

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Date of excursion:	Thursday 15th April 2021	Excursion destination:	Narrabeen Coastal Environment Centre 1 Lake Park Road -Pelican Path, North Narrabeen, 2101
Departure and Arrival Times from each location:	Leave Centre 9am, Arrive 10am, Morning Tea, Dip Netting and Kiteflying with Lunch break until 3pm, Bus 3pm for arrival back at centre at 4pm.		
Proposed Activities	Morning Tea, Dip Netting, Kite Flying, Lunch	Water Hazards?	Yes/No
		If yes, detail in risk assessment below	
Method of transport, incl proposed route	Private Bus	Pickup location and destination for each location travelled to / from:	Pickup at NWPS at Gate 5, dropoff adjacent to the CEC office. Pickup adjacent to CEC office and dropoff at NWPS Gate 5
Name of RPD	Kaitlin Isaac	Contact Number of RPD	02 9484 4412 (on divert to mobile)
Number of children attending excursion	Estimated: 40 Actual:	Number of educators/parents/volunteers / adults:	Estimated: 4 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)	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:
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
* TBC	* TBC	*	*
Additional Venue Information (incl COVIDSafe Plan:	Yes / No - COVIDSAFE INFO ATTACHED		

Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or signifcant 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
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. Sunsafe practices will be maintained throughout the day, as this is predominantly an outdoor venue.</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. Children without sunscreen permission will be required to apply their own sunscreen at the same intervals as those with permission</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 as part of the daily requirements section of the vacation care email.</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>
Outdoor Play	Outdoor Play	Extreme	<p>Educators will ensure shaded play areas and / or indoor alternatives are available to children if UV climbs.</p>	<p>Children directed by Educators.</p>	<p>This will be planned prior to leaving the service, when UV rating is reviewed during WHS check</p>	<p>Low</p>

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	<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 as part of the daily requirements section of the vacation care email.</p>	<p>Educators</p> <p>Educators</p> <p>Educators and Parents</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p>	Low

			Children 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.	
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	Children will be reminded to watch their step when getting on and off the bus at the stops. 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. 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.	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> <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>	Educators and Children directed by Educators	During excursion	Low

			Keep children safe by staying on the bus if it is safe to do so.			
General	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators as well as staff and volunteers hold WWCC.	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 sanitise 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
Coastal Environment Centre	Electical hazards	High	<p>All electrical equipment to be tested and tagged on a regular basis.</p> <p>All power cords are to be in locations where they present no trip hazard or are covered with an appropriate anti-trip product.</p> <p>All items identified as a potential choke hazard are placed out of reach at the rear of the touch table</p>	CEC staff to organise and check venue for hazards	Prior to excursion	Moderate

Coastal Environment Centre	COVID-19 Transmission	High	<p>All CEC staff, children and educators who are unwell or displaying flu like symptoms will be sent home accordingly.</p> <p>All educators and visitors must sign in using the Service NSW QR Code</p> <p>CEC Staff and Educators to ensure hand sanitiser, soap and handwashing facilities are readily available for all to use.</p> <p>Whilst NWOOSH is visiting the CEC all members of the public will be asked to remain off the premises</p> <p>CEC Staff will wear a microphone inside when discussing the activities with the children instead of raising their voice</p>	<p>CEC Staff, Educators and Children</p> <p>CEC Staff and Educators</p> <p>CEC Staff</p>	Prior to and during excursion	Moderate
Coastal Environment Centre	Off Leash Dog areas	High	<p>Avoid walking near any off leash dog areas</p> <p>Children will remain in line and close to educators whilst walking along designated pathways</p>	CEC Staff to plan route to avoid such areas	Prior to and during excursion	Moderate

