

# NWOOSH Vacation Care

## Excursion Risk Assessment

| Excursion Details   |   |   |   |
|---|---|---|---|
| <b>Date of excursion:</b>   | Wednesday 19th January 2022   | <b>Excursion destination:</b>   | Ruddock Park - Quarter Sessions Road, Westleigh NSW   |
| <b>Departure and Arrival Times from each location:</b>  | Leave Centre 9:30am, Arrive 9:45am, Morning Tea, Sporting Activities Against NOOSH & TWOOSH and Lunch until 2:30pm, Bus 2:45pm for arrival back at centre at 3pm. |   |   |
| <b>Proposed Activities</b>  | Morning Tea, Sports Carnival/Activities Against NOOSH & TWOOSH, Lunch   | <b>Water Hazards?</b>   | <b>Yes/No</b><br>If yes, detail in risk assessment below  |
| <b>Method of transport, incl proposed route</b>   | Private Bus   | <b>Pickup location and destination for each location travelled to / from:</b>                               | Pickup at NWPS at Gate 3, dropoff Quarter Sessions Rd (Pedestrian Entry to Oval, just past the Ruddock Park street sign, Cnr Coral Heath Ave). Pickup Playground Pedestrian Exit, Coral Heath Ave (opposite Hibbertia Place), and return through gate 3 at NWPS |
| <b>Name of RPD</b>  | Tessa Kinchington   | <b>Contact Number of RPD</b>  | 02 9484 4412 (on divert to mobile)  |
| <b>Number of children attending excursion</b>   | Estimated: 40<br>Actual:  | <b>Number of educators/parents/volunteers / adults:</b>   | Estimated: 4<br>Actual:   |
| <b>Educator to child ratio, including whether this excursion warrants a higher ratio or specialised skills of adults?<br/>Please provide details.</b> | 1:10<br>Ratio as per normal excursion ratio- no higher staffing requirements needed.  | <b>Requirements for seatbelts / safety restraints (e.g. will be worn if fitted; N/A due to walking etc)</b> | 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>  |
| * Tessa Kinchington   | * TBC   | *   | *   |
| * TBC   | * TBC   | *   | *   |
| * TBC   | * TBC   | *   | *   |
| * TBC   | * TBC   | *   | *   |
| * TBC   | * TBC   | *   | *   |
| <b>Additional Venue Information (incl COVIDSafe Plan):</b>  | Yes / No - COVID-19 Safety Plans are required only if over 1000 people attend an outdoor gathering.   |   |   |
| 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 packs, 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 (ask children to remove any undershirts to prevent overheating) and Educators to wear uniform / 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 dangle   | <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, sporting equipment for activities   |
| <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   | <input type="checkbox"/> Hand Soaps & Paper towel for hand drying.   |

| Activity  | Hazard identified                                       | Risk assessment<br>(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> | 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                                   | 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 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. 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. <b>Drink refill stations are available at Ruddock Park.</b> There are two taps: a tap on the Quarter Sessions Rd Side of the Oval &amp; another tap between the Tennis Court #1 &amp; Tennis Clubhouse.</p> <p>Sunscreen will be applied to each child, where permission has been given &amp; 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</p> <p>Educators</p>                                   | <p>Prior to leaving the Centre</p> <p>Before leaving the service &amp; 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 | 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>Handwashing facilities - soap is provided by the toilet facilities but additional will be packed in excursion backpacks as backups and due to no hand drying facilities paper towel will be made available by NWOOSH Staff directly to children.</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 | <p>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.</p> <p>Medication is to be kept with educators throughout the day to ensure prompt access when medication administration is required.</p> <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</p> <p>Educators</p> <p>Educators and Parents</p> <p>Children, directed by educators</p> | <p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p> | Low |
| Riding on Bus                  | Seatbelts / Restraints                | High    | Requirements for seatbelts or safety restraints in NSW (on proposed transport): Required to be worn, where fitted<br>- 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>   | Educators and Children directed by Educators | During excursion                                   | Low |

|                           |   |         |  |           |  |     |
|---------------------------|---|---------|--|-----------|--|-----|
|                           |   |         | <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> |           |  |     |
| 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 as well as venue staff and volunteers hold WWCC.   | 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 Gate 3 near the preschool playground and to the Venue via Oval Entry Pedestrian Point on Quarter Sessions Rd at Ruddock Park, Exit at venue will be via the Playground Exit Pedestrian Point on Coral Heath Ave, with arrival back at gate 3 at NWPS.  | Educators  | During Excursion   | Low      |

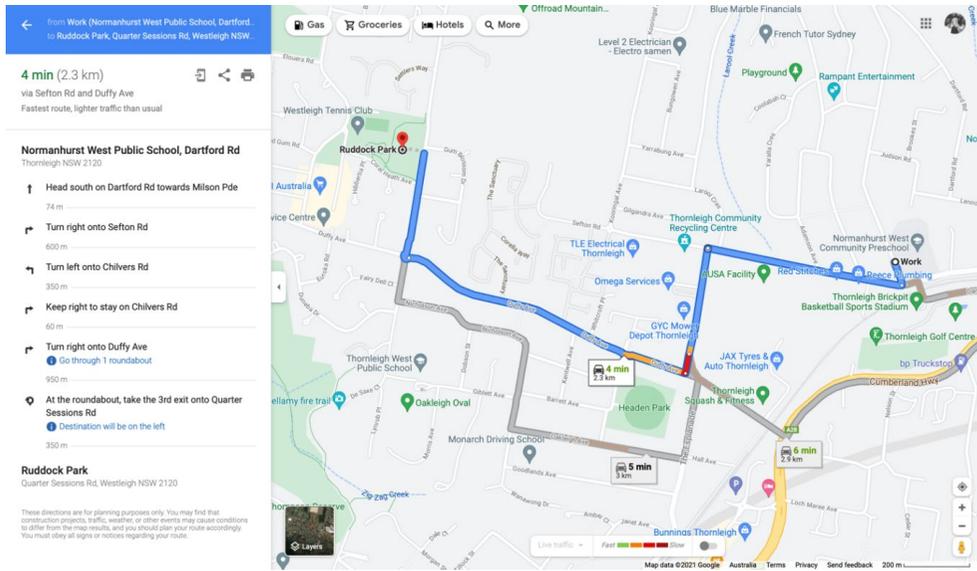
Risk Benefit Analysis

| 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 and Recreation  |
| * Child Protection issues with members of the public                           | * Social interactions/building relationships between children from other schools within the local community       |
| * Injury to children or staff from slips / trips / falls / sporting incidents. | * Encourage healthy lifestyle through promoting community sports and physical activity!                           |
| * Choking / food allergy issues when consuming food brought from home          | * Children will learn more about the local green spaces/facilities available to their families in the local area. |
| * Allergies or injuries from Flora and Fauna at Ruddock Park                   | * Children are able to engage with their interest & enthusiasm for Sport with their peers!                        |
|  | * FUN!  |

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         |

## Route Map:



## Exit & Entry of premises Via School Gate 5



## Entry & Exit of venue

