

## Excursion Risk Management Plan\_CANOELANDS

Excursion details			
Date(s) of excursion	Thursday 26th April 2018	Excursion destination:	Canoelands Orchard 27-29 canoelands road, canoelands 2157. PH: 0419688039
Departure and arrival times	Leave NTOOSHC 9:00am, Return to NTOOSHC approx. 3:00pm		
Proposed activities	Morning Tea, Walk through Canoelands, Lunch, supervised free play.	Water hazards? Yes	If yes, detail in risk assessment below.
Method of transport, including proposed route	Walk outside OOSH, to front of school on Bobbin Head Rd. Catch Bus to Canoelands via. Cumberland Highway and Old Northern Road.		
Name of RPD	Roslyn Doyle		
Contact number of RPD	(BH) 02 9449 5661		
Number of children attending excursion	30 children	Number of educators/parents/volunteers	3 Educators on excursion
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:10  No additional ratio required.		
First Aid Trained Educators (Names):	Roslyn Doyle, Matt Low, Olivia McEwan		
Excursion checklist			
<input type="checkbox"/> First aid kits (one per educator)	<input type="checkbox"/> List of adults participating in the excursion & contact details		
<input type="checkbox"/> Children attending the excursion & phone numbers of guardian (roll printed off touchscreen)	<input type="checkbox"/> Centre phone on divert to RPD mobile phone		
<input type="checkbox"/> Camera	<input type="checkbox"/> Medication and plans for each child with a medication condition		

<input type="checkbox"/> RPD mobile Phone	<input type="checkbox"/> Excursion T-shirts for each child and educators to wear uniform and name tag
<input type="checkbox"/> Walkie Talkies (one for each educator)	<input type="checkbox"/> Other items, please list: Water, Tissues, backpack, plastic bags
<input type="checkbox"/> Sunscreen	<input type="checkbox"/>

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Venue from / to bus	<ul style="list-style-type: none"> <li>Walking onto road into traffic while walking along and crossing roads.</li> <li>Tripping while walking up steps / escalators.</li> </ul>	Extreme	Supervision will be 1 adult to 10 children. Children will walk in pairs on the left hand side of the footpath.	Educators and children	Children will be advised to 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 outside of centre to the school and on the return trip.	Low
		Moderate	<p>The educators will position themselves on the road side when walking to and from the venue to keep the children safe.</p> <p>Educators will stand at the intersection of any road crossing to block oncoming traffic turning into, or out of, the streets.</p> <p>Children will be reminded prior to the excursion to cross only when advised by Educators.</p> <p>Children will be supervised and guided up and down stairs and escalators safely where needed.</p> <p>Children will be reminded prior to excursion to take the trip up and down any steps slowly and to wait for those in front of them.</p>	Educators		Low
General	<ul style="list-style-type: none"> <li>Lost Child</li> </ul>	Extreme	<p>All children will wear excursion T-Shirts whilst on the excursion.</p> <p>Educators to wear their name tags at all times</p>	Educators to organise T-Shirts	<p>Shirts to be worn by each child before departing the OOSH building.</p> <p>Before departure.</p>	Moderate

	<ul style="list-style-type: none"> <li>Sun Burn, Heatstroke, dehydration, Extreme hot weather etc.</li> </ul>	Extreme	<p>Educators will conduct roll calls and headcounts</p> <p>Assign a 'meeting point' for children to be aware of once children have arrived at venue.</p> <p>UV rating will be checked prior to excursion commencing.</p>	Educators	<p>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.</p> <p>Children directed by Educators, Whilst walking to and from venue/transport.</p> <p>Before departure and reminders throughout the day.</p>	Low
<p>Children and staff will be expected to wear hats at all times. 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. Water will also be available at the venue.</p>			Educators	Children directed by Educators.		
<p>Educators will ensure shaded play areas and indoor alternatives are available to children.</p> <p>Sunscreen will be applied to each child, where permission has been given.</p>			Educators	Educators		
<p>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</p>			Children and Educators	On arrival at the venue and then throughout the day before group use by children.		
	<ul style="list-style-type: none"> <li>Toilet Supervision</li> </ul>	Moderate			<p>On arrival at the venue.</p> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p>	Low
					<p>During excursion</p>	Low

