

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Date of excursion:	Tuesday 6th July 2021	Excursion destination:	Clifton Gardens Reserve Morella Road, (Clifton Gardens) Mosman 2088
Departure and Arrival Times from each location:	Leave Centre 9am, Arrive 10am, Morning Tea, Activity at Reserve, Lunch until 2pm, Bus 2pm for arrival back at centre at 3pm.		
Proposed Activities	Morning Tea, 4 Activites (Beach Habitat Making, Hand-Reel/Dip-net Fishing, Waterworks Activity, Bug Catching), Lunch, Park Equipment Play during Lunch Break	Water Hazards? If yes, detail in risk assessment below	Yes/No
Method of transport, incl proposed route	Private Bus	Pickup location and destination for each location travelled to / from:	Pickup at NWPS, in Bus Zone near Gate 3, dropoff in Bus Drop-off Zone. Pickup in Bus Drop-off Zone and dropoff at Bus Zone near NWPS Gate 3
Name of RPD	TBD	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. (Activities near water but not in the water)	Requirements for seatbelts / safety restriants (e.g. will be worn if fitted; N/A due to walking etc)	Will be worn if fitted
Educators / adults on excursion (Names):	Training: * TBC * TBC * TBC * TBC * TBC	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	
<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"/> Children informed about what to do when lost - who to see etc	<input type="checkbox"/> Excursion T Shirts for each child and Educators to wear uniform and badge
<input type="checkbox"/> Vacation Care Listing including roll, contact numbers and medical info	<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 (nut free), full water bottle, hat, wet weather gear
<input type="checkbox"/> Mobile Phone with Battery	<input type="checkbox"/> walkie talkies or mobile phone (1 per educator)
<input type="checkbox"/> Sunscreen, reminder alarms set on phone for every 2hrs	<input type="checkbox"/> boundary cones etc
<input type="checkbox"/> Other items: water, backpack	<input type="checkbox"/> Medication Form
<input type="checkbox"/> Whatsapp group created for day	<input type="checkbox"/> Hand sanitiser, gloves and disinfectant wipes, paper towel

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>Children will be informed prior to the excursion about what to do if they become separated from the group.</p> <p>Educators will conduct dual headcounts at all stopping points and before and after leaving areas / venues.</p> <p>These headcounts will be recorded in the CS whatsapp group for documentation purposes.</p>	<p>Educators to organise T-Shirts</p> <p>RPD to brief children</p> <p>Educators</p> <p>RPD</p>	<p>Shirts to be worn by each child before departing the OOSH building.</p> <p>Prior to excursion</p> <p>At minimum, these will be performed before leaving for the excursion, when boarding the bus, when alighting the bus, at Morning Tea, Lunch, prior to boarding the bus, when alighting the bus, and on arrival back at the centre.</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. Sunsafes practices will be maintained throughout the day.</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. A water re-fill station is available adjacent to the pier on land. There are also taps and a basin for water filling located next to the toilets. Children will be reminded to fill up water bottles and Educators will point out these re-fill locations.</p>	Educators	Prior to leaving the Centre	
			<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>	Educators	Before leaving the service & reapplied every two hrs.	
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 gear for any outdoor time on the excursion</p>	Children, directed by educators	During briefing, prior to excursion, and whilst on excursion	Low
			<p>Parents will be reminded to pack wet weather gear as part of the daily requirements section of the vacation care email.</p>	Educators and Parents	Prior to excursion.	Low

Outdoor Play	Outdoor Play	Extreme	Educators will ensure shaded play areas and / or indoor alternatives are available to children if UV climbs.	Children directed by Educators.	This will be planned prior to leaving the service, when UV rating is reviewed during WHS check	Low
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 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 with two educators to allow a dual headcount to be completed both in and out of bathrooms. A call out will be done for children who need to utilise the bathrooms and children will line up before dual headcount is completed</p> <p>handwash facilities are available in and outside the toilet area and soap is provided. Paper towel will be taken from the centre</p>	Children and Educators	On arrival at the venue and then throughout the day before 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
Park	Bottles, rubbish, dangerous items at the Park	Extreme	Educators are to do a thorough inspection of the venue prior to children playing on the equipment, sitting for lunch etc. Educators are to remove any rubbish from the area if safe to do so. If there are any dangerous items which cannot be moved then educators should use boundary cones to cordon off the area and advise children of out of bounds space.	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
			Medication is to be kept with educators throughout the day to ensure prompt access when medication administration is required.	Educators	During Excursion.	
			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.	Educators and Parents	During Vacation Care planning process.	
			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	<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 headcounted, and then a dual headcount will take place when the children are seated. 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 a dual headcount will be completed. Once all children are accounted the bus driver will be informed and the children will move into the venue.</p>	Children directed by Educators	As children board and alight the bus 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>	Educators and Children directed by Educators	During excursion	Low