Coastal Environment Centre	Injury caused by cars and caravans in the areas surrounding the CEC	High	<p>Children will be briefed on the 'Out of Bounds' areas prior to the commencement of the excursion.</p> <p>Children will be kept away from the carparks and on a designated pathway at all times.</p> <p>CEC Staff to ensure children and educators are guided through the safest walkways and road crossings</p> <p>The bus will drop children off in an area that is safe for entry to the CEC.</p> <p>Where children have to cross a road educators and CEC Staff will ensure the children remain in two lines at all times with an educator positioned at the top, middle and back of the line</p>	<p>Educators and children</p> <p>Children guided by CEC Staff and Educators</p> <p>Children and educators guided by CEC Staff</p> <p>Bus Driver</p> <p>Children guided by CEC Staff and Educators</p>	<p>Pre excursion briefing and during excursion</p> <p>During Excursion</p>	Moderate
Coastal Environment Centre	Injury caused by colliding with bike riders on walking/riding pathways	High	<p>Educators and CEC Staff will ensure children remain on the safest designated walkway at all times</p> <p>Children will be reminded to take caution and be aware of their surroundings whilst walking around the CEC</p>	Children guided by Educators and CEC Staff	Pre excursion briefing and during excursion	Moderate

Coastal Environment Centre	Extreme Weather Events	High	<p>In the event of extreme weather ie. Electrical storms, torrential rain and damaging wind - CEC Staff and Educators to make a decision by 7am the day of excursion. Where weather is deemed unsafe the excursion will be rescheduled for another holiday period.</p> <p>If extreme weather occurs during the excursion the children will be moved to inside the CEC and commence indoor activities</p>	<p>CEC Staff and Educators</p> <p>Children guided by Educators and CEC Staff</p>	<p>Prior to leaving the centre</p> <p>During excursion</p>	Moderate
Coastal Environment Centre	Falling into Water and drowning due to no fencing	High	<p>Educators and CEC Staff will ensure children remain on the safest designated walkway at all times</p> <p>Educators and CEC Staff to walk on the side closest to the water whilst moving through the grounds</p>	Children guided by Educators and CEC Staff	Pre excursion briefing and during excursion	Moderate
Kite Flying Activity	Children colliding with one another whilst flying kites	High	<p>Children will be reminded to maintain a safe distance between them and their peers at all times whilst on excursion.</p> <p>CEC Staff to decide on the safest and largest area for kite flying on the day depending on child numbers. Where child numbers are deemed unsafe the older children will be transported to another area of the CEC</p>	<p>Children guided by Educators and CEC Staff</p> <p>Children and educators guided by CEC Staff</p>	Pre excursion briefing and during excursion	Moderate

Kite Flying Activity & CEC General	Children being injured by falling tree branches	High	<p>CEC Staff to ensure Kite flying activity is held in the safest possible area and furthest away from potentially dangerous trees</p> <p>Where the weather is deemed unsafe activities will be moved to a safer area</p>	Children and Educators guided by CEC Staff	<p>Prior to activities commencing</p> <p>During excursion in the event of bad weather</p>	Moderate
Dip Netting activity	Falling into water hazard	High	<p>Children will be briefed on the rules and expectations prior to the commencement of the activity</p> <p>CEC Staff and Educators to ensure children remain on the water's edge at all times</p> <p>Educators and CEC Staff will position themselves closely to the children at all times.</p> <p>CEC Staff to ensure the safest and most shallow spot is chosen on the day for dip netting</p>	<p>Children and Educators briefed by CEC Staff</p> <p>Children guided by CEC Staff and Educators</p> <p>Children and Educators guided by CEC Staff</p>	<p>Prior to commencement of activity</p> <p>During Excursion</p> <p>Prior to commencement of activity</p>	Moderate
Dip Netting activity	Injury from bites or stings of insects or animals	High	Site specific hazards will be explained to children at the commencement of the activity. First Aid kit is readily available in the case of a bite or sting.	CEC staff	During excursion	Moderate

