

Epping North OSHCP

Excursion Risk Assessment

Excursion Details			
Dates of excursion	3rd October 2019	Incurion destination:	In centre
Departure and Arrival Times	N/a		
Proposed Activities	Iconic Nerd are coming to visit, the children will be playing with Nerf Guns and learning to play Quidditch!	Water Hazards?	Yes/ No If yes, detail in risk assessment below
Method of transport, including proposed route	N/A - in centre		
Name of RPD	Kareena Pearce	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 75, in small groups Actual:	Number of educators/parents/volunteers	Estimated: 7 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:15 normal in-centre 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:	27/08/2019
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

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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 number #)
undivert #21# |
| <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
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Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Quidditch	Contact injuries from Quidditch	Moderate	Children must follow instructions from Iconic Nerd staff on the rules and safety precautions of Quidditch, including no hitting or running into other children to avoid contact injuries. Educators to monitor children following rules and give warnings/time outs to children who are not for safety of themselves and others.	Iconic Nerd Staff/Educators	Prior to activity/during activity	Moderate
Nerf Guns	Facial/Eye injuries from bullets	High	Children will be instructed to not intentionally shoot other children in the face to minimise risk of facial/eye injuries from the bullets. Children will also be instructed not to shoot someone directly from a close distance, to at least be a few metres away and if close, aim for a person's body rather than head. If a child breaks one of these rules, warnings will follow before a child may sit out the activity.	Educators to instruct children	Prior to activity/during activity	Moderate

Risk Benefit Analysis

Risk	Benefit
* Children protection issues with members of the public	* Enjoyable activity for children to break normal OOSH routine.
* Injury from misuse of equipment, breaking equipment.	* Outdoor activity, fitness
* Contact injuries from sport	* Relaxation/Recreation
* Facial/Eye injuries from Nerf bullets	* Finding new ways to play sport, emerging interest in physical activities
	* Links to theme of Harry Potter and extending the series of books/movies
	* Strategy building for Nerf guns, cooperating with others for a common goal.

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