

Excursion Risk Management Plan

Date(s) of excursion	8th October 2018	Excursion destination	Tree Tops, Cumberland State Forest, 95 Castle Hill Rd, West Pennant Hills	
Departure and arrival times	Leave NTOOSHC approx. 9:30 returning approx.2:00pm			
Proposed activities	Morning tea, Tree Tops Adventure Park (Rope Climbing Course), Lunch, Sensory Trail,	Water hazards? Yes/ No	If yes, detail in risk assessment below.	
Method of transport, including proposed method of transport	Walk outside OOSH, to front of school on Bobbin Head rd. Catch Chartered Bus from Bobbin Head Road to the Chase road to Katina St in Turramurra. Take Turramurra ave to pacific highway. Take Fox valley road and Cumberland highway/pennant hills road to Cumberland forest way in west pennant hills. Turn left onto Cumberland Forest way. Destination will be on the left.			
Name of RPD	Roslyn Doyle	Contact number of RPD	Centre: 02 9449 5661 (Centre phone on divert)	
Number of educators/parents/volunteers	3			
Number of children attending excursion	30 Children	Educator to child ratio, including whether this excursion warrants a higher ratio?	1:10	
First Aid Trained Educators (Names):				
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"/> List of children attending the excursion	<input type="checkbox"/> Phone – Centre phone on divert to RPD mobile phone			
<input type="checkbox"/> Contact information for each child (hard and soft copies)	<input type="checkbox"/> Medication for each child with a medication condition			
<input type="checkbox"/> Medical information for each child downloaded to phone	<input type="checkbox"/> Excursion hats 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, any medication (?)			

Risk assessment						
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When	Residual Risk Rating
Walking to and from Tree Tops	· Walking onto road into traffic while walking along and crossing roads.	Extreme	Supervision will be 1 adult to 8 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 the park to keep the children safe. Educators will stand at the intersection of any road crossing to block oncoming traffic turning into, or out of, the streets. Children will be reminded prior to the excursion to cross only when advised by Educators.	Educators and children Educators Educators	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
	· Tripping while walking up steps.	Moderate	Children will be supervised and guided up and down stairs safely where needed. 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.	Educators and children	During briefing prior to excursion and whilst on the excursion.	Low
General	· Lost Child	Extreme	All children will wear excursion hats and wrist bands whilst on the excursion which have the Centre's name and phone number. Educators to wear the service uniform and their name tags at all times Educators will conduct roll calls and headcounts UV rating will be checked prior to excursion commencing. (Each Educator has a group listing of the children in their group including locations and times of where everyone should be.)	Educators to organise T-Shirts Educators Educators	Hats and wrist bands to be worn by each child before departing the OOSH building. Before departure. 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	Moderate

	<ul style="list-style-type: none"> · Sun Burn, Heatstroke, dehydration etc. · Toilet Supervision 	<p>Extreme</p> <p>Moderate</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 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>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 and children</p> <p>Children-directed by Educators</p> <p>Educators</p> <p>Children directed by Educators.</p> <p>Educators</p>	<p>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>Low</p> <p>Low</p>
Eating & Drinking on Excursion	<ul style="list-style-type: none"> · Choking whilst drinking and/or eating · Food Allergies 	<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</p>	<p>Educators</p> <p>Educators</p> <p>Educators</p>	<p>During excursion</p> <p>Before departing for the excursion and whilst on excursion.</p> <p>During Excursion.</p>	<p>Low</p> <p>Low</p> <p>Low</p>

			<p>areas of the venue. Parents to be reminded that the Centre is 'Nut Aware' and nuts are not permitted at the service. Children's will be asked about their lunches during the excursion to ensure no nuts or any other related allergy products are contained.</p>	<p>Educators and Parents Children, directed by educators</p>	<p>During Vacation Care planning process. During Excursion.</p>	<p>Low</p> <p>Low</p>
Riding on Bus	<ul style="list-style-type: none"> Injury from sudden braking Alighting onto bus 	<p>High</p> <p>High</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>Educators</p> <p>Children</p> <p>directed by Educators</p>	<p>During Excursion</p> <p>During briefing prior to excursion & whilst on excursion.</p>	<p>Low</p> <p>Low</p>
High Ropes and Ziplines	<ul style="list-style-type: none"> Injury from faulty equipment Injury (falls) due to misuse of equipment 	<p>Extreme</p> <p>Extreme</p>	<p>Tree Tops staff to check equipment before use by children. Any faulty equipment reported to Responsible Person on Duty & children to be notified which equipment is not to be used. Tree Tops staff and educators to maintain supervision of all children in the vicinity of high ropes and ziplines. All children to be made aware of potential danger when equipment is misused.</p>	<p>Tree Tops staff, and Educators</p> <p>Tree Tops staff and educators</p>	<p>During excursion, before commencement of equipment use.</p> <p>During excursion.</p>	<p>Low</p> <p>Low</p>

