

# Epping North OSHCP

## Excursion Risk Assessment

Excursion Details			
Dates of excursion	3/10/2018	Excursion destination: Teppankyaki	Wannabees - French's Forest
Departure and Arrival Times	Leave centre at 10:40am, return at 2:30pm.		
Proposed Activities	They are going to a restraut to watch the chefs cook and have lunch there.	Water Hazards?	Yes/ <b>No</b>
		If yes, detail in risk assessment below	
Method of transport, including proposed route	Private Bus hired - Route attached.		
Date Visted Venue: 13-8-18	Who: Jaylan Reiher		
Name of RPD	Kareena Pearce	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 90 Actual:	Number of educators/parents/volunteers	Estimated: 9 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:	Kareena Pearce	Date Prepared:	7/06/2018
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 signifcant change occurs.			
Excursion Checklist			

- |  |   |
|--|---|
| <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 #)<br><b>undivert #21#</b> |
| <input type="checkbox"/> <b>Pack</b> Medication and Action Plans for each child with a Medical Condition |   |

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 minimum 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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Educator will position themselves so no children will step out onto the road whilst getting off and on the bus at the venue.	Children walking onto the main road	Extreme	Children will be spoken to prior to excursion no one is to walk out onto the road. Educators will position themselves where the children need to walk once they are off the bus into the venue.	Educators	Children will be advised in roll call and prior to getting on and off the bus.	High

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Venue	Tripping on obstacle, there are stairs and ramp entrance and exit too Teppankyaki	Moderate	The lead Educator will ensure the path is safe, and alert children of any obstacles, or guide the group around. Educators will supervise the children walking up the ramp into the venue. The children will be advised that there will be no running.	Educator	Staff to be reminded prior to the excursion	Low
Head Count	Regular head counts	Extreme	head count will be completed at roll call and all chn will be accounted for before leaving and getting on and off the bus at the venue. Whilst at the venue head counts will be done regularly. If you at a zoo for eg and have 10 children constantly headcounting how many children you have.	Educators	All the time	High
General	Yellow hat and wrist bands are required for excursions,	Extreme	All children will wear excursion hat and wristband whilst on the excursion. Children will be remained prior to excursion you are not to remove the green wrist band until we are back at the centre.	Educators to organize wristbands and check children have yellow hat prior to leaving (Roll Call)	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	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  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.	Educators and children  Children-directed by Educators	Prior to leaving Centre / as part of daily WHS check  Before departure and reminders throughout the day.	

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
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. Staff will supervise toilet area. When leaving a venue educator will check bathrooms to ensure no child/ran are still in there.	Children and Educators	On arrival at the venue and then throughout the day before group 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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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
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 discussed with educators prior to departure to ensure all educators are aware.</p> <p>Medication and medical plans are to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.</p> <p>Children will be reminded not to share food</p> <p>Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.</p>	<p>Educators</p> <p>Educators</p> <p>Educators</p> <p>Educators and Parents</p>	<p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p>	Low

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
			Children's will be asked about their morning tea prior to the excursion to ensure no nuts or any other related allergy products are contained. Ensure we have something packed for children who are dairy free / nut free - alternative snack for ice cream. Of children who have allergies	Children, directed by educators	Prior to excursion.	
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	Children will be reminded to watch their step when getting on and off the bus at the stops.	Children directed by Educators	During briefing prior to excursion & whilst 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><i>If the accident is not serious:</i> 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> Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time.</p>	Educators and Children directed by Educators	During excursion	Low



Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
			<p>Assess casualties and administer first aid as best you can until emergency help arrives.</p> <p>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>Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents</p> <p>Keep children safe by staying on the bus if it is safe to do so.</p>			
Teppenyaki Hot Plate	Children touching an burning themselves on the hot plate	Extreme	Ensure all children are aware of what will be happening when going to the venue for lunch. Explain to the children they are not to touch the hot plate that is only for the chefs to cook the food on. Ensure children once they are seated not to be getting up and moving around	Educator and children	Prior to excursion.	High
Flame from cooking	The chefs will heat up the hot plate by putting a large flame up for the children.	Extreme	Explain to the children in roll call they if you do not like flame just close their eyes or look away from the flame.	Educator and children	Prior to excursion.	High
General activity	The children will be having lunch, along with a drink and ice-cream. The Chefs will get the children to catch food	Extreme	Educator will explain to the children they will be watching the chef cook food on the hot plate. Some of the chef's might ask you to try and catch the food. Remind the children about table manners while out in the community eating at a restaurant.	Educator and children	Prior to excursion.	High
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	* Development of social skills & expected behaviors when with other people of the community
* Child Protection issues with members of the public	* Continue to develop relationships with key Educators whilst on the excursion
* Injury from bus accident / breakdown / braking	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills
* Choking / food allergy issues when consuming food at the venue	Children eating out in a public area / supporting business
* Stepping out onto the main road	* Peer bonding
* Burns , scalds from hot plate, cooking and flame	* Multiitcultural - children watching learning how to cook food in a fun way.

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

Navigation icons: Home, Car, Bus, Pedestrian, Bicycle, Airplane

**Epping North Public School, Boundary Rd**

**38 Albany St, St Leonards NSW 2065**

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