	<ul style="list-style-type: none"> <li>• Serious injuries to a child</li> <li>• Serious injury to a staff member</li> </ul>	Moderate	<p>children go together minimum as pairs, and where practical, in groups of 3.</p> <p>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 on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre</p> <p>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 on an ambulance then compromises our child to staff ratio, and the activity is deemed unsafe with the number of remaining educators, the bus driver will be called and the children returned to the centre</p>	<p>Educators</p> <p>Children and Educators</p>	During excursion	Low
Eating & Drinking on Excursion	<ul style="list-style-type: none"> <li>• Choking whilst drinking and/or eating</li> <li>• Food Allergies</li> </ul>	<p>High</p> <p>Extreme</p>	<p>Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.</p> <p>Children's allergies will be discussed with educators prior to departure to ensure all educators are aware.</p> <p>Medication is to be kept with each child throughout the day to ensure prompt access when in different areas of the venue.</p>	<p>Educators</p> <p>Educators</p> <p>Educators</p> <p>Educators and Parents</p>	<p>During excursion</p> <p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p> <p>During Vacation Care planning process.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</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>	Children, directed by educators	Prior to excursion.	Low
Riding on Bus	<ul style="list-style-type: none"> <li>• Injury from sudden braking</li> <li>• Alighting onto bus</li> <li>• Bus breakdown</li> </ul>	<p>High</p> <p>High</p> <p>Low</p>	<p>Children will be reminded to sit while travelling on the bus and to face towards the travel of journey</p> <p>Children reminded to watch the step when alighting onto/from the bus at the stops.</p> <p>Where a bus breaks down, the children will remain on the bus until another bus is organized, upon which the children will swap busses. Where remaining on the bus is considered dangerous, the RPD will locate a safe area to have the children wait for the new bus to arrive.</p>	<p>Educators</p> <p>Children directed by Educators</p> <p>Children and Educators</p>	<p>During Excursion</p> <p>During briefing prior to excursion &amp; whilst on excursion.</p> <p>During excursion</p>	<p>Low</p> <p>Low</p> <p>Low</p>