			<p>Assess the danger: Move those able to be moved away from the scene of the accident to a safe location. This will need to be assessed at the time.</p> <p>Gather the response of those injured.</p> <p>Send for help: 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>ABC: Assess casualties and administer first aid as best you can until emergency help arrives.</p> <p>Contact centre and Manager as soon as possible. – A plan will be devised for the service to commence contacting parents</p> <p>Keep children safe by staying on the bus if it is safe to do so.</p>			
General	Child Protection	High	<p>Children will never be left alone with members of the public without supervision. All Educators as well as excursion staff hold WWCC.</p>	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 leaving the service and 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

Transportation Method	Entry/Exit Information	Low	Entry/Exit of Premises will be via preschool Gates (Gate 3) and to the Venue via walkway/stairway from Bus Loading Zone to Reserve.	Educators	During Excursion	Low
Hand-Reel/Dip-Netting Activity	Injury from equipment, slippery surfaces, falling into water	Extreme	<p>Equipment will be checked prior to being utilised by children. Ranger Jamie staff and Educators will inspect pier in case of wet weather. If deemed too slippery, the Dip-Netting activity will occur on the shoreline instead, where the Beach Habitat Making took place. Ranger Jamie staff will demonstrate to children how to use the equipment properly. The pier has railings on each side before the junction to the end of the netted swim area. Cones will be placed to show children the boundaries of the activity areas. Children will be reminded to wait for staff to come to them where possible, to minimise foot traffic and bumping into others during the activity.</p> <p>A resuce first aid for drowning people equipment is located near the commencement of the pier.</p>	Educators & Ranger Jamie Staff, reminders to children	Prior to commencement of activity, During Activity	Low

Beach Habitat Making	Injury from equipment, uneven steps, slippery surfaces	Extreme	<p>Cones will mark the area where the activity will be occurring. This activity is based purely on land with no water activity involvement. The beach can be access via steps or a ramp. Children will be reminded to use these two entry points and not to jump down off the wall, or climb up the wall. If the stairs are deemed unsafe due to being too slippery or any other hazard on them, children will be guided by educators to use the ramp. When setting up initial activity, Ranger Jamie Staff & Educators will ensure the area setup is away from any beach hazards and a pre-check done. This includes ensuring no blue-bottles, etc have washed up to shore and if any are noticed, to move activity away from that area. As part of check, staff will look out for any other items that may be a hazard.</p> <p>A resuce first aid of drowning people equipment is available adjacent to the beach. The beach area where the activity takes place in enclosed with shark netting along the pier, to minimise entrance of any large marine life.</p>	Educators & Ranger Jamie Staff, reminders to children	Prior to commencement of activity, During Activity	Low
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Bug Catching	Bites / Stings from insects etc, tripping hazards, splinters	Extreme	<p>Cones will be set up to mark an area designated for the activity. Children will be reminded to stay within these boundaries. Ranger Jamie staff and Educators will debrief children about safety when searching for and catching bugs.</p> <p>First aid equipment will be brought from the centre. In the case of an emergency, the appropriate procedures will be followed as per the risk assessment. All NWOOSH staff are trained in first aid processes.</p> <p>Holes in the fall tree trunk and gardens will be inspected prior to commencement of the activity by the children. There is a dried-up creek near the bug catching area. In wet weather, this area will be cordoned off as out of use for the activity. Children will be reminded when going into the creek bed, to walk up and down the small mound and not to run.</p>	Educators & Ranger Jamie Staff, reminders to children	Prior to commencement of activity, During Activity	Low
Waterworks Activity	Product getting in eye, on body	Moderate	Ranger Jamie staff have pre-packaged all equipment for this task. This includes pre-wiping any surfaces before use. All products are non-toxic. Children will be guided to use gloves wear necessary and reminded not to wipe hands on face. Children will be reminded and directed to wash hands immediately after finishing the activity.	Educators & Ranger Jamie Staff, reminders to children	Prior to commencement of activity, During Activity	Low

