

# Epping North OSHCP

## Excursion Risk Assessment

| Excursion Details  |   |   |  |
|--|---|---|--|
| Dates of excursion   | 10/01/2019  | Excursion destination:  | Timezone, Macquarie Centre   |
| Departure and Arrival Times  | Leave centre at 9:30am, leave at 2pm.   |   |  |
| Proposed Activities  | SMASH Children travel to Macquarie Centre to play on the Arcade games at Timezone | Water Hazards?  | Yes/ <b>No</b><br>If yes, detail in risk assessment below                    |
| Method of transport, including proposed route  | Bus route attached  |   |  |
| Name of RPD  | Kareena Pearce  | Contact Number of RPD   | 02 9868 5690   |
| Number of children attending excursion   | Estimated: 30<br>Actual:  | Number of educators/parents/volunteers                                | Estimated: 3<br>Actual:  |
| Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.                                       | 1:10<br>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<br>* TBC<br>* TBC<br>* TBC<br>* TBC<br>* TBC   | * TBC<br>* TBC<br>* TBC<br>* TBC<br>* TBC<br>* TBC                                | *<br>*<br>*<br>*<br>*<br>*  | *<br>*<br>*<br>*<br>*<br>*   |
| Plan Prepared By:  | Jake Marsden  | Date Prepared:  | 22/11/2018   |
| 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  |   |   |  |

- |  |   |
|--|---|
| <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 (*21 <del>phonenum</del> number #)<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<br>(use Matrix) | Elimination/control measures  | Who  | When   | Residual Risk<br>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> | <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.</p> | Moderate                |

| Activity | Hazard identified   | Risk assessment<br>(use Matrix) | Elimination/control measures   | Who   | When  | Residual Risk<br>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<br>(use Matrix) | Elimination/control measures  | Who  | When  | Residual Risk<br>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<br>(use Matrix) | Elimination/control measures  | Who                    | When  | Residual Risk<br>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                     |

| 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 and lunches prior to the excursion to ensure no nuts or any other related allergy products are contained.  | 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><br/>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><br/>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> |                                      |  |                      |
| Walking excursion 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                  |
| Arcade Games                        | Electrical/Physical Damage                                  | Extreme                      | Educators and children to monitor games for any damage to the machines, including electrical faults or physical damage. If any damage is seen, children will advise educators who will advise centre staff. Educators will instruct children not to play on any equipment that is damaged.  | Children, Educators and centre staff | Anytime during 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   | * Bonding with peers and educators                     |
| * Child Protection issues with members of the public | * Independence travelling alone without parents        |
| * Traffic injury/Bus breakdown                       | * Fun and enjoyment playing games!                     |
| * Faulty equipment/games                             | * Emerging interests in new ideas and games            |
| * Choking/Allergies while eating food                | * Break from school routine - Fun day out with friends |
|  | * Learning new skills/abilities                        |
|  |  |

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         |

