

Epping North OSHCP

Excursion Risk Assessment

Excursion Details			
Dates of excursion	14th July 2020	Excursion destination:	N/A - in centre
Departure and Arrival Times	N/A - Centre incursion		
Proposed Activities	Incursion from No Limit Sport to play Evasion/Invasion games and Traditional Indigenous games with the children	Water Hazards?	Yes/ No If yes, detail in risk assessment below
Method of transport, including proposed route	N/A - Centre incursion		
Name of RPD	Kareena Pearce	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 75 Actual:	Number of educators/parents/volunteers	Estimated: 6 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:	2/06/2020
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 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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COVID-19	Reducing spread of COVID-19 and other infectious diseases	High	Although social distancing is not mandatory, it's important for children to avoid being too close together with each other and of others from outside the centre when practical, including coaches. Children should be washing hands with soap prior to and after commencing activities. Children should be discouraged from unnecessary physical contact with others.	Everyone	Prior to activities and during activities	Moderate
Outdoor Games	Collision/Falling injuries	High	Children must be aware of their surroundings when playing to ensure their safety of themselves and others. Coaches and educators should minimise running on concrete and sloped areas.	Coaches and educators	During activities	Moderate
	Head injuries	Moderate	Any head injuries sustained by the children will be reported to parents via a phone call and incident report written. Following first aid procedures as normal and checking for signs of concussion as necessary.	Educators	Any time there is a head injury	Low
Outdoor Play	Outdoor Play	Extreme	Educators will ensure shaded play areas and / or indoor alternatives are available to children if UV climbs.	Children directed by Educators.	This will be planned prior to leaving the service, when UV rating is reviewed during WHS check	Low

Risk Benefit Analysis

Risk	Benefit
* Lost Child	* Physical Activity
* Injuries from obstacles in area or during game of laser tag	* Enjoyment of playing new and unusual outdoor games
* Child Protection issues with members of the public	* Build on theme of shooting and hiding - similar to Nerf Gun wars we have done previously and are very popular.
* Faulty equipment	* Team based activity - similar to Capture the Flag which is very popular at OOSH
* Injuries from equipment	* Developing social skills and cooperation in team based activities
* Risk of spread of COVID-19 with members of the public and equipment.	* Strategy game

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