coach to instruct children on the rules of the game and use of the courts.</p>	Educators, Thornleigh Squash Coach	During Excursion, Prior to Commence of Activity & Ongoing During Activity	Low
Squash Activities	COVID-19 Transmission	Moderate	<p>NWOOSH will have full access to the centre with no other bookings made and access to incoming visitors restricted. RPD on excursion will sign in all children and educators as part of COVID-19 signing and tracing requirements. Temperature checks will also be conducted for every educator. All Thornleigh Squash Centre staff on session during booking will also have their temperature recorded and any staff not within temperature range to leave site, minimising risk during booking for NWOOSH.</p> <p>All surfaces and equipment are cleaned prior to commencement of use by Thornleigh Squash Centre. Each child will be allocated their own goggle set to minimise cross-contamination.</p>	Educators, Thornleigh Squash Centre	Prior to Commence of Activity & Ongoing During Activity	Low

Squash Centre Renovations	Unsafe Footings, Moveable Items	High	Thornleigh Squash Centre is currently undergoing renovations. A wall near Court 1 is proposed to be removed in January. To minimise risk, Thornleigh Squash Centre will cordon off area with barricade fencing and tape. Thornleigh Squash Centre will advise prior to excursion any areas deemed out of bounds and risk, so that children can be provided this information before venue visit.	Educators, Thornleigh Squash Centre, Children	Prior to Excursion Visit	Low
Squash Centre Renovations	Items on floor, tripping hazard	Moderate	Thornleigh Squash Centre is currently undergoing renovations. It is proposed that the entrance renovations will be completed before commencement of excursion. If this is still ongoing, entrance to the venue will be via pathway and stairs in underground carpark adjacent to Pioneer Avenue.	Educators, Thornleigh Squash Centre	Prior to Excursion Visit	Low



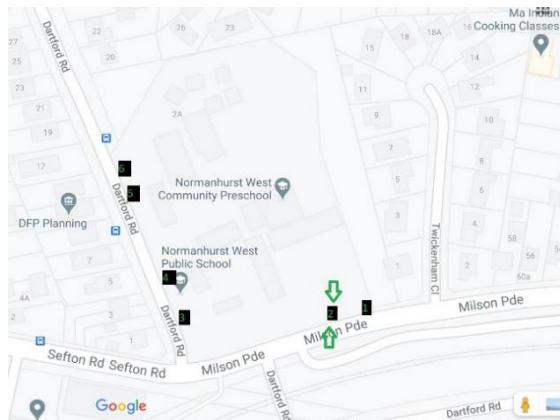
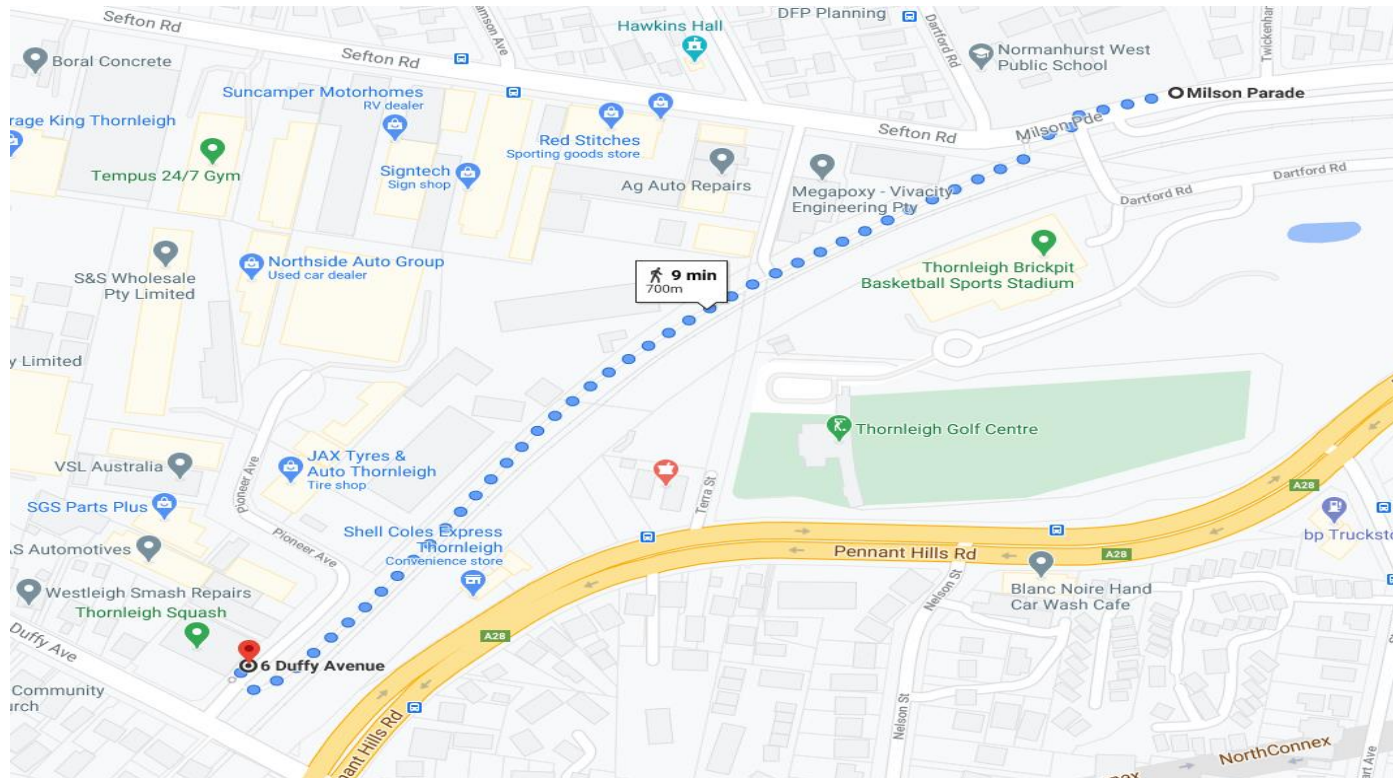
## Risk Benefit Analysis

Risk	Benefit
*Renovations at Thornleigh Squash Centre, includes tripping hazards, unsafe areas	* Development of social skills & expected behaviours when with other people of the community
*COVID-19 Transmission	* Continue to develop relationships with key Educators whilst on the excursion
* Lost Child	* Relaxation and Recreation
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* To learn and develop understanding and skills required to play squash, including access to professional Squash Coach
* Child Protection issues with members of the public	* Develop knowledge of local area through walking
* Injury to children or staff from slips / trips / falls	* FUN!
* Choking / food allergy issues when consuming food brought from home	* Encourage sharing and problem solving through children organising their own mini round robin tournaments of squash games
* Injury whilst playing squash, especially to eyes & including collisions, use of equipment	* Develop and foster teamwork through playing squash
	* Develop hand-eye co-ordination skills through squash games

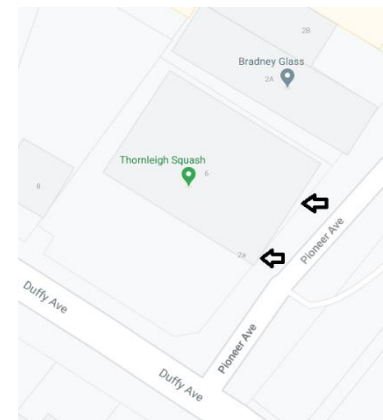
Risk Matrix

		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 of premises  
Via School Gate 2**



**Entry & Exit of venue  
Via Main Door Pioneer Avenue  
OR (Pending Renovations)  
Via Pathway through underground  
Carpark on Pioneer Avenue**