

NWOOSH Vacation Care

Excursion Risk Assessment

| Excursion Details | | | |
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| Dates of excursions | Wednesday 12th May 2021 | Excursion destination: | Larool Family Convenience |
| Departure and Arrival Times | Leaving centre 3pm to walk to grocer at 3:30pm. Leave Grocer 4:30pm for 5pm arrival at centre. | | |
| Proposed Activities | Visit Local Shop, Purchase of Items | Water Hazards? | Yes/ No |
| | If yes, detail in risk assessment below | | |
| Method of transport, including proposed route | Walking (route is detailed in map below) (2 Larool Cresnet, Thornleigh NSW 2120) | | |
| Name of RPD | TBD | Contact Number of RPD | 02 9484 4412 |
| Number of children attending excursion | Estimated: 40 Actual: | Number of educators/parents/volunteers | Estimated: 4 Actual: |
| Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details. | 1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed. | | |
| Educators on excursion (Names): | Educator Training: | Educators Contact Details (to be completed on staff copy of RA only): | Educators to Sign once they have read & understood the Risk Management Plan: |
| * * * * | * * * * | * * * * | * * * * |
| Plan Prepared By: | Benjamin Caswell | Date Prepared: | 7th April 2021 |
| Additional Venue Information: | Yes-attached/ 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"/> First Aid Kits incl tissues, plastic bags, sick bags | <input type="checkbox"/> Centre Card |
| <input type="checkbox"/> Roll of Children attending excursion and contact numbers | <input type="checkbox"/> Excursion T Shirts worn by each child |
| <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"/> Ipad with Camera | <input type="checkbox"/> All children checked for food applicable, full water bottle and hat |
| <input type="checkbox"/> Mobile Phone (Excursion RPD) with Battery | <input type="checkbox"/> Walkie Talkies (1 per educator) |
| <input type="checkbox"/> Sunscreen | <input type="checkbox"/> Wet Weather Gear |
| <input type="checkbox"/> Spare Administer Medication Sheet | <input type="checkbox"/> Portable Ice-packs (2) in Bag |
| <input type="checkbox"/> Saniclean Bottle & Paper Towel | <input type="checkbox"/> All children checked for permission |

| 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 | 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. | Educators and children | 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 - multiple Educators on excursion | | | The educators will position themselves on the road side when walking to and from the venue to keep the children safe. | Educators | | |
| | | | 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. | Educators | | |
| 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 |

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| General | Lost Child | Extreme | <p>All children will wear excursion T-Shirts whilst on the excursion.</p> <p>Educators will conduct roll calls and dual 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. | Extreme | <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>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 sealed pre-purchased 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 |

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| | | | Sunscreen will be applied to each child, where permission has been given & UV 3 or above. | Educators | Before leaving the service. To be reapplied every two hours throughout the day. | |
| 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 | Moderate | 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. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3. A dual headcount will be conducted for groups of children. | 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 | Children and Educators | During excursion | Low |

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| | | | Children will immediately be returned to the centre. | | | |
| 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 (these are the tables and couches situated inside the store which will be cleaned by staff before use). They will be reminded to sit whilst drinking and eating. Otherwise, children will eat back at the centre in the afternoon tea table area. | Educators | During excursion | Low |
| Eating & Drinking on Excursion | Food Allergies | Extreme | Children's allergies will be discussed with educators prior to departure to ensure all educators are aware. | Educators | Before departing for the excursion and whilst on excursion. | Low |

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| | | | Medication is to be kept in the excursion bag which will be carried by an educator ensure prompt access on the excursion. This bag will be prepared prior to commencement of session. Medication will be un-pack from excursion bag and stored back in medical cupboard upon return to centre. | Educators | During Excursion & Prior to Commencement & End of excursion. | |
| Walking to and from Venue 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 |
| Snacks/Drinks from Shop | Child Protection | High | Shop Items Purchased also checked during excursion to ensure no nuts or any other related allergy products are contained. | Educators | During Excursion | Low |
| Shop Entrance | Steep Stairs | Moderate | Children will be reminded at the entrance to the Shop at the top of stairs to go down or up the stairs to give plenty of room between each other when using stairs and to look ahead. Children will also be advised to use the railing due to the steepness of the stairs. Educators will be stationed at either end of the stairs and will be the first and last down/up to assist in guiding the children. | Educators | During Excursion | Low |

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| Shop Entrance | Carpark & Slippery Surfaces | High | Educators to remind children that the entrance to the the shop is an undercover carpark. Educators to direct children to stay near the wall closest to the stairs and entrance, behind bollards. | Educators | During Excursion | Low |
| Shop Complex | Toilets (Locked Toilets) | Moderate | Educators are to check the toilets before entering the shops and to ensure it is unlocked. If not, obtain key from the shop to ensure unlocked for children and staff to use. As per above risk assessment, toilets will be checked for any hazards prior to use, and a dual headcount will be completed. | Educators | During Excursion | Low |
| Shop Complex General | COVID Cleaning | High | Educators are to wipe the railing surfaces before the children use them on the stairs towards the shop. The toilet handles, taps and dispensers will be wiped before use by the group. The surfaces also include the table and chairs situated inside to the shop where the children will be waiting to purchase items, unless the store management has advised surfaces were cleaned prior to visit. | Educators | During Excursion | Low |
| Shop Complex General | COVID Social Distancing | High | Educators will instruct the children to sit at the various tables while awaiting the turn for their group to purchase items. A maximum of 10 children at a time to be browsing the isles for items. Once purchase for each child is complete, they are to be guided back to the seating area, away from other sections and members of public in the store. Educators to minimise groups going to the bathroom to avoid lining up and to maintain distancing in the hallway. | Educators | During Excursion | Low |

