

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Dates of excursions	Tuesday 17th August 2021	Excursion destination:	Larool Family Convenience
Departure and Arrival Times	Leaving centre 3:15pm to walk to grocer at 3:30pm. Leave Grocer 4:30pm for 4:45pm 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, incl proposed route	Walking (route is detailed in map below) (2 Larool Crescent, Thornleigh NSW 2120)	Pickup location and destination for each location travelled to / from:	Depart at NWPS Gate 5, Enter through front entrance adjacent to carpark. Depart through front entrance and Enter NWPS Gate 5
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 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)	N/A due to walking
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 July 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

- | | |
|--|---|
| <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 created for day | |

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	<p>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.</p> <p>The educators will position themselves on the road side when walking to and from the venue to keep the children safe.</p> <p>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.</p> <p>Children will be reminded prior to the excursion to cross only when advised by Educators.</p>	<p>Educators and children</p> <p>Educators</p> <p>Educators</p> <p>Educators</p>	<p>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.</p>	Moderate
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

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 arriving at the venue, prior to leaving the venue and on return to the centre. Regular headcounts will also be conducted throughout the activity.</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. Sunsafe 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.</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>	Educators	Prior to leaving the Centre	
				Educators	Before leaving the service. To be reapplied every two hours throughout the day.	
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 before excursions.</p>	Children, directed by educators	During briefing, prior to excursion, and whilst on excursion	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</p>	Educators and Parents	Prior to excursion.	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</p>	Children and Educators	On arrival at the venue and then throughout the day before group use by children.	Low

			<p>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 are available at the venue</p>			
General- multiple Educators on Excursion	Serious injuries to a child	Moderate	<p>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.</p>	Children and Educators	During excursion	Low
General- multiple Educators on Excursion	Serious injury to a staff member	Moderate	<p>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,</p>	Educators	During excursion	Low

			the children will immediately be returned to the centre			
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 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 will be un-pack from excursion bag and stored back in medical cupboard upon return to centre.	Educators Educators	Before departing for the excursion and whilst on excursion. During Excursion & at End of excursion.	Low
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