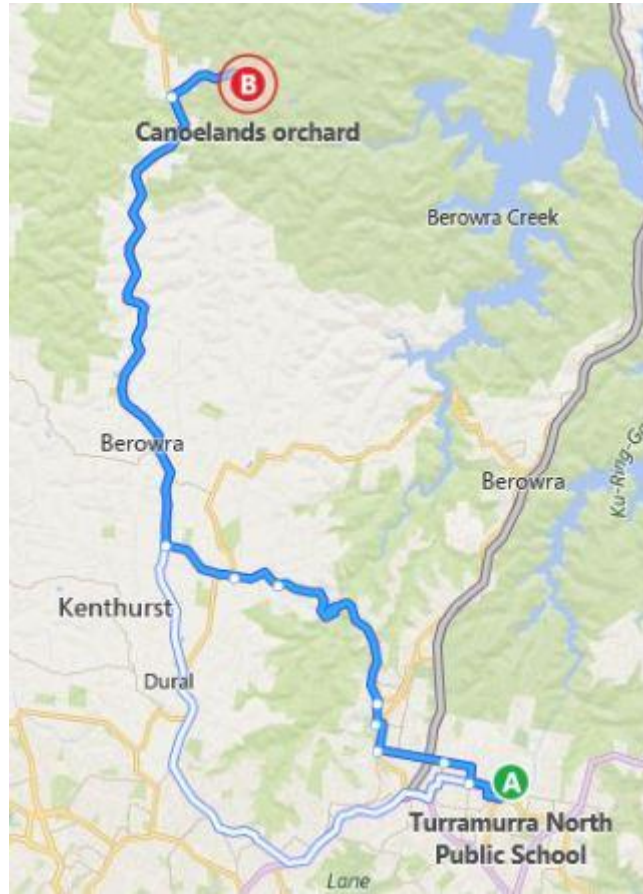
Fruit Picking Activity	<ul style="list-style-type: none"> <li>• Allergies to fruit or bee's</li> </ul>	High	<p>Educators to check allergies list prior to excursion and note children allergic to specific fruit being picked (tomatoes) or bees. Children with allergies to fruit to remain away from activity and have some alternate activity to do. Children allergic to bees to be hyper aware of surrounding bees.</p>	Educators	On the day of the excursion	Low
	<ul style="list-style-type: none"> <li>• Tripping due to uneven surface</li> </ul>	Low	<p>Remind children to watch their step and walk, not run through the tomato fields.</p>	Educators and children	On the day of the excursion.	Low
Tractor Ride	<ul style="list-style-type: none"> <li>• Injury to bones/musculoskeletal injuries etc from falling off</li> </ul>	Moderate	<p>All children to remain seated on tractor. Children to listen and follow instructions of Farmer.</p>	Educators and children	On the day of the excursion	Moderate
Play equipment	<ul style="list-style-type: none"> <li>• Injury to bones/musculo skeletal injuries etc from falling off</li> </ul>	Moderate	<p>Educators to remind children of safety rules.  Educators to remind children of safety rules. Active supervision by educators.</p>	Educators and children	On the day of the excursion	Moderate
Tasting of fruit/honey	<ul style="list-style-type: none"> <li>• Allergies / anaphylaxis</li> </ul>	Extreme	<p>Educators to view lists of children with allergies / anaphylaxis Open communication between educators and farm personnel</p>	All Educators	Prior to the day of the excursion and on the day of excursion	Low
	<ul style="list-style-type: none"> <li>• Sickness/illness</li> </ul>	Moderate	<p>Educators to carry medication and epipens in travel first aid kits Children/adults with allergies to honey or tomatoes should not taste the fruit or honey</p>	<p>Educators and farm staff Educators  Educators and children</p>	On the day of the excursion	Low

Farm Animals	<ul style="list-style-type: none"> <li>Allergies</li> </ul>	Extreme	Educators to view lists of children with allergies / anaphylaxis to animals and remain away from the animals keeping the child within a safe distance.	Educators	On the day of excursion	Medium
	<ul style="list-style-type: none"> <li>Injury from animal biting or kicking</li> </ul>	Moderate	Educators to remind children of safe practices and keeping hands and fingers away from the fences and animals without permission.	Educators	On the day of the excursion	Low
Packing Shed	<ul style="list-style-type: none"> <li>Tripping, slipping, injury to body parts</li> </ul>	Moderate	<p>Educators to listen to farm staff regarding the rules and safety when in the shed</p> <p>Active supervision by all educators</p> <p>Children not to touch the equipment and to watch their step whilst in the packing area</p>	<p>Educators</p> <p>Educators</p> <p>Educators and children</p>	On the day of the excursion	Low

Risk	Benefit
<ul style="list-style-type: none"> <li>Lost children at venue or during movement to and from the venue</li> <li>Heat stroke, dehydration, sun stroke etc.</li> <li>Sharing food with children with allergies</li> <li>Injury from tripping on surfaces in venue</li> <li>Tractor ride</li> <li>Being around Animals</li> <li>Injury from play equipment</li> </ul>	<ul style="list-style-type: none"> <li>Development of social skills &amp; expected behaviours when with other people of the community</li> <li>Development of negotiating skills when sharing turns of viewing, touching objects and tasting foods</li> <li>Education and enjoyment through learning and engagement in how Orchards are run.</li> <li>Interacting with other students and educators in a new experience.</li> <li>Learning new skills and in how fruit is grown and picked</li> <li>FUN!</li> </ul>

Plan prepared by	Jane Air		
Date:	9/3/18		
Communicated to:	All staff and families		
Venue and safety information reviewed and attached	Yes Comment if needed: No further venue information received or required		
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>			





Map of Planned Route

Risk Matrix

Consequence

<b>Likelihood</b>		Insignificant	Minor	Moderate	Major	Catastrophic
	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