

Epping North OSHCP

Excursion Risk Assessment

| Excursion Details | | | |
|--|---|---|--|
| Dates of excursion | 26/04/2019 | Excursion destination: | Top Ryde Event Cinema |
| Departure and Arrival Times | Depart the centre 9:30am, arrive back at 1:45pm | | |
| Proposed Activities | Smash will go to event cinema to watch a movie. | Water Hazards? | Yes/ No |
| | | If yes, detail in risk assessment below | |
| Method of transport, including proposed route | Private bus hired, see route attached | | |
| Visted Venue | Date: 28-2-19 | Who: Kareena | |
| Name of RPD | Kareena Pearce | Contact Number of RPD | 02 9868 5690 |
| Number of children attending excursion | Estimated: 35 Actual: | Number of educators/parents/volunteers | Estimated:4 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 | * | * |
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| | | | |
| Plan Prepared By: | Kareena Pearce | Date Prepared: | 28/02/2019 |
| 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

- | | |
|---|--|
| <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 #) undivert #21# |

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 | 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 organise wristbands and check children have yellow hat | Hats and wristbands to be worn by each child before departing the OOSH building. | Moderate |
| Walking through Shopping Centre to Venue | Lost child | Extreme | Whilst walking through the shopping centre, the Educators will ensure all children stay together in one group | Educators | Whilst on excursion | 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 |

| 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 |
| General- single Educator on Excursion | Serious injuries to a child | Moderate | Where a child has a serious injury, the Educator will render first aid, whilst requesting a lead child direct all other children to a safe separate area. The lead child will also be asked to call the Director, and request an extra Educator meet the group immediately. Where an ambulance is required to be called, the Educator will do so, and the venue staff who will assist in calling the ambulance. | Children and Educators | During excursion | Low |
| General- single Educator on Excursion | Serious injury to a staff member | Moderate | Where a staff member has a serious injury, the lead child will be requested to move the children to a safe separate area. The lead child will also be asked to call the Director, and request an extra Educator meet the group immediately. Where an ambulance is required to be called, the Educator will request the assistance of the venue staff. | 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 |
| 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 |

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|----------------------------|--|------------------------------|---|----------------------|---|----------------------|
| 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 |
| Watching a Movie at Cinema | Children having an anxiety attack from loud noise / darkness | Moderate | Children who are susceptible to anxiety or are concerned about loud noise and darkness will be placed in seats immediately adjoining Educators. Educators will also sit at the end of each row, and their positions will be made known to the children prior to the movie starting. | Educators | During Excursion | Low |
| Watching a Movie at Cinema | Children being scared from the content of the film | Moderate | Children who are known to be easily frightened will be placed in seats immediately adjoining Educators. Educators will also sit at the end of each row, and their positions will be made known to the children prior to the movie starting. Staff to check content using Australian Council on Children and the Media to ensure suitability. | Educators RPD | During Excursion Prior to releasing VC program | Low |
| Watching a Movie at Cinema | Children tripping due to inappropriate lighting | Moderate | Children are to be seated before the lights are out and to be escorted out of the cinema using a torch for any required toilet breaks. | Educators | During Excursion | Low |

Risk Benefit Analysis

| Risk | Benefit |
|---|--|
| * Lost Child | * Development of social skills & expected behaviours when with other people of the community |
| * Sunburn, heatstroke, dehydration, extreme weather, wet weather etc | * Continue to develop relationships with key Educators whilst on the excursion |
| * Child Protection issues with members of the public | * Relaxation and Recreation |
| * Injury to children or staff from slips / trips / falls | * Extend on Superheroes - a popular theme recently at OOSH |
| * Choking / food allergy issues when consuming food brought from home | * To investigate ideas of humour |
| * Injury from bus accident / breakdown / braking | * To learn basic ideas of catching a bus, and how to do so, to encourage life skills |
| * Children being concerned or confronted due to the content of the film or from loud noise / darkness | * 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 |

