

NWOOSH Vacation Care

Excursion Risk Assessment

Excursion Details			
Date of excursion:	Tuesday 26th April 2022	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 (billy karts, lava lamps, slime & rockets), Lunch, Park Equipment Play during Lunch Break	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, 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	TBC	Contact Number of RPD	02 9484 4412 (on divert to mobile)
Number of children attending excursion	Estimated: 35 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:	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 on the touchscreen 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. Unsafe 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	<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 - 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>	Educators and Children directed by Educators	During excursion	Low

		<p>If not, move children to a safe location on footpath or a grass area that is safe and protected from oncoming traffic.</p>		
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If the accident is serious:

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.

Gather the response of those injured.

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.

ABC: Assess casualties and administer first aid as best you can until emergency help arrives.

Contact centre and Manager as soon as possible. – A plan will be devised for the service to commence contacting parents

Keep children safe by staying on the bus if it is safe to do so.

General	Child Protection & COVID19 Transmission	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> <p>All Educators and venue staff will be double vaccinated or hold a medical contraindication.</p> <p>Hand sanitiser will be readily available, and children will be reminded to sanitise hands after sneezing, coughing, blowing nose etc.</p> <p>Cleaning and disinfection of equipment to be completed in line with safe work NSW requirements</p>	<p>Educators</p> <p>educators</p> <p>RPD</p> <p>Rangers</p>	<p>During Excursion</p> <p>Prior to excursion</p> <p>Excursion Preparation</p> <p>Prior to arriving at excursion</p>	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
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

Science activities	Allergies to playing with/ handling vegetable oil, slime, corn starch, food colouring, shaving cream, mentos, water, shampoo, sunscreen, paint, ocre and more.	Moderate	<p>Inform excursion participants of safety instruction (including children and educators)</p> <p>Identify participants with known medical conditions and control measures (i.e. gloves if required etc)</p> <p>ensure First aid kit available If required, as well as first aid traned staff members</p>	<p>Rangers and Educators to inform</p> <p>Educators to advise Rangers</p> <p>RPD to ensure packed</p>	<p>On arrival at venue & throughout day</p> <p>On arrival at venue</p> <p>During excursion prep</p>	Low
Billy Kart / Lava lamps / rockets	Cuts / abrasions, broken limbs, muscular skeletal and other physical injuries	High	Regular checks for defects and reporting of these Inspections of play and sports equipment. - Annual maintenance agreement in place and repairs undertaken where necessary. - Restrict and control numbers on apparatus at one time (specify the maximum number of pupils)	Educators and Rangers	Prior to arrival, and whilst activity is taking place.	Low
Activities at Park	Drowning / injury from falling into water	Extreme	Children will not be entering the pier or sand, and therefore will be away from the waters edge. Children will be informed of this rule on arrival.	Educators and Rangers	On arrival at venue	High

