

# Epping North OSHCP

## Excursion Risk Assessment

Excursion Details			
Dates of excursion	12th July 2023	Excursion destination:	Strike, Macquarie Centre
Departure and Arrival Times	Depart school 10:30am, depart Macquarie 2pm		
Proposed Activities	Children will play a game of Ten Pin bowling and Laser Tag at Strike	Water Hazards? If yes, detail in risk assessment below	Yes/ <b>No</b>
Method of transport, including proposed route and seatbelts (if applicable)	Private bus hired, route attached. Seat beats not applicable/Seatbelts not required in NSW on buses	Estimated Duration of Trip: 10 mins	
Name of RPD	Kareena Pearce	Contact Number of RPD	02 9868 5690
Number of children attending excursion	Estimated: 40 Actual:	Number of educators/parents/volunteers	Estimated: 5 Actual:
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10 Ratio as per normal excursion ratio- no higher staffing requirements needed.		
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: 14/6/2023	Date Visited: 14.6.23 (Jake Marsden)
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			

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|--|---|
| <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 + Mobile phone with battery                                  | <input type="checkbox"/> <b>PRIOR</b> Conduct Roll call prior to excursion and give instructions                      |
| <input type="checkbox"/> <b>Pack</b> Medication and Action Plans for each child with a Medical Condition | <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 (*21phonenumber #)<br><b>undivert #21#</b> |

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Ten Pin Bowling	Injury from Dropping Bowling ball	High	Children will be instructed to sit down unless it is their turn to bowl. Educators will assist children finding a ball that is adequate for their size so the risk of dropping a ball that is too heavy is reduced. Children also have the ability to use a ramp rather than bowl the balls if the balls are too heavy or they cannot bowl.	Educators	Educators will instruct children during roll call of that morning and assist children during the activity.	Moderate
Ten Pin Bowling	General Injury	High	Children to follow signage at the bowling alley to minimise the risk of injury, such as not crossing the line at any time, not putting their fingers in the ball return dispenser to avoid finger jams.	Children	During activity	Low
Ten Pin Bowling	Slipping on bowling floor	High	All children will wear enclosed shoes to participate in the activity as the bowling lanes are slippery. Children must also bowl before the line and ensure they do not cross it as it is slippery. Children to ask educators/strike staff if a ball has become stuck and needs moving, rather than move it themselves.	Educators and Strike staff	Before beginning the activity	Moderate
Laser Tag	Collisions with obstacles in low lighting	High	Strike staff to complete safety briefing before activity commences. Children not to run in arena and will be reminded to not climb obstacles. Strike Staff can modify lighting in the arena if more visibility is needed or requested.	Children and venue staff	During Excursion	Moderate
Laser Tag	Injury from falling on stairs	High	Children will be reminded to walk up/ down the stairs and where possible hold on to the railing	Children and Educators	During Excursion	Low
Laser Tag	Collisions/Injuries with obstacles	Moderate	Children are to follow the instructions of centre staff and excursion staff, including the use of obstacles in the games. Children cannot lie on top of or climb on the obstacles.	Children and Educators	Before commencing activity	Low

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Venue - multiple Educators on excursion	Being injured by traffic while crossing road or walking	Extreme	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.  The educators will position themselves on the road side when walking to and from the venue to keep the children safe.	Educators and children  Educators	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	Moderate
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 will conduct roll calls and headcounts at all stopping points and before and after leaving areas / venues.	Educators to organise wristbands and check children have yellow hat  Educators	Hats and wristbands to be worn by each child before departing the OOSH building.  Prior to departing, arrival at the venue, before lunchtime, prior to leaving the venue and on return to the centre. Regular headcounts will also be conducted throughout the day.	Moderate

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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>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>Educators and children</p> <p>Children-directed by Educators</p> <p>Educators</p> <p>RPD / NS to make early decision COB day prior, then final decision morning of excursion</p>	<p>Prior to leaving Centre / as part of daily WHS check</p> <p>Before departure and reminders throughout the day.</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>	

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
			Sunscreen will be applied to each child, where permission has been given & UV 3 or above.	Educators	Before leaving the service. To be reapplied every two hours throughout the day.	
	Wet Weather	Moderate	Parents will be reminded to pack wet weather gear before excursions.	Educators and Parents	Prior to excursion.	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
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- 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
Park	Bottles, rubbish, dangerous items at the Park	Extreme	Educators are to do a thorough inspection of the venue prior to children playing on the equipment, sitting for lunch etc. Educators are to remove any rubbish from the area if safe to do so. If there are any dangerous items which cannot be moved then educators should use boundary cones to cordon off the area and advise children of out of bounds space.	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>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

Activity	Hazard identified	Risk assessment (use Matrix)	Elimination/control measures	Who	When	Residual Risk Rating
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	Extreme	Educators will count children on and off the bus to ensure the headcount is correct and matches the total head count of the children on the excursion. Responsible Person on Duty to ensure head count is correct. Number of educators will also be accounted for to ensure all educators are present and ratios are being met. An educator will perform a sweep check of the bus to ensure no children, or belongings are left on the bus.	Educators	As children and educators embark and disembark from the bus.	High
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> 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></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>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> <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>			
General	Child Protection	High	<p>Children will never be left alone with members of the public without supervision. All Educators hold WWCC as do venue staff, and Bus driver</p>	Educators	During Excursion	Low



Risk Benefit Analysis

Risk	Benefit
* Lost Child	* Development of social skills & expected behaviours when with other people of the community
* Injury from falls, trips, dropping balls.	* Continue to develop relationships with key Educators whilst on the excursion
* Child Protection issues with members of the public	* Relaxation and Recreation
* Injury from bus accident / breakdown / braking	* To learn basic ideas of catching a bus, and how to do so, to encourage life skills
* Choking / food allergy issues when consuming food brought from home	* To learn to work together as a team to achieve a common goal
	* Emerging Interest in new skill
	* Enjoying themselves through playing laser tag, learning to work as a team

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

Pick Up Location: Boundary Rd, Outside Epping North OSHCP

Drop Off Location: Macquarie Centre bus terminal, Herring Road.