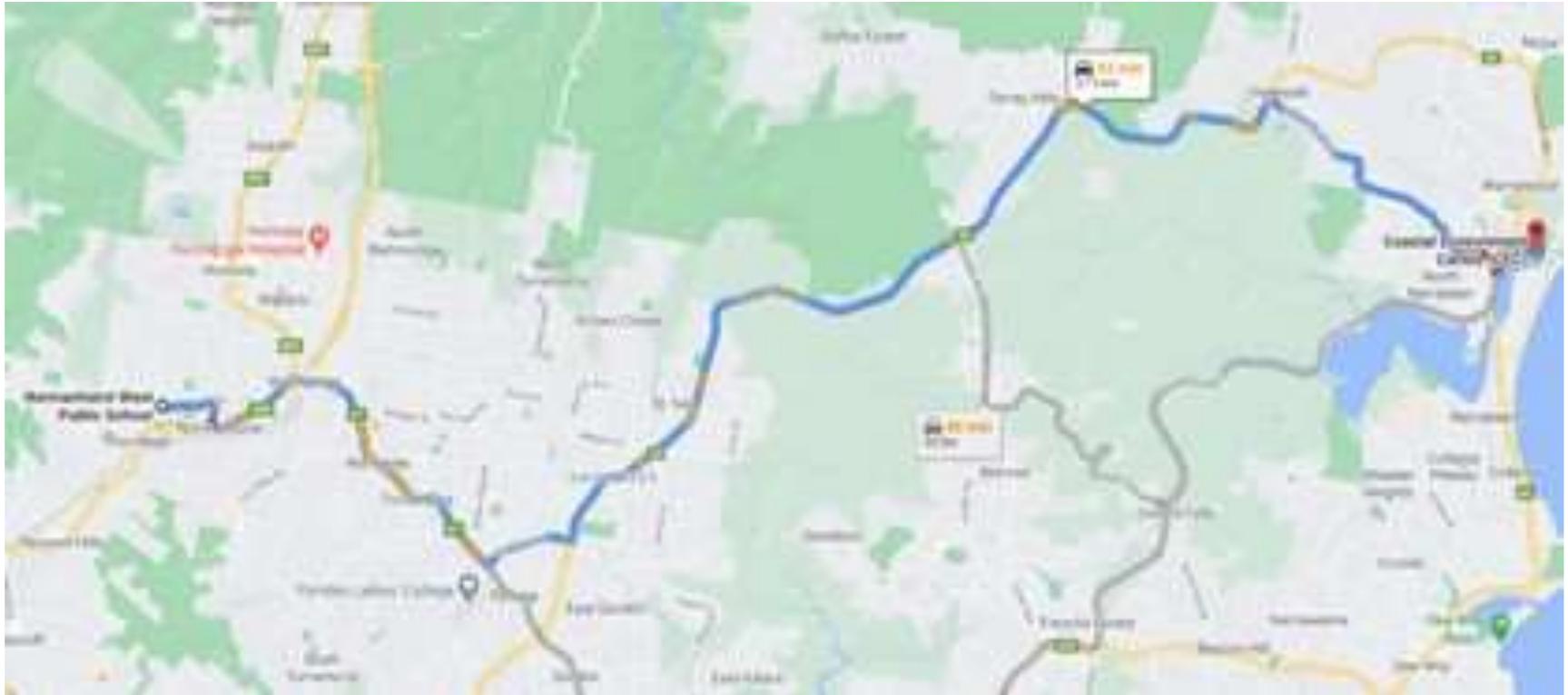
Risk Benefit Analysis

Risk	Benefit
*COVID-19 Transmission	* Development of social skills & expected behaviours when with other people of the community
* Lost Child	* Continue to develop relationships with key Educators whilst on the excursion
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Relaxation and Recreation
* Child Protection issues with members of the public	* Interage groupings to allow for opportunities for leadership and group skills
* Injury to children or staff from slips / trips / falls	* Encourage negotiation and problem solving through children sharing equipment for the dip netting activity
* Choking / food allergy issues when consuming food brought from home	* Learn about marine animals and their habitats
* Allergies or injuries from Flora and Fauna on the walk	* Encourage healthy lifestyle choices during our walks
	* 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

Route Map:



**Exit & Entry of premises
Via School Gate 5**



Entry & Exit of venue

COASTAL ENVIRONMENT CENTRE'S RISK MANAGEMENT PLAN



The Coastal Environment Centre facilitates a number of education activities designed for K – Year 12, risks may diminish with age.

