

Epping North OSHCP

Excursion Risk Assessment

Excursion Details			
Dates of excursion	10/10/2018	Excursion destination:	Tree Tops Cumberland State Forest
Departure and Arrival Times	Leave centre at 8:30-4:00pm		
Proposed Activities	The children will be attending Tree Tops and participating in rope climbs	Water Hazards?	Yes/ No If yes, detail in risk assessment below
Method of transport, including proposed route	Private Bus hired - Route attached.		
Date Visted Venue: 14-8-18	Who: Kareena Pearce		
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	*	*
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Plan Prepared By:	Kareena Pearce	Date Prepared:	
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			

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| <input type="checkbox"/> Pack First Aid Kits incl tissues, hand sanitiser, sick bags | <input type="checkbox"/> PRIOR Excursion hats worn by each child |
| <input type="checkbox"/> Pack Roll of Children attending excursion and contact numbers | <input type="checkbox"/> PRIOR All children checked for food applicable and full water bottle |
| <input type="checkbox"/> Pack List of Medical information for each child attending excursion | <input type="checkbox"/> PRIOR Wristbands to be worn by all children |
| <input type="checkbox"/> Pack Camera | <input type="checkbox"/> PRIOR Conduct Roll call prior to excursion and give instructions |
| <input type="checkbox"/> Pack Mobile Phone with Battery | <input type="checkbox"/> PRIOR check permission notes are signed |
| <input type="checkbox"/> Pack Sunscreen | <input type="checkbox"/> PRIOR Put children into groups if necessary |
| <input type="checkbox"/> Pack walkie talkies (1 per educator) | <input type="checkbox"/> PRIOR Centre Phone on divert to RPD mobile (*21 $_{phonenum}$ #) |
| <input type="checkbox"/> Pack 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
Walking to and from Venue	Tripping on obstacles	Moderate	The lead Educator will ensure the path is safe, and alert children of any obstacles, or guide the group around	Educator	Staff to be reminded prior to the excursion	Low
General	Lost Child	Extreme	All children will wear excursion hat and wristband whilst on the excursion.	Educators to organize 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 & 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.	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
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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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>Children's 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</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 Excursion.</p> <p>During Vacation Care planning process.</p> <p>Prior to excursion.</p>	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	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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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> <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>	Educators and Children directed by Educators	During excursion	Low

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Head Count	Regular Head count	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 regular. If you at a zoo for eg and have 10 children constantly head counting how many children you have.	Educators	All the time	High
General	Hats and wristbands	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	High
replacing the clip in the correct position	getting tangled / could cause injury	Extreme	instructors will demonstrate how to clip. If child gets tangled educator or instructor will get to them quickly and help them untangle.	Educators instructors	whilst climbing	High
click it	Removing chick it resulting in fall/death	Highly Extreme	children removing there clips while climbing could result in serious injury. Children must understand the important of clicking on when climbing. Prior to going on the climb. If serious injury - call ambulance / incident report/notify parents	Educator and children	Prior to climbing	Extreme
Tree tops / rope climb	behavior	High	when children are completing the course to encourage each other while up there. Listening to educators and instructors. If they have been advised to do something or stop. Follow through with what has been said.	Children and Educators	whilst climbing	Moderate

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
crossing the pedestrian crossing walking up to where the activity is.	Getting hit by a car	Extreme	Educators will spread out whilst the children are crossing the pedestrian crossing. Standing in the middle of the road while crossing. Encouraging the children to walk and look when crossing. There are two pedestrian crossings when walking up to tree tops. Its about a 5 min walk up there.	Educators	At al times when crossing the pedestrian	High
When walking to the bathroom from tree tops	When climbing and they need to go to the bathroom	High	Before walking up to the where you will be climbing ask the children if they need to go to the toilet before hand. As they will be climbing for two hours. If they need to go to the toilet a staff member will have to walk the children down and up supervising. Also ensure the right ratio to educators are spread out and have enough staff to take child/ran to the bathroom.	Educators	Prior to excursion. Prior to walking up to where the children will be climbing.	Moderate
Waiting area	Where children will wait for around before climbing on the ropes.	High	Educators will play games with the children, have a couple of board games and drawing activities the children can do while they wait.	Educators	educators will pack games and activities prior to excursion.	Moderate
Bugs / insects /sticks	getting bitten by an insect of bug	Extreme	Children are not to play with bugs / insects. Prior to excursion children will be made aware that we are near the bush. If anyone gets bitten they are to let the educator know straight away. Educators to have first aid kit with them.	Educators and children	Prior to excursion.	High
nervous / scared	Children become upset when climbing	High	if a child or children become upset when climbing the ropes. Educators will encage and use encouragement for the children to keep going. Or if to distraught help the child hope off and to calm down.	Educators	during climbing	Moderate

