

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Date of excursion:	Thursday 8th July, 2021	Excursion destination:	Cnr Grand Ave North and James Ruse Drive, ROSEHILL NSW
Departure and Arrival Times from each location:	Leave Centre 9:30am, Arrive 10:30am, Morning Tea, Circus 11-1 and Lunch until 130pm, Bus 130pm for arrival back at centre at 230pm.		
Proposed Activities	Morning Tea, Experience an exciting & enteraining circus show, 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 3, dropoff /Pickup Cnr Grand Ave North and James Ruse Drive, ROSEHILL NSW and dropoff at
Name of RPD	TBC	Contact Number of RPD	02 9484 4412 (on divert to mobile)
Number of children attending excursion	Estimated: TBC Actual: TBC	Number of educators/parents/volunteers / adults:	Estimated: TBC Actual: TBC
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 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:	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 - TBD	
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"/> Centre Card	<input type="checkbox"/> Hand sanitiser, gloves and disinfectant wipes		
<input type="checkbox"/> Whatsapp group set-up			

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. "Water containers are always topped up providing back up supply."</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 & Circus Venue</p> <p>Educators</p>	<p>Prior to leaving the Centre & During Excursion.</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 gear 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	<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 - soap / paper towel *TBD* - Portable Toilet Cubicles will be present on the day. NWOOSH Staff will provide</p>	Children and Educators	On arrival at the venue and then throughout the day before/after 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. Medication is to be kept with educators throughout the day to ensure prompt access when medication administration is required.	Educators Educators	Before departing for the excursion and whilst on excursion. During Excursion.	Low

			<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>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.</p>	<p>Educators and Parents</p> <p>Children, directed by educators</p>	<p>During Vacation Care planning process.</p> <p>Prior to excursion.</p>	
Riding on Bus	Seatbelts / Restraints	High	<p>Requirements for seatbelts or safety restraints in NSW (on proposed transport): Required to be worn, where fitted</p> <p>- Mandatory from October 1st, 2020</p>	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> <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>	Educators and Children directed by Educators	During excursion	Low

General	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators as well as venue staff and volunteers hold WWCC.	Educators	During Excursion	Low
Riding on Bus	COVID-19 Transmission	High	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.	Glenorie bus staff	Before getting on bus	Moderate
			Children will all wash and/or santiise hands prior to leaving the service and getting on the bus.	Children lead by educators	Whilst on Bus	
			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.	Educators	Whilst on Bus	
			Children will be reminded to cough or sneeze into their elbow as required, then sanitise their hands.	Children lead by educators	Briefed before excursion	
Transportation Method	Entry/Exit Information	Low	Entry/Exit of Premises will be via preschool Gates and to the Venue via front Enterance, Adjacent to Bus Dropoff. (Cnr Grand Ave North and James Ruse Drive, ROSEHILL NSW)	Educators	During Excursion	Low
Stardust Circus	Slips/Trip Hazards (Powerleads)	Moderate	Power leads are flown above. Site Manager performs an OHS checklist prior to first performance. Remove any slip hazards or cordon off area	Stardust Circus site manager	During or prior to Excursion	Moderate

Stardust Circus	Hazardous items in event area i.e. Syringe / Broken Glass	Extreme	Nothing for sale in glass. Site is a drug and alcohol free zone.	Stardust Circus	During Excursion	Low
Stardust Circus	Adverse Weather (Electrical / wind / thunder storms)	Extreme	Do not operate if weather is that adverse	Stardust Circus site manager	During or prior to Excursion	Moderate
Stardust Circus	Falling Tree or Branches	High	If onto Bigtop, evacuate all persons to assembly area.	Stardust Circus Staff	During Excursion	Moderate
Stardust Circus	Fire caused by Electrical Incidents, Catering, etc.	Moderate	All cables flown or set in cable track in pedestrian / traffic areas. Electrical safety check done	Stardust Circus Staff	During or prior to Excursion	Moderate
Stardust Circus	Injury caused by cars in the carparking areas surrounding the circus	Extreme	children will be kept away from the carparks at all times. The bus will drop children off in an area that is safe and on the correct side of the road for entry to the circus	Educators Bus driver	At all times On drop off and pickup	High
Stardust Circus	Anxiety for children caused by loud noises or lights	Moderate	Children known to have anxiety will be seated close by to Educators for them to offer support if children are concerned. Children will be advised where educators are sitting prior to the circus show commencing to ensure they can find them if needed.	Educators	Prior to and during show	Low
Stardust Circus	Power Failure causing anxiety in children	Low	Emergency lights will come on and we will switch to one of 2 back up generator. Educators have light on mobile phones.	Circus staff & Educators	At all times	Low
Stardust Circus	Animal Escape	High	Ensure all animal enclosures are built to safety standards and erected by trained staff. Undertake periodic maintenance checks. (Checked by site Manger)	Stardust Circus site manager	During or prior to Excursion	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
* Child Protection issues with members of the public	* To develop appreciation for performance arts
* Injury to children or staff from slips / trips / falls / cables / tree branches / hazardous items etc	* Recreation
* Choking / food allergy issues when consuming food brought from home	* to encourage leadership skills of older children, through assisting with younger children on the excursion
* Injury from crossing carpark road	* To build on aerial interests founded at previous vacation care circus excursion
* Anxiety for children due to loud noises / darkness / power failure	* To build an understanding of community activities and available entertainment
* Animals Escaping	* 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
School Gate 3



Entry & Exit of venue

