

Draft - Excursion Risk Management Plan

Excursion details			
Date(s) of excursion	18 th December 2017	Excursion destination:	Sydney Aquarium (Sydney)
Departure and arrival times	Leave NTOOSHC 9:30am, Return to NTOOSHC approx. 2.20pm		
Proposed activities	Morning Tea, Walk through Aquarium, Lunch	Water hazards? Yes/No	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 Sydney Aquarium. Walk along boardwalk to the Aquarium.		
Name of RPD	Roslyn Doyle		
Contact number of RPD	(BH) 02 9449 5661		
Number of children attending excursion	22 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.	1:8 No additional ratio required.		
First Aid Trained Educators (Names):	Roslyn Doyle, Lillian Buchholz, Yasmin De Jonge		
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"> Walking onto road into traffic while walking along and crossing roads. Tripping while walking up steps / escalators. 	Extreme	Supervision will be 1 adult to 8 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.	Moderate
		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>	<p>Educators</p> <p>Educators</p> <p>Educators and children</p>		
General	<ul style="list-style-type: none"> Lost Child 	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>	<p>Educators to organise T-Shirts</p> <p>Educators</p>	<p>Shirts to be worn by each child before departing the OOSH building.</p> <p>Before departure.</p>	Moderate

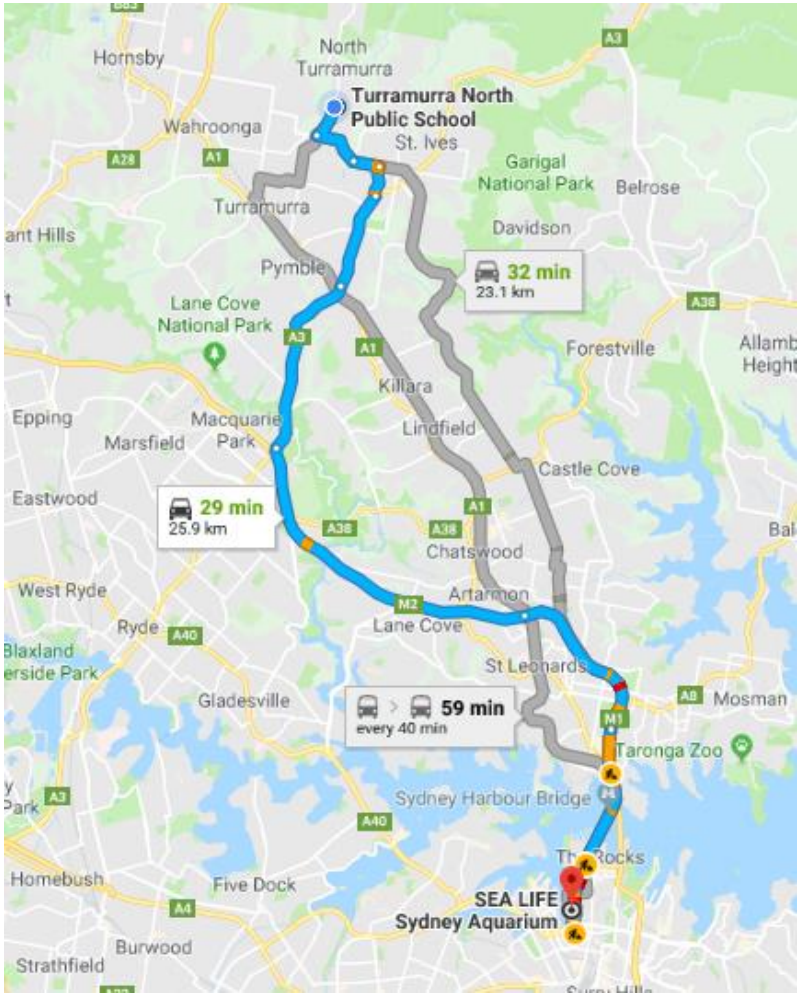
	<ul style="list-style-type: none"> • Sun Burn, Heatstroke, dehydration, Extreme hot weather etc. 	<p>Extreme</p>	<p>Educators will conduct roll calls and headcounts</p> <p>UV rating will be checked prior to excursion commencing.</p> <p>Children and staff will be expected to wear hats at all times. Children 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>	<p>Educators</p> <p>Educators and children</p> <p>Children-directed by Educators</p>	<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> <p>On arrival at the venue.</p> <p>Before leaving the service. To be reapplied every two hours throughout the day.</p> <p>On arrival at the venue and then throughout the day before group use by children.</p> <p>During excursion</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>
		<p>Moderate</p>	<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>	<p>Educators</p> <p>Children directed by Educators.</p>		<p>Low</p> <p>Low</p>
		<p>Moderate</p>	<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 children go together minimum as pairs, and where practical, in groups of 3.</p>	<p>Educators</p> <p>Children and Educators</p>		
		<p>Moderate</p>	<p>Where a child has a serious injury, one staff member will render first aid, whilst the others move</p>	<p>Educators</p>		<p>Low</p>

	<ul style="list-style-type: none"> ● Toilet Supervision ● Serious injuries to a child ● Serious injury to a staff member 		<p>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>	Children and Educators	During excursion	
Eating & Drinking on Excursion	<ul style="list-style-type: none"> ● Choking whilst drinking and/or eating ● Food Allergies 	High Extreme	<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"> Injury from sudden braking Alighting onto bus Bus breakdown 	<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 & whilst on excursion.</p> <p>During excursion</p>	<p>Low</p> <p>Low</p> <p>Low</p>

Risk	Benefit
<ul style="list-style-type: none"> Lost children at venue or during movement to and from the venue Heat stroke, dehydration, sun stroke etc. Sharing food with children with allergies Injury from tripping on surfaces in venue 	<ul style="list-style-type: none"> Development of social skills & expected behaviours when with other people of the community Development of negotiating skills when sharing turns of viewing and touching objects Entertainment through interacting with other students and watching the movie Meeting new people FUN!

Plan prepared by	Jane Air		
Date:	12 th December 2017		
Communicated to:			
Venue and safety information reviewed and attached	Yes / No Comment if needed: No further venue information received or required		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			



Map of Planned Route

Risk Matrix

Consequence

Likelihood

	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