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Children accessing the course.	Running on decking area. Can slip and fall causing minor injuries Deck can be slippery when wet	Extreme	prior to excursion children will be informed no running on the deck.	Educators and instructors	Prior to climbing	High
accessing the ropes	without instructor or educator falling over hurting themselves breaking bones/head injury	Extreme	Children are not to access the rope climbing area until instructed by instructor that is working there. Educators are to spread themselves around with the children. The children are to listen to the instructions given by staff who work there. If children are unsure encourage them to ask for help.	Educator and children	Prior to excursion. While on excursion.	High
Helmet and harness	safety protection	Extreme	Children will be given a helmet and harness before climbing. Instructors will check children have it on correctly. They are not removed safety gear until be advised to by instructor.	Educators	Prior to climbing / finishing.	High
Children not connecting correctly	injury broken bone / concussion	Extreme	Children will watch the demonstration given by instructor. Instructor will show children how to clip on and clip off.	Instructor	Prior to climbing	High
Children are requested to remove jewelry or have it taped over	getting caught while climbing Cuts, abrasions, strangulation, amputation	Extreme	Prior to roll call will ask children if they are wearing any jewellery. If they can take it off or get an educator to tape it.	Educators	Prior to excursion.	Moderate
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 brought from home	* Finding new emerging interests - what children want to be when they grow up.
Hurting themselves on the rope climbs	* Peer bonding
Being frightened by the height of the rope climb	Children overcoming fears of heights
	Children challenging themselves

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




Epping North Public School to x

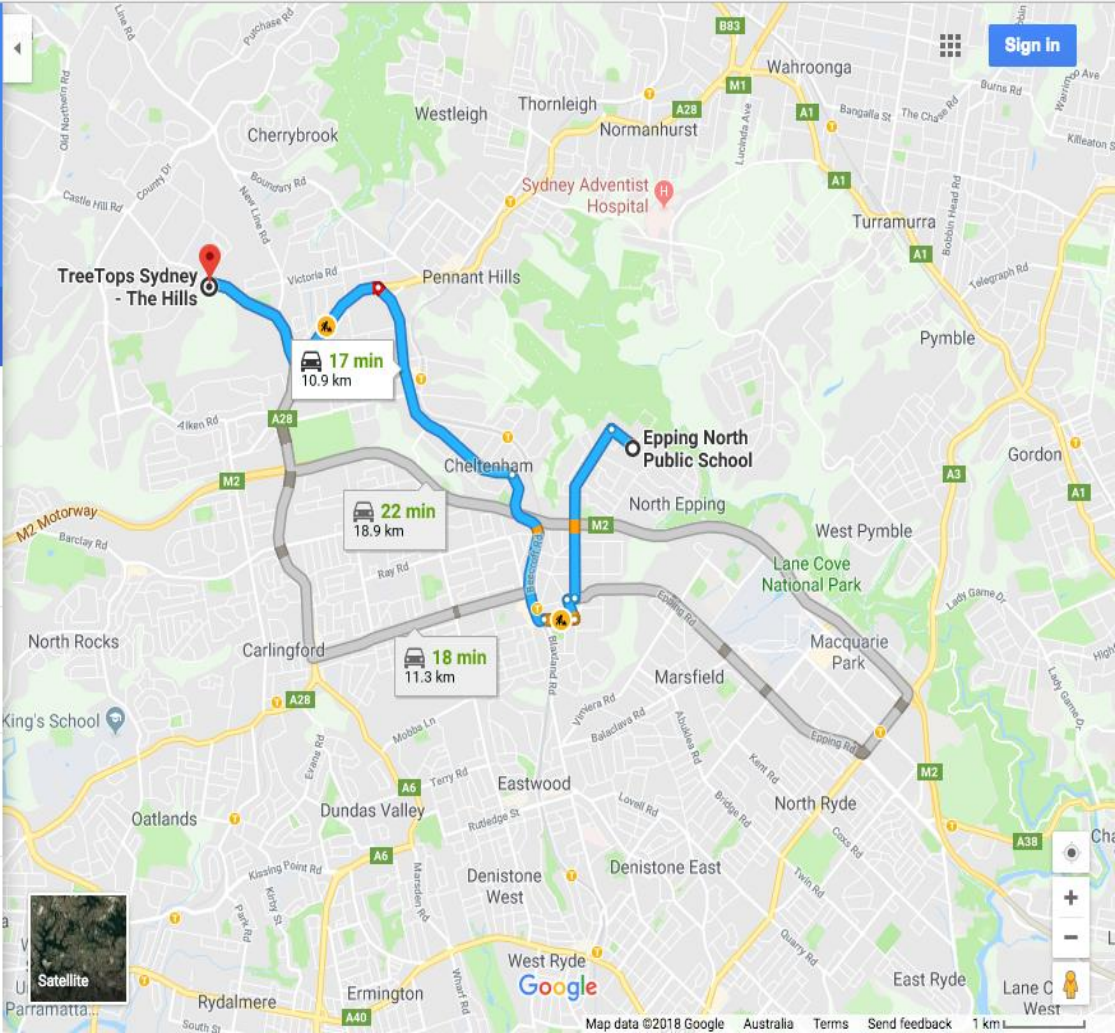
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18.9 km	



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