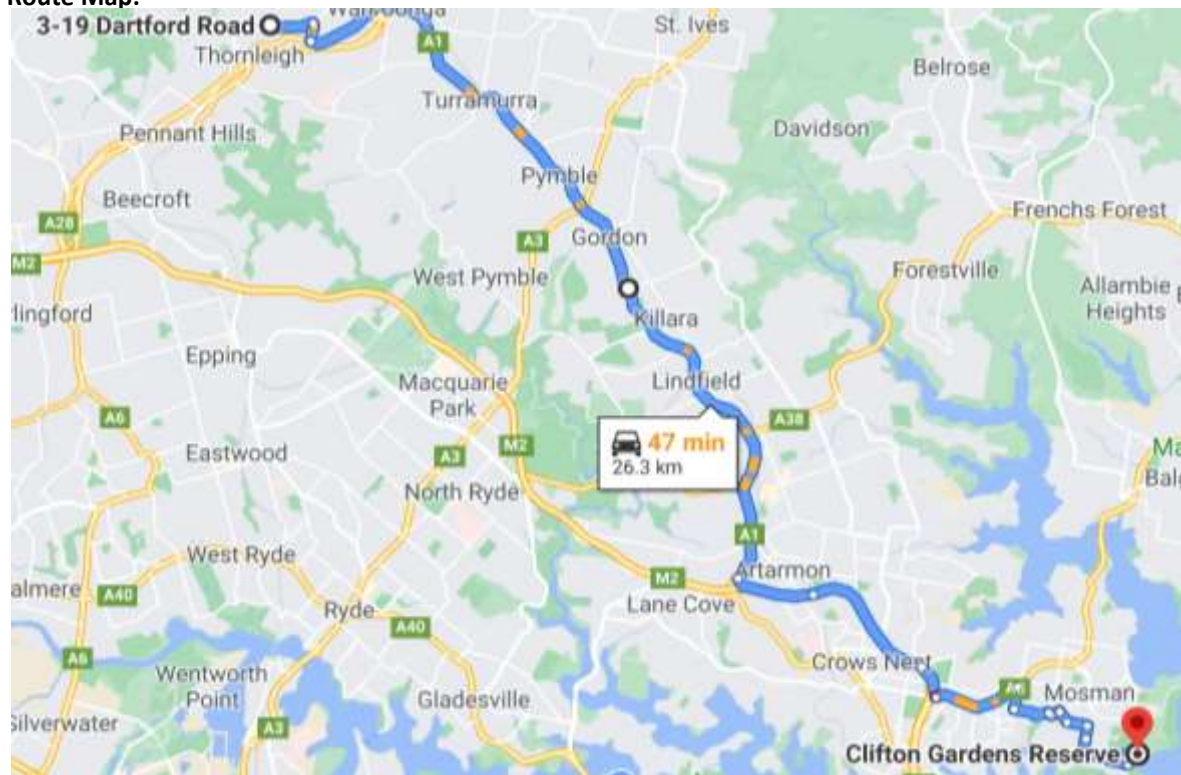
Park Equipment	Injury from equipment	Moderate	Children will be reminded to stay in the enclosed park area using the gate. Alternatively, children will be advised to use the sanded open area with cones to delineate areas. All equipment is to be checked by staff to ensure safe to use. This includes metal items not being hot (there is shade but doesn't cover all equipment) or too slippery depending on the weather. Equipment includes: wooden pirate ships, low net climb, swings, circular in ground spinner and slippery slide.	Educators, directing and reminding children	Prior to commencement of activity, During Activity	Low
Reserve Entrance	Injury from unsigned crossings, stairs accessing park	Extreme	<p>Educators will direct children to use the footpaths and stairs to access park from bus drop-off zone and return route when leaving. There are two crossings of the entrance driveway/car-park that are unsigned. Educators are to ensure no traffic is oncoming before guiding the children across the driveway. Children will also be advised to use the handrails on the stairs as they can be steep.</p> <p>Parents to be advised for children to wear enclosed footwear to the excursion.</p>	<p>Educators, directing and reminding children</p> <p>Parents</p>	<p>Prior to commencement of activity, During Activity</p> <p>Prior to Excursion</p>	Low

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	* To develop knowledge of marine wildlife and environments, including safety in these environments
* Choking / food allergy issues when consuming food brought from home	* To develop skills around fishing through use of dip-netting and hand-reels
* Allergies or injuries from Flora and Fauna at Clifton Reserve	* To encourage creativity through Beach Habitat Making and expand knowledge on sustainability in a marine environment
* Falling into water/drowning	* To develop teamwork and collaboration through the Waterworks and Beach Habitat Making activities
* Injury from Hand-Reel, Dip Netting Equipment, Play Equipment	* To develop autonomy and animal safety through the Bug Catching Exercise
	* FUN!

Risk Matrix						
Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Catastrophic
	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 3



Entry & Exit of venue