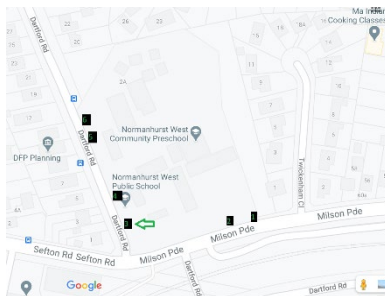
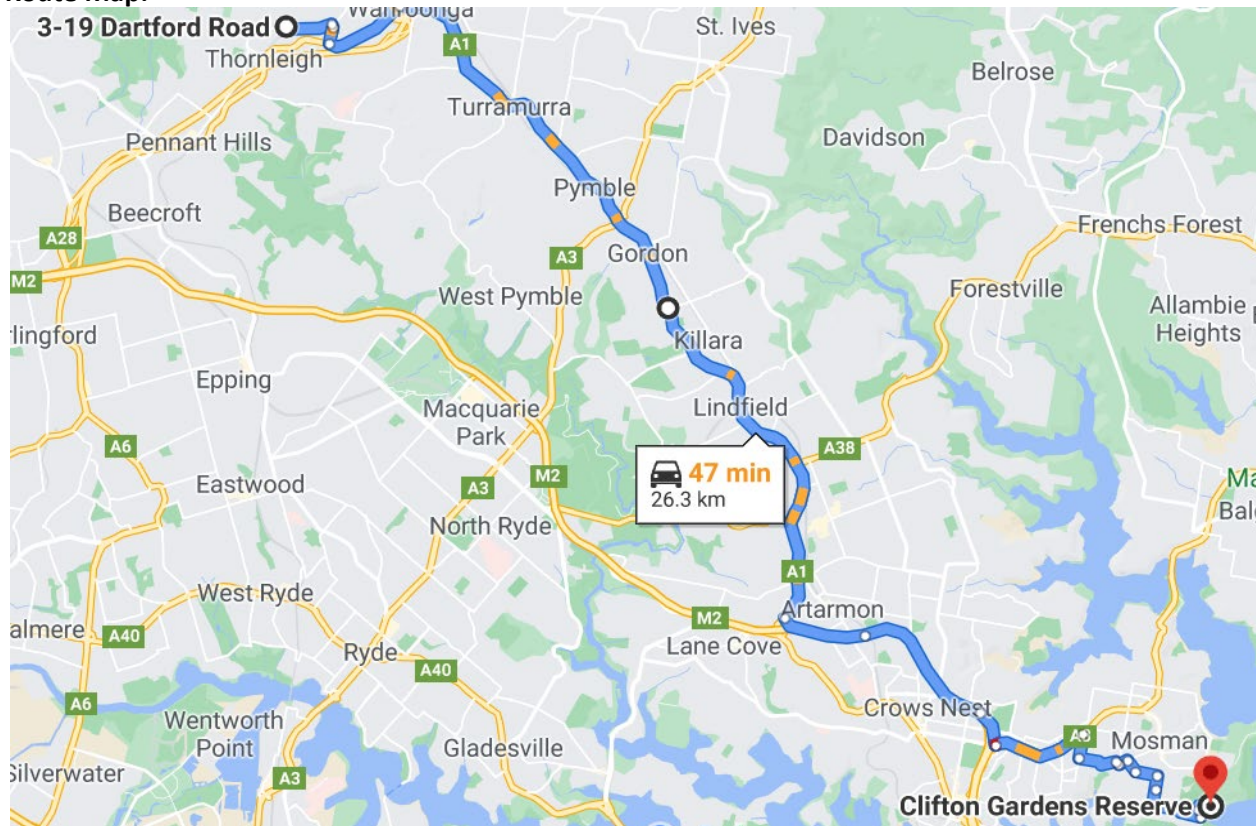
Risk Benefit Analysis

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 / foreign items in park / bus incidents	* To develop knowledge of water safety when in surrounding areas
* Choking / food allergy issues when consuming food brought from home	* To develop skills around hypothesising, experimenting etc through the science activities
* Allergies or injuries during programmed science activities	* To develop teamwork and collaboration through the activities
* Falling into water/drowning	* To expand knowledge about the Sydney community, and the available parks and greenspace
* Injury from unsigned crossings, stairs while accessing park	* To learn!
	* 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 3**



Entry & Exit of venue

COVID-19

> HELPING BUSINESS GET BACK TO WORK



13 June 2020

COVID-19 Safety Plan

General

We've developed this COVID-19 Safety Plan to help you create and maintain a safe environment for you, your workers and your customers.

Complete this plan in consultation with your workers, then share it with them. This will help slow the spread of COVID-19 and reassure your customers that they can safely visit your business. You may need to update the plan in the future, as restrictions and advice changes – you can make changes to the plan if you've printed or saved it, or you can choose to download and create a new version of the plan.

Businesses must follow the current COVID-19 Public Health Orders, and also manage risks to staff and other people in accordance with Work Health and Safety laws. For more information and specific advice for your industry go to nsw.gov.au

BUSINESS DETAILS

Business name:	RANGER JAMIE TOURS PTY LTD
Plan completed by:	JAMES SIMPSON- OWNER
Approved by:	JAMES SIMPSON

> GUIDANCE FOR BUSINESS

Guidance for your workplace and the actions you will put in place to keep your customers and workers safe

GUIDANCE	ACTIONS
Wellbeing of staff and customers	
Exclude staff, visitors and customers who are unwell.	Call and Txt staff prior to their shift to make sure they are well.
Provide staff with information and training on COVID-19, including when to get tested, physical distancing and cleaning.	Refer staff to COVID safe app and website
Make staff aware of their leave entitlements if they are sick or required to self-isolate.	They are currently aware
Display conditions of entry for any customers or visitors (website, social media, entry points).	Printed out and on wall at workplace