Location Activity	Hazard Identification	Current Controls	Risk Assessment	Elimination or control measures	Final Risk	Who / When
Covid19 Safety Plan additions	<ul style="list-style-type: none"> Students or teachers spread Covid 19 to CEC staff or other participants 	<ul style="list-style-type: none"> Anyone feeling sick or unwell with flue like symptoms should not attend. 	2	<ul style="list-style-type: none"> As with school attendance, students, teachers and any parent helpers should NOT attend if they are feeling unwell or have any flu like symptoms. Any participant with flu like symptoms should get tested and stay home until they receive their negative result. Teachers should review the most recent advice from NSW Health and be reasonably confident that their class will comply. 	5	Teachers, students and CEC Educators
	<ul style="list-style-type: none"> Covid19 may be spread by close contact. 		2	<ul style="list-style-type: none"> All participants will be instructed to bring their own food, drinks and sanitiser. They won't share any food. Participants will be use sanitiser on arrival, as they enter the CEC and before and after using public toilets. CEC Educators will use personal speakers to reduce aerosol dispersal from using loud voices outside. Social distancing will be maintained between all adults. 	4	Teachers, CEC Educators
	<ul style="list-style-type: none"> Someone may be a close or casual contact and need to be traced by NSW Health. 	<ul style="list-style-type: none"> Teachers have accurate class rolls for all students attending a fieldtrip. 	2	<ul style="list-style-type: none"> Teachers and adults will log in on entering the CEC with the Service NSW app. Teachers will have an accurate roll of all the students attending each fieldtrip and be able to provide all contact details to NSW Health if and when required. 	4	Teachers and adults
	<ul style="list-style-type: none"> School Groups might infect surfaces in the CEC. 	<ul style="list-style-type: none"> Limit accessible surfaces. Begin each day with clean surfaces 	2	<ul style="list-style-type: none"> Surfaces in the CEC and relevant field equipment will be wiped down with disinfectant. Cleaners come three nights a week to give the CEC a thorough clean/vacuum. 	5	CEC staff, cleaners



Bus will drop the children at this white sign and educators and children will assemble in two lines on the pathway with the lanes marked

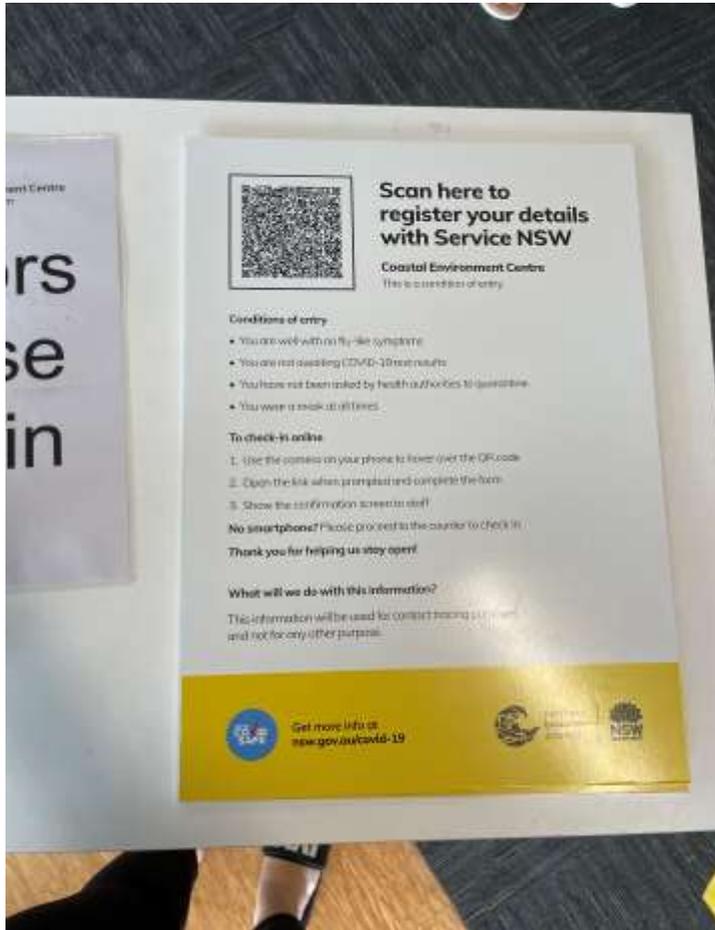




Educators will ensure they are walking on the side closest to the water at all times



The entrance of the CEC



ServiceNSW Check in for all educators to complete



Indoor meeting area of the CEC- Here the children will assemble their kites



Hand sanitizer available prior to and following the childrens use of all activities inside



Children can eat out here if weather permits



Potential crossing to be used by older children to go to kite flying area if numbers are higher



Caravan park adjacent to the CEC



Educators to position themselves closest to the waters edge whilst walking



Walking pathways adjacent to the carpark