

# NWOOSH Vacation Care

## Excursion Risk Assessment

Excursion Details			
<b>Dates of excursions</b>	19th April 2021	<b>Excursion destination:Zone Bowling</b>	3 Salisbury Rd, Castle Hill NSW 2154
<b>Departure and Arrival Times from each location:</b>	Leave 9:45am to arrive at Zone Bowling 10:30am. Leave 1:30pm for 2:30pm arrival.		
<b>Proposed Activities</b>	Morning Tea, Bowling, Lazer-Tag & Lunch.	<b>Water Hazards?</b>  If yes, detail in risk assessment below	Yes/ <b>No</b>
<b>Method of transport, incl proposed route</b>	Private Bus (Route detailed in map below)	<b>Pickup location and destination for each location travelled to / from:</b>	Pickup at NWPS at Gate 5, dropoff adjacent to the Zone Bowling front door. Pickup adjacent to zone bowling front door office and dropoff at NWPS Gate 5
<b>Name of RPD</b>	Blake Jervis	<b>Contact Number of RPD</b>	02 9484 4412
<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 restriants (e.g. will be worn if fitted; N/A due to walking etc)</b>	Seatbealts will be worn if fitted.
<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 signficant 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
<input type="checkbox"/> Checked for socks to wear with bowling shoes	

Activity	Hazard identified	Risk assessment	Elimination/control measures	Who	When	Residual Risk Rating
General	Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.	High	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.	Educators and children	Prior to leaving Centre / as part of daily WHS check	Low
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
	Wet Weather		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 pool 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

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	If the accident is not serious:	Educators and Children	During excursion	Low

General	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators hold WWCC as do venue staff, and Bus driver	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
Zone Bowling - 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

Zone Bowling (General)	COVID-19 Transmission	High	<p>Covid Protocols - Zone Bowling Covid Plan &gt; The introduction of specifically rostered 'Hygiene Heroes' who will provide on request sanitization of equipment.</p> <ul style="list-style-type: none"> <li>• Individual disinfectant sprays and wipes for all team members working in public areas as cleaning will be everybody's responsibility.</li> <li>• End of Day Deep Clean routines supported by checklists to be completed on LevelUp.</li> <li>• Signage used to identify sanitized equipment such as bowling balls.</li> <li>• Identifying attractions as Single Use Sanitize, where they are cleaned after every use. *</li> </ul> <p>Hand sanitizing stations at key areas of venues and other workplaces.</p> <p>* Zone Bowling staff members will conduct hourly cleans of equipment, arcade games &amp; Door handles as part of a COVID checklit. Lazertag equipment is disinfected before &amp; after each use.</p> <p>*NWOOSH Staff memebers will be required to Check-In via the NSW Covid Safe app when entering and exiting the Zone bowling Venue</p>	Zone Bowling Staff & NWOOSH Staff.	Prior to, and while in Zone Bowling Venue.	Moderate
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Zone Bowling (General)	Laser Tag - injury from incorrect use of equipment	High	Zone Bowling staff will induct children on the rules and use of each Laser Tag harness. Children are not to run or jump in the laser tag arena. Educators to check each harness before children enter arena. Educators to monitor activity whilst running.	Educators, Children directed by Educators	Before & During Commencement of Excursion Activity	Low
Zone Bowling (General)	Bowling - Oiled lanes can cause slipping and tripping	High	<p>Children will be advised to stay behind the black line when bowling their ball as bowling lanes are oiled daily. Educators to monitor during activity and direct children where needed.</p> <p>*Zone Bowling Risk Assessment: "Fluorescent foul line warning signage on lanes.</p> <ul style="list-style-type: none"> <li>• Fluorescent foul line hazard warning on capping and where available pillars and between scoring monitors.</li> <li>• Hazard warning on scoring monitors displayed prior to any game being commenced.</li> <li>• Hazard warning displayed on drop down projector screens at regular intervals.</li> <li>• Group bookings to be advised by team members of the hazard of crossing the foul line.</li> <li>• Venue team members to monitor customer behavior.</li> <li>• First Aid trained team members and first aid supplies located throughout venue.</li> </ul> <p>Oiling pattern ceases at 30cm distance from foul line.*</p>	Educators, Children directed by Educators & Zone Bowling Staff.	Before & During Commencement of Excursion Activity	Low

Zone Bowling (General)	Bowling - Crushed fingers from ball delivery machine	High	Children will be advised to wait for balls to be delivered into the pick-up bay before collecting. Only children whose current turn it is is allowed up at the delivery machine to collect a ball. Educators to monitor use during activity.	Educators, Children directed by Educators	Before & During Commencement of Excursion Activity	Low
Zone Bowling (General)	Bowling - Crushed toes or feet from dropping balls	High	Children will be advised on the ways to handle a bowling ball (eg with two hands and roll on ground or using the bowling finger grip holes) and safe carrying to the lane. Only the children whose current turn it is is allowed near the lane to bowl. Educators to monitor use during activity.	Educators, Children directed by Educators	Before & During Commencement of Excursion Activity	Low
Zone Bowling (General)	Children safety in public place	High	An Educator will be placed near the exit at the bowling area to ensure all children stay in the designated area.	Educators, Children directed by Educators	During Excursion Activity	Low
Zone Bowling (General)	Stairs down to bowling alley's	High	Children reminded when going to toilets to use handrail if required and to walk up and down the stairs.	Educators, Children directed by Educators	During Excursion Activity	Low
Zone Bowling (General)	Zone Bowling Arcade Machines	Moderate	Children will be reminder to not touch any of the arcade games or equipment. Staff will inform the children of this prior to entering area, while guide children through the arcade area to lazer tag.	Educators, Children directed by educators	During Excursion Activity	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 work on hand eye coordination when trying to get a Strike!
*Slipping on bowling lane surfaces	*Teamwork when playing games of Lazer tag!
* Injury from mis-use of equipment	*To develop sportsmanship through encouragement of each other completing the activities and giving them a go
*Injuries from dropping bowling balls	*To build peer realtionships with those in Vacation care
*Injuries from Ball delivery machine	*Building relationships with educators
	*To encourage and support peers during activites!

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