REQUIREMENTS	ACTIONS
Physical distancing	
There are a number of businesses where there are restrictions on patron numbers and the space required to have that number of people; check if there are any restrictions on your business by visiting the NSW Government website. If your business does not have any restrictions, consider what measures could be put in place to avoid crowding and close proximity where practicable.	Excursions including National Parks and outdoor areas= MAX x20 people per group- will provide enough Ranger guides to meet need.
Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.	Rangers to remain on their work station all day.
Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.	This will be achieved before the commencement of the tour by checking final numbers prior to arrival.
Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.	Working from home where applicable.
Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or are separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.	Ranger staff to carry with them disinfectant wipes at all times as well as hand sanitizer
Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).	Must remain 1.5m apart from each other
Use telephone or video for essential meetings where practical.	Yes
Review regular deliveries and request contactless delivery and invoicing where practical.	Yes
Consider signage near lifts and passenger travelators directing customers and workers to maintain physical distancing wherever practical.	Yes
If staff or workers need to travel together in the same vehicle: <ul style="list-style-type: none"> • encourage passengers and drivers to spread out, using front and back seats • workers should only handle their own tools and bags where possible • have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant • encourage workers to set the air-conditioning to external airflow rather than recirculation. 	Yes
Have strategies in place to manage gatherings that may occur immediately outside the premises.	Social distancing maintained

REQUIREMENTS	ACTIONS
Hygiene and cleaning	
Provide hand sanitiser at multiple locations throughout the workplace.	Always in the Rangers' backpack along with disinfectant wipes
Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.	Yes
Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.	Yes
Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.	Yes
Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.	Yes
Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.	Yes

REQUIREMENTS	ACTIONS
Record keeping	
Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.	Yes, printed out and at warehouse and home office
Employers should make staff aware of the COVIDSafe app and the benefits of the app to support contact tracing if required.	Yes
Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.	Yes

22nd Oct 2020



COVID-19 SAFETY MANAGEMENT PLAN

- Ranger Jamie Tours has been successfully registered as a COVID safe business with the NSW Government
- Ranger Jamie staff to only attend incursions and excursions only if they are feeling well
- All Ranger Jamie Staff carry with them a backpack with first aid kit, 1L hand sanitizer for themselves and their group along with disinfectant wipes
- For excursions outside of the schools all groups will be no larger than x30 people total as directed by NSW Government guidelines
- Excursion groups during introduction, lunch and recess will sit in groups no larger than 30 people with a minimum of 2m between groups
- Rangers will always maintain and make sure their groups are always more than 2m away from other members of the public when conducting excursion tours.
- Excursion students will sit in the introduction with the required distancing between each student of 1.5m apart
- Ranger Jamie Tours will always keep records every day with contact details and times of the Rangers, Teachers and adults who attended the excursion or incursion. Teachers will be in charge of the role of their students
- Prior to every excursion Ranger Jamie Tours will make sure that the teachers have allowed students to come on the excursion only if they have not been displaying symptoms of illness.

WELLBEING FOR STAFF AND VISITORS

Ranger Jamie Tours will:

- Exclude staff, visitors and customers who are unwell.
- Provide staff with information and training on COVID-19, including when to get tested, physical distancing, hygiene and cleaning.
- Make staff aware of their leave entitlements if they are sick or required to self-isolate.
- Display conditions of entry for any customers or visitors at warehouse premises

PHYSICAL DISTANCING

Ranger Jamie Tours will:

- Assign workers to specific work stations and minimise worker movement between these stations, where reasonably practical. If not practical, clean with detergent/disinfectant between use.
- Put plans and systems in place to monitor and control the numbers of workers and customers on site at any given time to allow for physical distancing.
- Use flexible working arrangements where possible, such as working from home, early and late shifts to reduce peak periods.
- Consider barriers or other controls to ensure staff and visitors at interaction points stay at a safe distance or a separated by a barrier such as a sneeze guard at a service counter. If not practical, clean regularly with detergent/disinfectant.
- Where reasonably practical, ensure staff maintain 1.5 metres physical distancing at all times (including at meal breaks).
- Use telephone or video for essential meetings where practical.

22nd Oct 2020

- Review regular deliveries and request contactless delivery and invoicing where practical.
- If staff or workers need to travel together in the same vehicle:
encourage passengers and drivers to spread out, using front and back seats
workers should only handle their own tools and bags where possible
have processes to clean the vehicle hand touch areas at the end of each shift with a detergent/disinfectant
encourage workers to set the air-conditioning to external airflow rather than recirculation.
- Have strategies in place to manage gatherings that may occur immediately outside the premises.

- **HYGIENE AND CLEANING**

Ranger Jamie Tours will:

Provide hand sanitiser at multiple locations throughout the workplace.

- Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.
- Ensure bathrooms are well stocked with hand soap and paper towels
- Clean frequently used areas at least daily with disinfectant. Clean frequently touched areas and surfaces.
- Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.

- **RECORD KEEPING**

Ranger Jamie Tours will:

- Keep name and mobile number or email address for all staff, visitors and contractors for a period of at least 28 days. Records are only to be used for tracing COVID-19 infections and must be stored confidentially and securely.
- Make staff aware of the covidsafe app and the benefits of the app to support contact tracing if required.
- Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 131050.