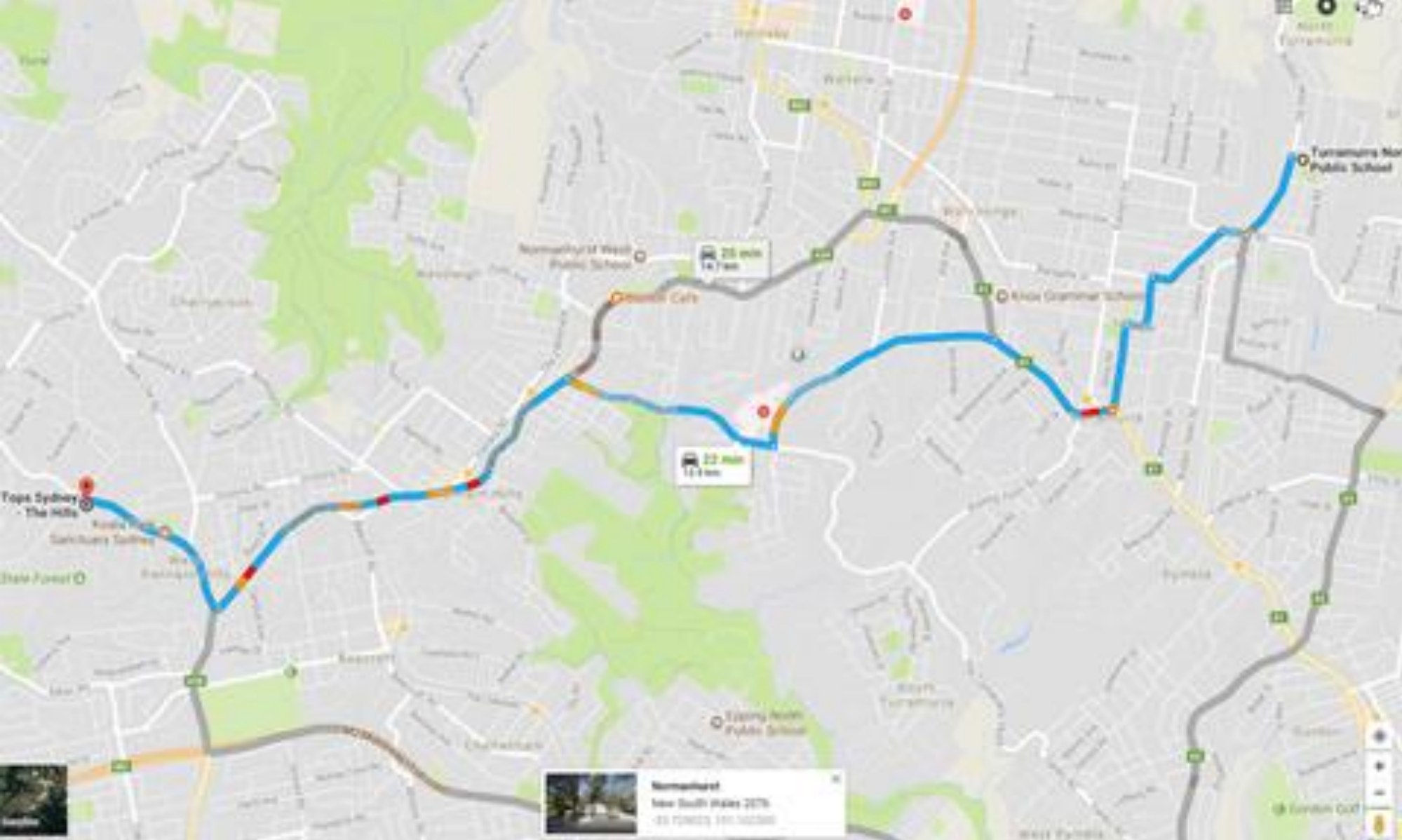
Risk

- ☒ Injury to tripping or falling due to stairs
- ☒ 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 due to fall from equipment
- ☒ Injury from items on tour

Benefit

- ☐ Development of social skills & expected behaviours when with other people of the community
- ☐ Confidence building through overcoming obstacles and heights
- ☐ Entertainment from stories from tour
- ☐ Knowledge of the Australian bush and wildlife
- ☐ Development of friendships from other Centre on tour
- ☐ FUN!

Plan Prepared by:	Roslyn Doyle	5 th September 2018	
Plan Reviewed by:			
Communicated to:	Educator:	Date:	Sign:
	Educator:	Date:	Sign:
	Educator:	Date:	Sign:
	Educator:	Date:	Sign:
	Educator:	Date:	Sign:
	Educator:	Date:	Sign:
	Educator:	Date:	Sign:
	Educator:	Date:	Sign:
	Educator:	Date:	Sign:
Venue and safety information reviewed and attached	Yes / No Comment if needed: No further venue information received or required as on OOSH premises		



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