

Draft - Incursion Risk Management Plan_WHEELS DAY

Excursion details			
Date(s) of excursion	Friday 20th April 2018	Incursion destination:	NTOOSHC North Turramurra Public School -Top concrete area of school grounds.
Departure and arrival times	Incursion will be onsite at centre. Children will be at the centre between 7:00am - 6:30pm		
Proposed activities	Riding of bikes and scooters at various times throughout the day.	Water hazards? No	If yes, detail in risk assessment below.
Method of transport, including proposed route	None		
Name of RPD	TBC		
Contact number of RPD	(BH) 02 9449 5661		
Number of children attending excursion	30 children	Number of educators/parents/volunteers	2 Educators at incursion
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:15 No additional ratio required.		
First Aid Trained Educators (Names):	Roslyn Doyle, Jane Air, Matt Low, 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
Riding Bikes	<ul style="list-style-type: none"> Injuries to a child from falling off a bike 	Moderate	<p>All children will wear a bike helmet. No helmet no ride.</p> <p>Educators will discuss 'road' rules with all children prior to children riding bikes or scooters.</p> <p>There will be clear boundaries set for children to ride.</p> <p>An outdoor environment check will take place paying special attention to sticks and debris on pathways and concrete areas in which the children will be riding.</p> <p>Active supervision will take place ensuring children ride safely and in a calm manner. For children not to ride too close to one another or in opposite directions to each other within close proximity.</p>	Educators	Before Wheels activity and reminding children of safe riding throughout the day as needed.	Moderate
General	<ul style="list-style-type: none"> Lost Child 	Extreme	Educators will conduct roll calls and headcounts	Educators	At the start of activities and at lunch time. Regular headcounts will be conducted throughout the day.	Low

	staff member		the children away and ensure adequate supervision. Where an ambulance is required to be called, the staff member will notify the RPD, and call the ambulance. Where a staff member leaving on an ambulance then compromises our child to staff ratio, emergency staff will be called to cover. Alternatively if no emergency staff can be sought, ECECD will be notified that the ratio is not compliant. The outdoor supervision will be confined to a manageable space with appropriate activities.			
Eating & Drinking on Excursion	<ul style="list-style-type: none"> Choking whilst drinking and/or eating Food Allergies 	High	Children will be provided space to sit during meal times. They will be reminded to sit whilst drinking and eating.	Educators	During meal times	Low
		Extreme	Children's allergies will be discussed with educators prior to meal times to ensure all educators are aware.	Educators	Before food preparation and meal times	Low
			Medication is to be kept in the first aid cupboard. Spare centre Epipens and ventolin will be also kept in first aid travel bags with outdoor staff at various play areas.	Educators	At all times	Low
			Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service.	Educators and Parents	During Vacation Care planning process.	Low
			Children's will be asked about their morning tea and lunches prior to eating to ensure no nuts or any other related allergy products are contained.	Children, directed by educators	Prior to meal times.	Low

Risk	Benefit
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<ul style="list-style-type: none"> ● Heat stroke, dehydration, sun stroke etc. ● Injury from falling off bikes or scooters 	<ul style="list-style-type: none"> ● Physical activity ● Development of spatial awareness, speed and balance ● Development of social skills ● Development of negotiating skills when riding amongst other riders. Taking turns riding in areas with others ● Enjoyment from riding and interacting with other children ● FUN!
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Plan prepared by	Jane Air		
Date:	28/3/18		
Communicated to:			
Venue and safety information reviewed and attached	Yes 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.			

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