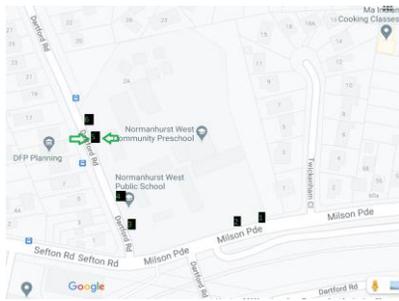
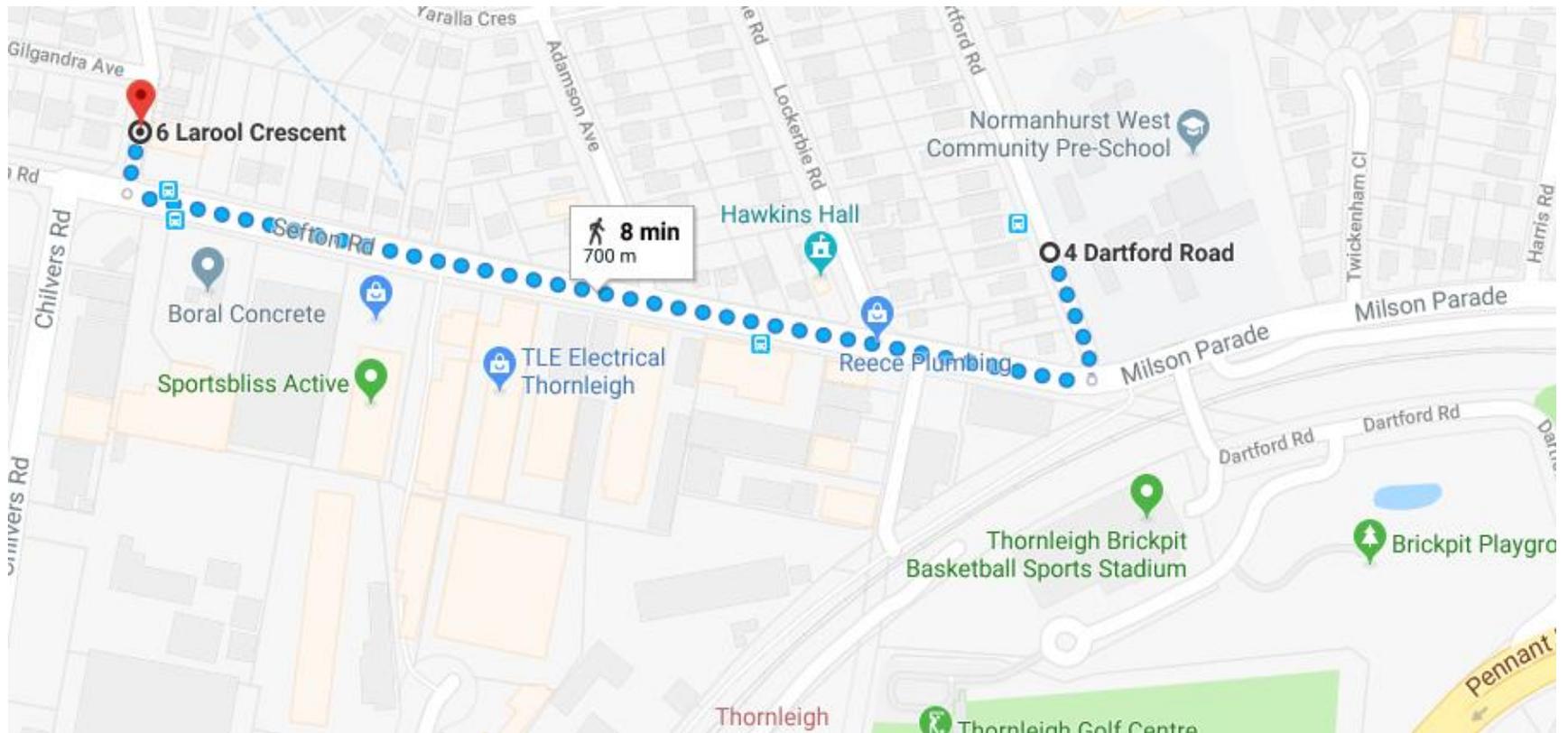
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| Transportation Method | Seat Belt Requirements & Entry/Exit Information | Low | As this excursion is being conducted with the mode of transport as Walking/By Foot, the Transport-Seat Belt requirements do not apply to this excursion. Entry/Exit of Premises will be via School Gate 5 and to the Venue via front entrance to Sefton Road and down stairwell. | Educators | During Excursion | Low |
| Snacks/Drinks from Shop | Contamination from Products | High | Children will be encouraged to select items that are pre-packaged for their purchase. If an item is not individually wrapped, utensils will be used by the Educators or Shop staff to select items and placed into a disposal paper bag for purchase. Children are to sanitise their hands after touching items in the store to stop any spreading or cross-contamination. | Educators | During Excursion | Low |

Risk Benefit Analysis

| Risk | Benefit |
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| * 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 | * Relaxation |
| * Injury to children or staff from slips / trips / falls | * Knowledge of their local area by walking to and from the venue |
| * Choking / food allergy issues when consuming food brought from home | * Improved health and fitness by walking to and from the venue |
| * Sharing food with children with allergies | * FUN! |
| * Crossing hazards at roads and entrance to Grocer | * Development of confidence when placing a purchase at a business venue |
| * Cross-contamination of COVID and infectious diseases from members of the public. | * Development of numeracy skills and responsibility when purchasing items |
| | * Support of local businesses in the community |
| | * Develop and educate the children on personal hygiene and hand washing practices in public. |

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 |



Entry and Exit to Premises via School Gate 5



Entry & Exit to Grcer via Front entrance adjacent to Sefton Road And then through stairwell.