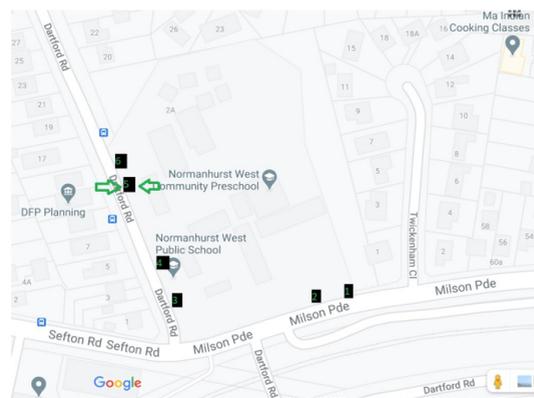
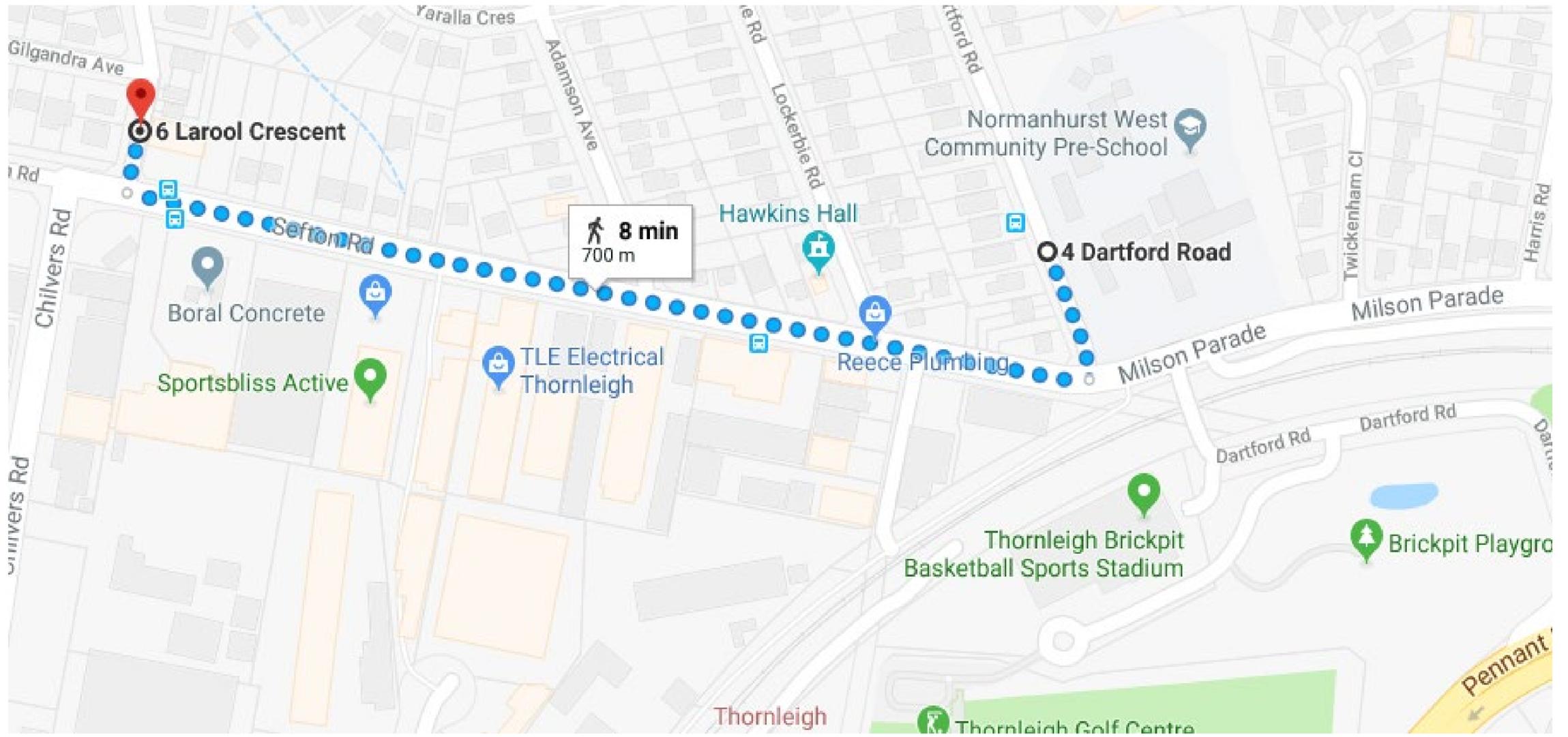
Transportation Method	Seat Belt Requirements & Entry/Exit Information	Low	As this excursion is being conducted with the mode of transport as Walking/By Foot, the Transport-Seat Belt requirements do not apply to this excursion. Entry/Exit of Premises will be via School Gate 5 and to the Venue via front entrance to Sefton Road and down stairwell.	Educators	During Excursion	Low
Transportation Method	Entry/Exit Information	Low	Entry/Exit of Premises will be via preschool Gates and to the Venue via front stairway adjacent to carpark.	Educators	During Excursion	Low

Risk Benefit Analysis

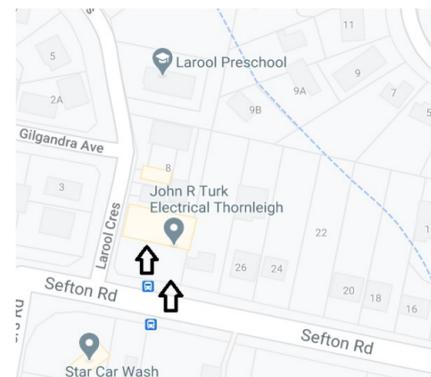
Risk	Benefit
* Lost Child	* Development of social skills & expected behaviours when with other people of the community
* Sunburn, heatstroke, dehydration, extreme weather, wet weather etc	* Continue to develop relationships with key Educators whilst on the excursion
* Child Protection issues with members of the public	* Relaxation
* Injury to children or staff from slips / trips / falls	* Knowledge of their local area by walking to and from the venue
* Sharing food with children with allergies	* Improved health and fitness by walking to and from the venue
* Crossing hazards at roads and entrance to Grocer	* FUN!
* Cross-contamination of COVID and infectious diseases from members of the public.	* Development of confidence when placing a purchase at a business venue
	* 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 venue via Front entrance adjacent to Sefton Road And then through stairwell.