

# Epping North OSHCP

## Excursion Risk Assessment

Excursion Details			
Dates of excursion	17/07/2018	Excursion destination:	N/A
Departure and Arrival Times	N/A - Centre incursion		
Proposed Activities	Children play games of Laser Tag on the oval with the Laser Warriors company.	Water Hazards? If yes, detail in risk assessment below	Yes/ <b>No</b>
Method of transport, including proposed route	N/A - Centre incursion		
Name of RPD	Kareena Pearce	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 80 Actual:	Number of educators/parents/volunteers	Estimated: 6 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Normal excursion ratio		
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:
* TBC * TBC * TBC * TBC * TBC * TBC	* TBC * TBC * TBC * TBC * TBC * TBC	* * * * * *	* * * * * *
Plan Prepared By:	Jake Marsden	Date Prepared:	6/06/2018
Additional Venue Information:	Yes-attached/ <b>No</b>		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

### Excursion Checklist

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| <input type="checkbox"/> <b>Pack</b> First Aid Kits incl tissues, hand sanitiser, sick bags              | <input type="checkbox"/> <b>PRIOR</b> Excursion hats worn by each child                              |
| <input type="checkbox"/> <b>Pack</b> Roll of Children attending excursion and contact numbers            | <input type="checkbox"/> <b>PRIOR</b> All children checked for food applicable and full water bottle |
| <input type="checkbox"/> <b>Pack</b> List of Medical information for each child attending excursion      | <input type="checkbox"/> <b>PRIOR</b> Wristbands to be worn by all children                          |
| <input type="checkbox"/> <b>Pack</b> Camera  | <input type="checkbox"/> <b>PRIOR</b> Conduct Roll call prior to excursion and give instructions     |
| <input type="checkbox"/> <b>Pack</b> Mobile Phone with Battery   | <input type="checkbox"/> <b>PRIOR</b> check permission notes are signed                              |
| <input type="checkbox"/> <b>Pack</b> Sunscreen   | <input type="checkbox"/> <b>PRIOR</b> Put children into groups if necessary                          |
| <input type="checkbox"/> <b>Pack</b> walkie talkies (1 per educator)                                     | <input type="checkbox"/> <b>PRIOR</b> Centre Phone on divert to RPD mobile (*21phonenumber #)        |
| <input type="checkbox"/> <b>Pack</b> Medication and Action Plans for each child with a Medical Condition | <b>undivert #21#</b>   |

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
General	Lost Child	Extreme	All children will wear excursion hat and wristband whilst on the excursion.	Educators to organise wristbands and check children have yellow hat	Hats and wristbands to be worn by each child before departing the OOSH building.	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</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>	

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
			<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 sealed pre-purchased 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>Where the weather places children at risk that RPD / NS / Committee believe cannot be mitigated appropriately, the excursion will be cancelled</p> <p>Sunscreen will be applied to each child, where permission has been given &amp; UV 3 or above.</p>	<p>Educators</p> <p>RPD / NS to make early decision COB day prior, then final decision morning of excursion</p> <p>Educators</p>	<p>Prior to leaving the Centre</p> <p>early decision to be made COB day prior to excursion, final decision on morning of excursion</p> <p>Before leaving the service. To be reapplied every two hours throughout the day.</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 before excursions.</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>

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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
Laser Tag	Collisions/Injuries with obstacles	Moderate	Children are to follow the instructions of centre staff and incursion staff, including the use of obstacles in the games. Children cannot lie on top of or climb on the obstacles,	Children and Educators	Before commencing activity	Low
General	Toilet Supervision	Moderate	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. Staff will ensure children go together minimum as pairs, and where practical, in groups of 3.	Children and Educators	On arrival at the venue and then throughout the day before group use by children.	Low
General	Child Protection	High	Children will never be left alone with members of the public without supervision. All Educators hold WWCC as do venue staff, and Bus driver	Educators	During Excursion	Low

Risk Benefit Analysis

Risk	Benefit
* Lost Child	* Physical Activity
* Injuries from obstacles in area or during game of laser tag	* Enjoyment of playing new and unusual outdoor games
* Child Protection issues with members of the public	* Build on theme of shooting and hiding - similar to Nerf Gun wars we have done previously and are very popular.
* Faulty equipment	* Team based activity - similar to Capture the Flag which is very popular at OOSH
* Injuries from equipment	* Developing social skills and cooperation in team based activities
	* Strategy game

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