

Epping North OSHCP

Excursion Risk Assessment

Excursion Details			
Dates of excursion	15/04/2020	Incursion destination:	Epping North Public School
Departure and Arrival Times	N/a		
Proposed Activities	Incursion visit from Monster BMX, children can ride scooters and bikes at school.	Water Hazards?	Yes/ No If yes, detail in risk assessment below
Method of transport, including proposed route	N/a		
Name of RPD	Kareena Pearce	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: Max 75 in groups Actual:	Number of educators/parents/volunteers	Estimated: 8 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:	19/03/2020
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 ber #) |
| <input type="checkbox"/> Pack Medication and Action Plans for each child with a Medical Condition | undivert #21# |

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
Bike and Scooter Riding	General riding safety	Extreme	BMX staff will ensure all bikes and scooters are in working condition and suitable for children to ride. Children will be encourage to report any damages or faults with their bikes to staff. Children will be unable to ride if bikes are not working properly, e.g. doesn't have working brakes. Children will also be unable to ride without a helmet.	Educators checking bikes, children riding bikes with a helmet	Prior to activity, during activity	High
Bike and Scooter Riding	Falls	Extreme	Children must be wearing a helmet to ride. No child without a helmet will be allowed to ride. Educators will supervise the riding area and any hazards will be clearly marked, removed and staff will be made aware. A trained first aider will accompany children to riding area and a stocked first aid kit will be brought.	Children, educators	Prior to activity, during activity	High
Bike and Scooter Riding	Collisions	Extreme	Children will be instructed to travel in one direction to avoid head on collisions. Children will be split into smaller age appropriate groups to avoid overcrowding and avoid skill gap in riding. Children will be made aware of hazards in riding area prior to riding.	Educators to instruct children, children to follow	Prior to activity, during activity	High
Bike and Scooter Riding	Inappropriate behaviour of riders	High	Children will be given safe riding instructions prior to riding and must follow these instructions to ride. Any rider who is not riding safely and causing risk to themselves or others will be not allowed to ride for a period of time, or for the day on educator's discretion.	Educators, children	Prior to activity, during activity	Moderate

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Bike and Scooter Riding	Children leaving area/getting lost	Extreme	Educators to conduct head counts regularly to ensure they are not missing any children. Boundaries will be clearly marked so children know where they can ride. Educators will position themselves around the marked area at exits to ensure no children can leave the area unsupervised.	Educators	During activity	High
Bike and Scooter Riding	Weather conditions - sun, wind, rain.	High	Educators ensure children will be following the centre's sun safety policy, ensuring that they are wearing hats (when not riding and wearing helmets) and sunscreen is applied every 2 hours when necessary. In event of rain or extreme weather, the activity will be cancelled for child safety, due to risk of slips in wet weather and lightning or hail.	Educators	Prior to activity, during activity	High

Risk Benefit Analysis

Risk	Benefit
* Lost Child	* Enjoyable activity for children to break normal OOSH routine.
* Injury from riding, falls, collisions.	* Links in with theme of the day
* Colliding with other children, staff or objects	* Encourage learning to ride a bike or continue experiencing the childhood skill.
* Child protection issues with members of public	*Child suggested activity
	* Incursion by professionals able to assist and teach children how to ride.

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